Village of HARRISON
WHERE OPPORTUNITY LIVES

NOTICE OF VILLAGE OF HARRISON BOARD MEETING

DATE: **Tuesday, June 25, 2024**
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 25, 2024, 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) May 28, 2024

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. **Presentations**

   a) Draft of 2023 Village Audit by Jake Lenell, CLA

6. **Reports**

   a) Fire Rescue

   b) Calumet County Sheriff's Dept.

   c) Planning & Zoning

   d) Parks and Trails

   e) Public Works/Engineering

   f) Harrison Utilities

g) Clerk / Treasurer
   Financial Statement Summary
   ARPA Report

h) Budget Report

7. **Approval of Bills and Claims**

a) Bills and Claims

8. **Old Business for Discussion, Consideration, and/or Action**
No Old Business Items for June meeting.

9. **New Business for Discussion, Consideration, and/or Action**

a) Review of the 2023 Financial Statements and Draft Audit by CLA.

b) Resolution V2024-06 to accept the Harrison Utilities Compliance Maintenance Annual Report (CMAR) for the reporting period of 2023.

c) TID Annual Reports for Districts 1, 2, 3, 4, 5, and 6.

d) Resolution V2024-07, Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 5.

e) Re-naming of Crossroads Development to Crossroads Business Park and the re-naming of streets.

f) Resolution 2024-08 Authorizing the Borrowing of $900,000 to Finance TID #2 Land Purchase for Business Park

g) Transportation Impact Fee Study Proposal by Ehlers.

h) Board Permission to Request WI Dept. of Transportation to Conduct a Speed Study along STH 114 from Pigeon Road to CTH N.

i) Update on the drainage issues in the Cottonwood Creek Subdivision.

j) Ordinance V24-08 - Zoning Map Amendment to Rezone Parcels 33408 & 33418 – LouMar Properties, LLC – Kimberly Trail

k) Preliminary Plat – Cedar View Subdivision– LouMar Properties, LLC - Parcels 33408 & 33418

l) Certified Survey Map (CSM) – Kathy Johnson – N8801 Coop Road – Parcel 33588

m) Staff Recommendation and Award of Contract with Five Bugles/Wendel for construction of the New Public Safety Building.

n) Contract with GRG Playscapes to design a natural inclusive playground at Rennwood Park.

o) Contract with McMahon to design an Emergency Engine Generator and Transfer Switch at

Village Hall/DPW Facility.

p) Security cameras proposal at Village Hall funded with ARPA.

q) Approval of contract with McMahon for engineering services for Crossroads Business Park development funded with TID #2.

r) Agreement between the Village of Harrison and Harrison Athletic Association (HAA)

s) Special Event Permit - 9th Annual Northshore Apt. Summer Party

t) Approval of Contract with McMahon to Provide Interim Village Manager and Finance Director Services.

u) Consideration of proposals with Public Administration Associates, LLC for recruitment of a Village Manager and Finance Director.

v) Draft Position Descriptions for new Finance Director/Village Treasurer and Village Clerk positions.

w) Charter Ordinance No 3 to Separate the Clerk and Treasurer Roles

x) Authority of the Village President

y) Rules and Procedures for Board Meetings

10. **Future Agenda Items**
- RFQs for Station 60 and DPW (JB/DB) (before budget meetings start)
- Public info meetings & website posts on facilities updates (JB/DB)
- Hiring Policy (MVH/AB)
- Review of RS-2 Zoning (ML/AB) (after Comp Plan)
- Zoning Map Amendment and Ordinance V24-02 –Parcel 39012 & part of Parcel 39018 (tabled 1/30/2024)
- Trails and benches around retention ponds (SH/DB) (budget meeting)
- Plan to bring interceptors into lift stations 4 & 6 of the HU system (ML) (May/June 2024)
- Plan Commission Membership (number of trustees) (ML)

11. **Closed Session**

The board may reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes for possible action on any of the closed session items.

a) Motion to convene in closed session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the purpose of possible land purchase adjacent to STH 55.

Attendees will include: Village President, Village Trustees, Asst. Village Manager, Village Clerk, Village Attorney, and Baird TIF Advisor.

b) Motion to convene in closed session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the sale of land in the Crossroads Business Park.

Attendees will include: Village President, Village Trustees, Asst. Village Manager, Village Clerk, and Village Attorney.

c) Motion to convene in closed session under the exemption provided in Sec.19.85 (1) (g) of the Wis. Stats., for the purpose of conferring with legal counsel for the Village who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved.

Specifically to be discussed is an update on a challenge to the Creekside Improvement Project Assessment.

Attendees will include: Village President, Village Trustees, Asst. Village Manager, Village Clerk, and Village Attorney.

12. **Adjournment**

Agenda posted and published June 20, 2024 at Harrison Village Hall and at www.VillageofHarrison-wi.org
Vicki L. Tessen, Clerk-Treasurer

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.

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Vicki Tessen, Clerk

Meeting Date:
June 25, 2024

Title:
May 28, 2024

Issue:

Background and Additional Information:

Budget Impacts:

Recommended Action:
Approve the minutes as presented.

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Vicki Tessen, Treasurer

Meeting Date:
June 25, 2024

Title:
Draft of 2023 Village Audit by Jake Lenell, CLA

Issue:
2023 Village Audit Presentation

Background and Additional Information:
Village Auditor, Jake Lenell of CLA, will be at the Board meeting (in person or via zoom) to give a presentation on the 2023 Village Audit Report.

Copies of the Audit were not available at the time of printing and publishing the meeting packet. The Clerk will deliver copies to the Board and append it to the online packet as Addendum A when received.

Budget Impacts:
none

Recommended Action:
None - Presentation

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Jarred Gerl, Fire Chief

Meeting Date:
June 25, 2024

Title:
Fire Rescue

Issue:
Monthly Report

Background and Additional Information:

Budget Impacts:

Recommended Action:
None - Report

Attachments:

- HFR 2024 June Activity Report.pdf
- HFR IncidentsTimesByAppRep - May.pdf

Harrison Fire Rescue

Fire Station 60 • Fire Station 70 • EMS

Village Board/Fire Commission Activity Report - June 2024
(Updated: 6/18/2024)

1. Emergency Response

Harrison Fire Rescue was dispatched to 57 emergency calls in May.

- See attached Incident Report summaries.

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.

- May 18th — Annual Brat Fry Fundraiser

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.

- May 2nd — Promotion Interviews
- May 4th — Rope Rescue Certification Class
- May 5th — Rope Rescue Certification Class
- May 6th — Fire/EMS Drill
  - High Cliff State Park
  - Rope Rescue
- May 8th — New Hire Interviews
- May 13th — EMS Drill
  - Triage
- May 20th — Fire Drill
  - Rope Rescue
  - High Cliff State Park
- May 22nd — ThedaCare Trauma Symposium

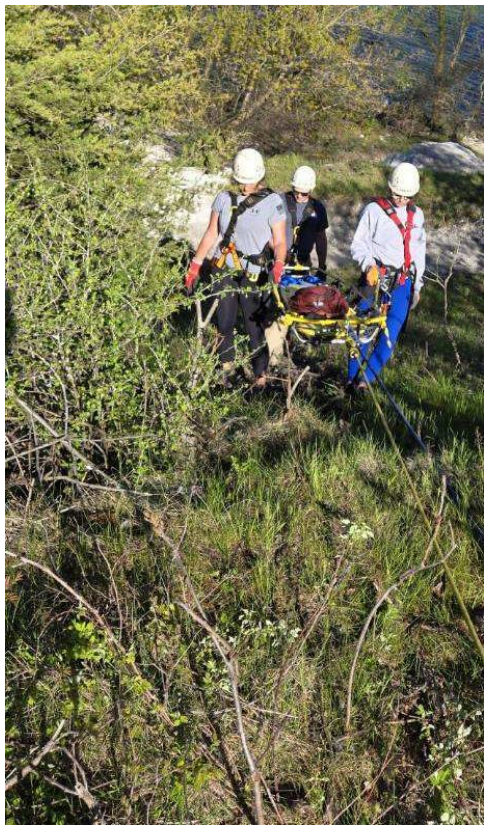
4. Chief Business/Items of Note

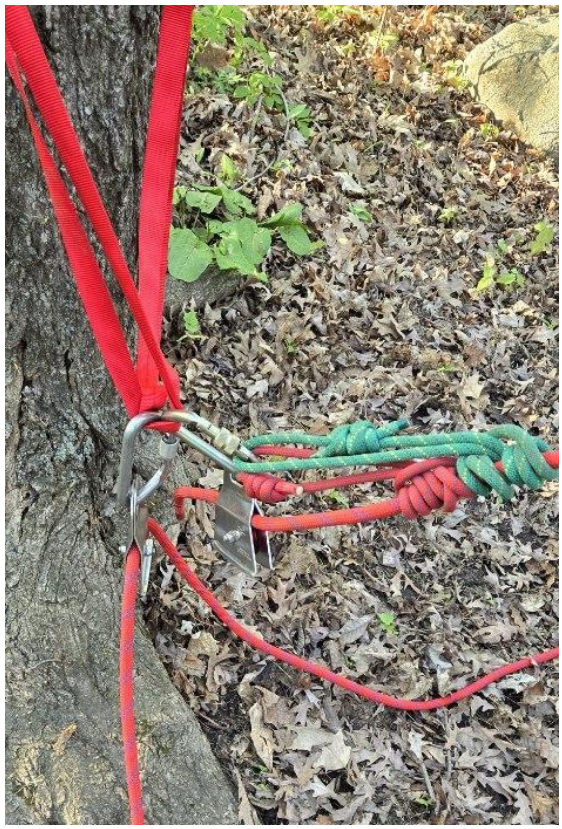
- May 1st — EMABAS Meeting
- May 2nd — ePCR Meeting
- May 13th — Engine Pump Testing & DOT Testing
- May 15th — Fire Commission Meeting
- May 21st — RFQ Meeting
- May 23rd — Fort Atkinson Fire Department Tour
- May 24th — Driscoll Apartments Hydro and Alarm Final
- May 28th — Kaukauna Fire Department Tour
- May 28th — Village Board Meeting

Respectfully Submitted,

Jarred Gerl

Chief – Harrison Fire Rescue





6/18/2024 3:38 AM

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IncidentTypeName	Date	UnitID	Dispatch	Arrival	Response	CadNumber	Address
EMS call, excluding vehicle accident with injury	05/01/2024	EMS	20:22:49	20:27:33	00:04:44	24-0213	W6546 Austin Harrison
EMS call, excluding vehicle accident with injury	05/02/2024	EMS	22:16:32	22:28:49	00:12:17	24-0214	W6144 Victorian Harrison
EMS call, excluding vehicle accident with injury	05/03/2024	EMS	02:36:47	02:47:38	00:10:51	24-0215	W6363 Sonny Harrison
EMS call, excluding vehicle accident with injury	05/04/2024	EMS	04:02:27	04:03:01	00:00:34	24-0216	W5219 Amy Harrison
EMS call, excluding vehicle accident with injury	05/04/2024	EMS	07:43:23	07:55:29	00:12:06	24-0217	N7927 Lakeshore Sherwood
EMS call, excluding vehicle accident with injury	05/05/2024	EMS	01:21:13	01:30:12	00:08:59	24-0218	N520 Royal Sherwood
EMS call, excluding vehicle accident with injury	05/05/2024	62	00:00:00	00:00:00	00:00:00	24-0219	N7630 State Park Sherwood
EMS call, excluding vehicle accident with injury	05/05/2024	EMS	13:58:34	14:04:47	00:06:13	24-0219	N7630 State Park Sherwood
EMS call, excluding vehicle accident with injury	05/05/2024	Ranger 61	00:00:00	00:00:00	00:00:00	24-0219	N7630 State Park Sherwood
EMS call, excluding vehicle accident with injury	05/05/2024	Standby	00:00:00	00:00:00	00:00:00	24-0219	N7630 State Park Sherwood
EMS call, excluding vehicle accident with injury	05/05/2024	EMS	14:48:25	14:51:27	00:03:02	24-0220	N9135 Coop Harrison
EMS call, excluding vehicle accident with injury	05/07/2024	EMS	20:29:15	20:34:31	00:05:16	24-0221	N9685 Highline Harrison
EMS call, excluding vehicle accident with injury	05/08/2024	EMS	19:25:07	19:33:22	00:08:15	24-0222	N7894 Ridgeview Sherwood
EMS call, excluding vehicle accident with injury	05/09/2024	EMS	02:28:23	02:42:04	00:13:41	24-0223	W6003 Hearthstone Harrison
Motor vehicle accident with injuries	05/09/2024	EMS	07:08:12	07:19:45	00:11:33	24-009W	County KK Woodville
Service Call, other	05/09/2024	63	00:00:00	00:00:00	00:00:00	24-0224	W450 Clifton Sherwood
Service Call, other	05/09/2024	65	14:23:28	14:31:09	00:07:41	24-0224	W450 Clifton Sherwood
Gas leak (natural gas or LPG)	05/09/2024	71	14:43:45	14:52:55	00:09:10	24-0225	W6581 Midway Harrison
Motor vehicle accident with injuries	05/10/2024	62	00:00:00	00:00:00	00:00:00	24-0227	State Road 114 Sherwood
Motor vehicle accident with injuries	05/10/2024	65	00:00:00	00:00:00	00:00:00	24-0227	State Road 114 Sherwood
Motor vehicle accident with injuries	05/10/2024	EMS	13:15:16	13:22:23	00:07:07	24-0227	State Road 114 Sherwood
Motor vehicle accident with injuries	05/10/2024	Standby	00:00:00	00:00:00	00:00:00	24-0227	State Road 114 Sherwood
EMS call, excluding vehicle accident with injury	05/11/2024	EMS	16:09:14	16:14:04	00:04:50	24-0229	W4730 Spring Hill Sherwood
EMS call, excluding vehicle accident with injury	05/11/2024	EMS	18:31:34	18:38:13	00:06:39	24-0230	N8727 Zirbel Harrison
EMS call, excluding vehicle accident with injury	05/12/2024	EMS	15:29:02	15:30:37	00:01:35	24-010W	N9476 Harwood Woodville
EMS call, excluding vehicle accident with injury	05/12/2024	EMS	20:15:48	20:20:23	00:04:35	24-0231	W647 Knight Sherwood
EMS call, excluding vehicle accident with injury	05/13/2024	EMS	00:37:41	00:46:00	00:08:19	24-0232	N7875 Edgewater Sherwood
EMS call, excluding vehicle accident with injury	05/13/2024	EMS	16:57:29	17:02:08	00:04:39	24-0233	N9148 Harmon Harrison
EMS call, excluding vehicle accident with injury	05/14/2024	EMS	00:44:50	00:52:37	00:07:47	24-0234	Woodland Harrison
Gas leak (natural gas or LPG)	05/14/2024	65	12:47:42	12:52:27	00:04:45	24-0235	W6639 Midway Harrison
Gas leak (natural gas or LPG)	05/14/2024	71	00:00:00	00:00:00	00:00:00	24-0235	W6639 Midway Harrison
Gas leak (natural gas or LPG)	05/14/2024	76	00:00:00	00:00:00	00:00:00	24-0235	W6639 Midway Harrison
Gas leak (natural gas or LPG)	05/14/2024	Standby	00:00:00	00:00:00	00:00:00	24-0235	W6639 Midway Harrison
EMS call, excluding vehicle accident with injury	05/15/2024	EMS	10:51:54	10:58:01	00:06:07	24-011W	W4019 Manitowoc Woodville
EMS call, excluding vehicle accident with injury	05/15/2024	EMS	11:08:49	11:25:00	00:16:11	24-0236	W7026 Manitowoc Harrison
EMS call, excluding vehicle accident with injury	05/15/2024	EMS	17:21:12	17:26:43	00:05:31	24-0237	HWY 114 Harrison
Dispatched & canceled en route	05/15/2024	EMS	20:28:17	00:00:00	00:00:00	24-0238	W5075 Golf Course Sherwood
EMS call, excluding vehicle accident with injury	05/15/2024	EMS	23:48:19	23:50:00	00:01:41	24-0239	W4982 Golf Course Sherwood
EMS call, excluding vehicle accident with injury	05/16/2024	EMS	14:46:57	14:52:25	00:05:28	24-0240	Oneida Harrison

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IncidentTypeName	Date	UnitID	Dispatch	Arrival	Response	CadNumber	Address
EMS call, excluding vehicle accident with injury	05/18/2024	EMS	11:16:25	11:23:09	00:06:44	24-0241	W7257 HWY 114 Harrison
EMS call, excluding vehicle accident with injury	05/18/2024	62	00:00:00	00:00:00	00:00:00	24-0243	N7630 State Park Sherwood
EMS call, excluding vehicle accident with injury	05/18/2024	EMS	13:30:02	13:57:53	00:27:51	24-0243	N7630 State Park Sherwood
EMS call, excluding vehicle accident with injury	05/18/2024	EMS	20:20:14	20:25:17	00:05:03	24-0244	N9339 Lake Park Harrison
	05/19/2024	EMS	15:07:44	15:13:56	00:06:12	24-0245	W6345 Sonny Harrison
EMS call, excluding vehicle accident with injury	05/21/2024	EMS	06:13:36	06:35:30	00:21:54	24-0246	W7030 Shea Harrison
EMS call, excluding vehicle accident with injury	05/21/2024	EMS	08:41:56	08:47:16	00:05:20	24-0247	W6447 Sonny Harrison
Power line down	05/21/2024	76	20:01:00	20:20:00	00:19:00	24-0251	Woodland Harrison
Power line down	05/21/2024	71	21:02:56	21:15:16	00:12:20	24-0249	W6503 Old Highway Harrison
Power line down	05/21/2024	75	00:00:00	00:00:00	00:00:00	24-0249	W6503 Old Highway Harrison
Power line down	05/21/2024	Standby	00:00:00	00:00:00	00:00:00	24-0249	W6503 Old Highway Harrison
Power line down	05/21/2024	71	21:41:16	21:46:34	00:05:18	24-0250	Firelane 8 Harrison
Power line down	05/21/2024	75	00:00:00	00:00:00	00:00:00	24-0250	Firelane 8 Harrison
Power line down	05/21/2024	76	00:00:00	00:00:00	00:00:00	24-0250	Firelane 8 Harrison
Power line down	05/21/2024	Standby	00:00:00	00:00:00	00:00:00	24-0250	Firelane 8 Harrison
Gas leak (natural gas or LPG)	05/21/2024	63	00:00:00	00:00:00	00:00:00	24-0252	W6037 Ryford Harrison
Gas leak (natural gas or LPG)	05/21/2024	65	00:00:00	00:00:00	00:00:00	24-0252	W6037 Ryford Harrison
Gas leak (natural gas or LPG)	05/21/2024	71	22:43:38	22:46:20	00:02:42	24-0252	W6037 Ryford Harrison
Gas leak (natural gas or LPG)	05/21/2024	75	00:00:00	00:00:00	00:00:00	24-0252	W6037 Ryford Harrison
Gas leak (natural gas or LPG)	05/21/2024	76	00:00:00	00:00:00	00:00:00	24-0252	W6037 Ryford Harrison
Gas leak (natural gas or LPG)	05/21/2024	Standby	00:00:00	00:00:00	00:00:00	24-0252	W6037 Ryford Harrison
Power line down	05/22/2024	71	02:44:53	03:01:49	00:16:56	24-0253	Firelane 8 Harrison
Dispatched & canceled en route	05/22/2024	EMS	03:12:50	00:00:00	00:00:00	24-0254	W6411 Sonny Harrison
Carbon monoxide incident	05/22/2024	65	11:25:56	11:40:56	00:15:00	24-0255	N7995 Carriage Sherwood
Carbon monoxide incident	05/22/2024	Standby	00:00:00	00:00:00	00:00:00	24-0255	N7995 Carriage Sherwood
EMS call, excluding vehicle accident with injury	05/22/2024	EMS	19:34:15	19:42:42	00:08:27	24-0256	W6008 Pearl Harrison
EMS call, excluding vehicle accident with injury	05/22/2024	EMS	22:02:51	22:08:29	00:05:38	24-0257	W5574 Colin Harrison
Service Call, other	05/23/2024	65	07:05:30	07:27:13	00:21:43	24-0258	HWY 10 Harrison
Service Call, other	05/23/2024	Standby	00:00:00	00:00:00	00:00:00	24-0258	HWY 10 Harrison
EMS call, excluding vehicle accident with injury	05/25/2024	EMS	11:51:14	12:03:16	00:12:02	24-0259	W5219 Amy Harrison
EMS call, excluding vehicle accident with injury	05/25/2024	EMS	15:47:49	15:52:06	00:04:17	24-0260	W5348 Mile Long Harrison
EMS call, excluding vehicle accident with injury	05/26/2024	EMS	21:06:09	21:17:19	00:11:10	24-0263	W5219 Amy Harrison
EMS call, excluding vehicle accident with injury	05/28/2024	EMS	10:05:47	10:16:23	00:10:36	24-0264	W5282 Amy Harrison
Passenger vehicle fire	05/28/2024	65	00:00:00	00:00:00	00:00:00	24-0265	Lake Park Harrison
Passenger vehicle fire	05/28/2024	71	16:18:19	16:28:15	00:09:56	24-0265	Lake Park Harrison
Passenger vehicle fire	05/28/2024	75	00:00:00	00:00:00	00:00:00	24-0265	Lake Park Harrison
Passenger vehicle fire	05/28/2024	76	00:00:00	00:00:00	00:00:00	24-0265	Lake Park Harrison
Passenger vehicle fire	05/28/2024	Standby	00:00:00	00:00:00	00:00:00	24-0265	Lake Park Harrison
EMS call, excluding vehicle accident with injury	05/28/2024	EMS	20:39:55	20:45:35	00:05:40	24-0266	W6419 Sonny Harrison

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IncidentTypeName	Date	UnitID	Dispatch	Arrival	Response	CadNumber	Address
Dispatched & canceled en route	05/29/2024	EMS	02:24:11	00:00:00	00:00:00	24-0267	W6464 Sonny Harrison
EMS call, excluding vehicle accident with injury	05/29/2024	EMS	08:11:01	08:17:07	00:06:06	24-0268	W5903 Manitowoc Harrison
EMS call, excluding vehicle accident with injury	05/29/2024	EMS	20:07:12	20:21:15	00:14:03	24-0269	W5160 Harbor Sherwood
Unintentional transmission of alarm, other	05/30/2024	65	00:00:00	00:00:00	00:00:00	24-0270	N9588 Onyx Harrison
Unintentional transmission of alarm, other	05/30/2024	71	10:58:08	11:13:36	00:15:28	24-0270	N9588 Onyx Harrison
Unintentional transmission of alarm, other	05/30/2024	Standby	00:00:00	00:00:00	00:00:00	24-0270	N9588 Onyx Harrison
Carbon monoxide incident	05/30/2024	63	00:00:00	00:00:00	00:00:00	24-0271	W4737 Ertl Harrison
Carbon monoxide incident	05/30/2024	65	12:25:43	12:36:07	00:10:24	24-0271	W4737 Ertl Harrison
Carbon monoxide incident	05/30/2024	69	00:00:00	00:00:00	00:00:00	24-0271	W4737 Ertl Harrison
Carbon monoxide incident	05/30/2024	71	00:00:00	00:00:00	00:00:00	24-0271	W4737 Ertl Harrison
Carbon monoxide incident	05/30/2024	Standby	00:00:00	00:00:00	00:00:00	24-0271	W4737 Ertl Harrison
	05/31/2024	EMS	09:27:40	09:37:30	00:09:50	24-0272	W5583 Firelane 12 Harrison

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Derek Bries, Chief Deputy

Meeting Date:
June 25, 2024

Title:
Calumet County Sheriff's Dept.

Issue:
Monthly Report

Background and Additional Information:

Budget Impacts:

Recommended Action:
Monthly Report

Attachments:
- CCFD 2024 May Harrison Report.pdf

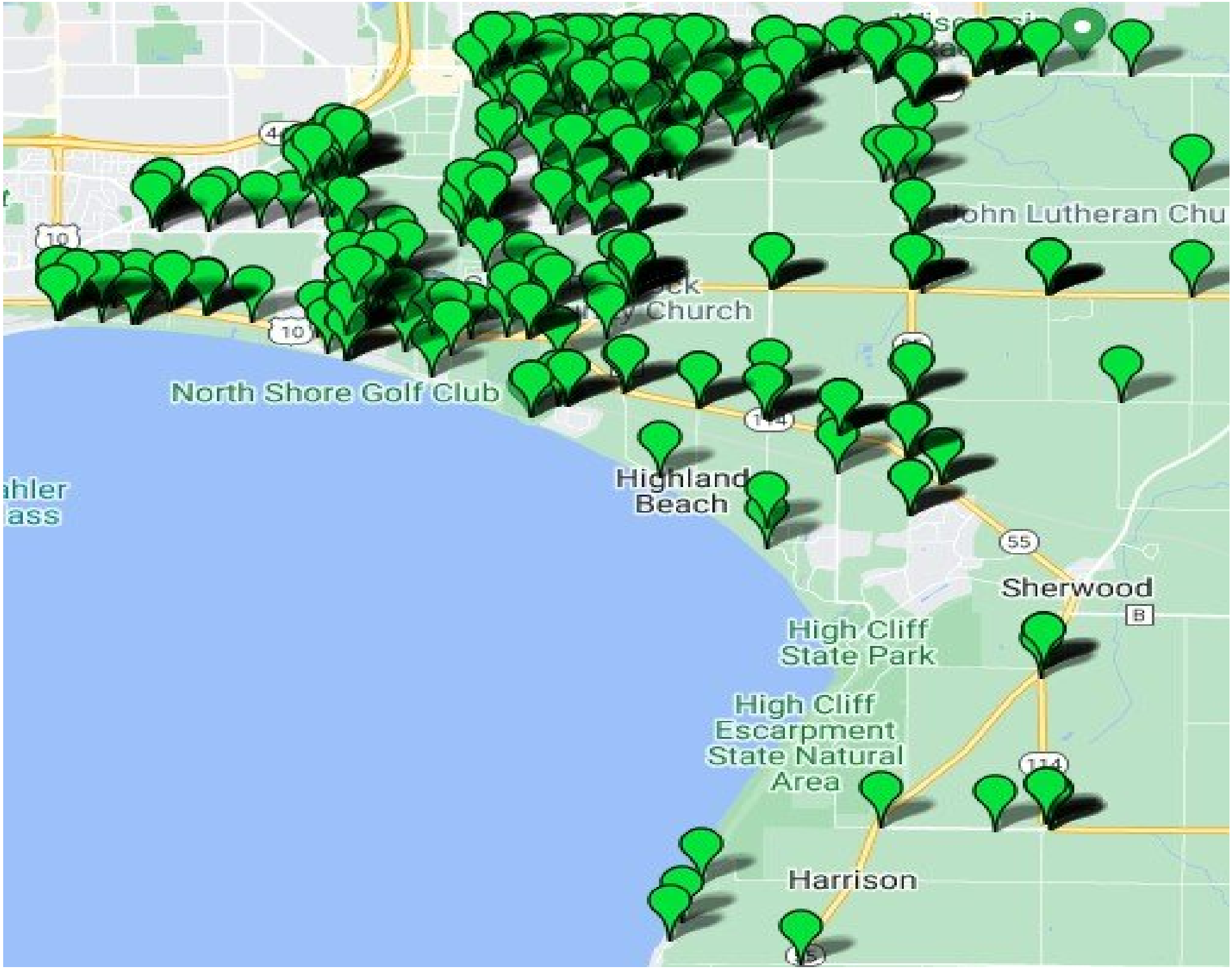
VILLAGE OF HARRISON (MAY - 2024)

OVERALL INCIDENT SUMMARY

911 HANG UP	21
ACCIDENT	20
ACCIDENT WITH INJURY	1
ALARM	4
ANIMAL	17
ASSIST AGENCY	9
ASSIST CITIZEN	13
BATTERY	0
CIVIL MATTER	2
CIVIL PROCESS	3
CRIME PREVENTION	0
DAMAGE TO PROPERTY	3
DISTURBANCE	9
DOMESTIC DISTURBANCE	1
DRUGS	0
EMERGENCY COMMITTAL	0
FIRE ALARM	0
FIRE CALL	9
FRAUD	8
HARASSMENT	1
JAIL	0
JUVENILE COMPLAINTS	3
LOST / FOUND	0
MEDICAL	27
MISCELLANEOUS	3
MISSING PERSON	0
MOTORIST ASSIST	19
NOISE COMPLAINT	4
ORDINANCE	4
PARKING COMPLAINT	6
RECKLESS DRIVING	22
RUNAWAY	0
SUSPICIOUS PERSON	5
SUSPICIOUS SITUATION	7
SUSPICIOUS VEHICLE	14
THEFT	2
TRAFFIC HAZARD	13
TRAFFIC STOP	116
TRESPASSING	1
VIOLATE OF COURT ORDER	0
WEAPON	0
WELFARE CHECK	18

OVERALL	
TOTAL INCIDENTS	*385*
CITATIONS	50
WARNINGS	123
ORDINANCE	3

ARRESTS	
TOTAL ARRESTS	**6**
5/1/24 Disorderly Conduct / GPS Violation	
5/4/24 OWI	
5/18/24 Resisting/Bail Jumping/Disorderly Conduct/Underage Possession	
5/22/24 Fraud - Identity Theft	
5/29/24 Vehicle Operator Flee/Elude Officer	
5/29/24 Domestic Disorderly Conduct	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Church
North Shore Golf Club
Highland
Beach
ahler
ass
Sherwood
High Cliff
State Park
High Cliff
Escarpment
State Natural
Area
Harrison
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VILLAGE OF HARRISON (MAY - 2024)

CONTRACT SUMMARY

911 HANG UP	11
ACCIDENT	14
ACCIDENT WITH INJURY	1
ALARM	3
ANIMAL	9
ASSIST AGENCY	6
ASSIST CITIZEN	10
BATTERY	0
CIVIL MATTER	2
CIVIL PROCESS	0
CRIME PREVENTION	0
DAMAGE TO PROPERTY	2
DISTURBANCE	7
DOMESTIC DISTURBANCE	1
DRUGS	0
EMERGENCY COMMITTAL	0
FIRE ALARM	0
FIRE CALL	8
FRAUD	7
HARASSMENT	1
JAIL	0
JUVENILE COMPLAINTS	2
LOST / FOUND	0
MEDICAL	20
MISCELLANEOUS	2
MISSING PERSON	0
MOTORIST ASSIST	11
NOISE COMPLAINT	4
ORDINANCE	3
PARKING COMPLAINT	3
RECKLESS DRIVING	10
RUNAWAY	0
SUSPICIOUS PERSON	4
SUSPICIOUS SITUATION	5
SUSPICIOUS VEHICLE	11
THEFT	2
TRAFFIC HAZARD	7
TRAFFIC STOP	63
TRESPASSING	1
VIOLATE OF COURT ORDER	0
WEAPON	0
WELFARE CHECK	11

CONTRACT	
TOTAL	241
ARRESTS	3
CITATIONS	38
WARNINGS	80
ORDINANCE	1

5/1/2024	CITATION	FAIL/OBEY TRAFFIC SIGN/SIGNAL
05/01/24	CITATION	EXCEEDING SPEED ZONES, ETC. (25-29 MPH)
05/01/24	WARNING	OPERATE W/O CARRYING LICENSE
5/1/2024	WARNING	IMPROPERLY ATTACHED LICENSE PLATES
5/1/2024	WARNING	NON-REGISTRATION OF AUTO, ETC
5/1/2024	WARNING	OPERATE AFTER REV/SUSP OF REGISTRATION
5/1/2024	WARNING	OPERATE VEHICLE W/ IMPROPER COLOR LIGHT TO REAR
5/1/2024	WARNING	OPERATE MOTOR VEH. W/O ADEQUATE MUFFLER
05/01/24	WARNING	FAIL/NOTIFY ADDRESS CHANGE
5/1/2024	WARNING	OPERATING LEFT OF CENTER
5/1/2024	WARNING	UNNECESSARY ACCELERATION
5/1/2024	WARNING	OPERATE MOTOR VEH. W/O ADEQUATE MUFFLER
5/1/2024	WARNING	UNNECESSARY ACCELERATION
5/2/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
05/03/24	CITATION	OPERATE MOTOR VEHICLE W/O INSURANCE
05/03/24	CITATION	AUTOMOBILE FOLLOWING TOO CLOSELY
05/03/24	CITATION	SPEEDING IN 55 MPH ZONE (25-29 MPH)
5/3/2024	CITATION	OPERATE W/O VALID LICENSE
5/3/2024	CITATION	FAIL/STOP AT STOP SIGN
05/03/24	WARNING	OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS
05/03/24	WARNING	FAIL/NOTIFY DMV OF ADDRESS/NAME CHANGE
5/3/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
5/3/2024	WARNING	SPEEDING IN 55 MPH ZONE (11-15 MPH)
5/3/2024	WARNING	IMPROPER/ATTACH REAR REG DECAL/TAG
05/04/24	CITATION	OPERATING WHILE UNDER THE INFLUENCE
5/4/2024	CITATION	NON-REGISTRATION OF AUTO, ETC
5/4/2024	CITATION	NON-REGISTRATION OF AUTO, ETC
05/04/24	WARNING	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)
5/4/2024	WARNING	FAIL/PROPERLY MAINTAIN STOP LAMPS
5/4/2024	WARNING	ILLEGIBLE LICENSE PLATES
5/6/2024	WARNING	NON-REGISTRATION OF AUTO, ETC
5/6/2024	WARNING	ILLEGIBLE LICENSE PLATES
5/7/2024	WARNING	FAIL/STOP AT STOP SIGN
5/8/2024	CITATION	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
5/8/2024	WARNING	FAIL/DISPLAY VEHICLE LICENSE PLATES
5/8/2024	WARNING	ILLEGIBLE LICENSE PLATES
5/8/2024	WARNING	IMPROPER/ATTACH REAR REG DECAL/TAG
5/8/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)

5/9/2024	CITATION	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
05/09/24	WARNING	DISPLAY UNAUTH. VEH. REGISTRATION PLATE
5/9/2024	WARNING	FAIL/STOP AT STOP SIGN
5/10/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
5/10/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
5/10/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
5/11/2024	CITATION	FAIL/STOP AT STOP SIGN
5/11/2024	CITATION	FAIL/STOP AT STOP SIGN
5/11/2024	CITATION	OPERATING WHILE SUSPENDED
5/11/2024	CITATION	OPERATE AFTER REV/SUSP OF REGISTRATION
5/11/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
05/11/24	WARNING	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
05/11/24	WARNING	OPERATE MOTOR VEH. W/O ADEQUATE MUFFLER
5/12/2024	CITATION	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
5/12/2024	CITATION	OPERATE MOTOR VEH. W/O ADEQUATE MUFFLER
5/12/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
5/12/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
5/12/2024	WARNING	IMPROPER DISPLAY/PLATES (ILLEGIBLE)
5/12/2024	WARNING	ILLEGIBLE LICENSE PLATES
05/12/24	WARNING	FAIL/STOP AT STOP SIGN
05/12/24	WARNING	FAIL/YIELD RIGHT/WAY FROM STOP SIGN
05/12/24	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
05/13/24	CITATION	UNREASONABLE AND IMPRUDENT SPEED
5/14/2024	CITATION	AUTOMOBILE FOLLOWING TOO CLOSELY
5/14/2024	WARNING	DEVIATING FROM LANE OF TRAFFIC
5/14/2024	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
05/14/24	WARNING	NON-REGISTRATION OF AUTO, ETC
05/14/24	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
05/14/24	WARNING	IMPROPER/ATTACH REAR REG DECAL/TAG
5/16/2024	CITATION	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
05/16/24	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
5/16/2024	WARNING	SPEEDING ON CITY HIGHWAY (25-29 MPH)
5/16/2024	WARNING	SPEEDING ON CITY HIGHWAY (11-15 MPH)
5/17/2024	CITATION	AUTOMOBILE FOLLOWING TOO CLOSELY
5/18/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
5/18/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
5/19/2024	CITATION	SPEEDING IN 55 MPH ZONE (11-15 MPH)
5/20/2024	CITATION	UNSAFE LANE DEVIATION
5/20/2024	CITATION	OPERATE WITH CONTROL SUBSTANCE (3RD)

5/20/2024	CITATION	SPEEDING IN 55 MPH ZONE (25-29 MPH)
5/20/2024	ORDINANCE	POSSESS MARIJUANA/THC (UNDER 25g) 1ST 2003-5
05/20/24	WARNING	FALSE ALARM
05/20/24	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
05/20/24	WARNING	IMPROPER DISPLAY OF LICENSE PLATE/TAG/DECAL
5/20/2024	WARNING	SPEEDOMETER VIOLATIONS
5/21/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
5/22/2024	CITATION	VEHICLE OPERATOR FAIL/WEAR SEAT BELT
05/22/24	CITATION	OPERATE W/O CARRYING LICENSE
5/22/2024	WARNING	VEHICLE OPERATOR FAIL/WEAR SEAT BELT
05/22/24	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
05/22/24	WARNING	FAIL/YIELD RIGHT/WAY FROM STOP SIGN
05/22/24	WARNING	NON-REGISTRATION OF AUTO, ETC
5/23/2024	CITATION	VEHICLE OPERATOR FAIL/WEAR SEAT BELT
05/23/24	CITATION	INATTENTIVE DRIVING
5/23/2024	WARNING	OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS
5/23/2024	WARNING	SPEEDING IN 55 MPH ZONE (16-19 MPH)
5/25/2024	WARNING	SPEEDING ON CITY HIGHWAY (16-19 MPH)
5/25/2024	WARNING	IMPROPER DISPLAY/PLATES (ILLEGIBLE)
05/25/24	WARNING	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)
5/26/2024	CITATION	FAILURE TO KEEP VEHICLE UNDER CONTROL
5/26/2024	CITATION	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL)
5/26/2024	CITATION	IID TAMPERING/FAIL TO INSTALL/VIOLATE COURT ORDER
05/26/24	CITATION	VEHICLE OPERATOR FAIL/WEAR SEAT BELT
5/26/2024	WARNING	FALSE ALARM
5/26/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
5/26/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (1-10 MPH)
5/26/2024	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
5/27/2024	WARNING	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)
05/27/24	WARNING	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE
5/27/2024	WARNING	FAIL/NOTIFY ADDRESS CHANGE
5/27/2024	WARNING	IMPROPER STOP/RR STOP SIGN
5/27/2024	WARNING	IMPROPER STOP/RR STOP SIGN
5/27/2024	WARNING	FAIL/MAINTAIN HIGH-MOUNTED STOP LAMP
5/27/2024	WARNING	OPERATE VEHICLE W/O STOPPING LIGHTS
05/27/24	WARNING	VENT/SIDE WINDOW EXCESSIVE TINTING
5/27/2024	WARNING	IMPROPER/ATTACH REAR REG DECAL/TAG
5/28/2024	CITATION	NON-REGISTRATION OF AUTO, ETC
5/28/2024	CITATION	IMPROPER RIGHT TURN

05/30/24	CITATION	FAIL TO FOLLOW INDICATED TURN
05/30/24	CITATION	OPERATE W/O VALID LICENSE
5/31/2024	WARNING	OPERATE MOTOR VEHICLE W/O 2 HEADLIGHTS

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
Planning & Zoning

Issue:
Discussion only.

Background and Additional Information:
Below is an update on current projects the development office is working on:

1. Application was submitted to the Board of Commissioners for loan to purchase land for business park on CTH KK. Board will consider adoption of resolution to approve the loan.
2. Test Pits were completed on four locations along the proposed road alignment for new business park per Trustee Lancasters request. No soil issues were found.
3. Draft of the Developers Agreement with developer of coffee shop was provided to developer for review.
4. Staff is ready to issue bid for Faro Springs Public Access Launch. Waiting for response from local vendor about donating the project.
5. Herrling Clark and Title Company is working on purchase of W6016 Cameo Court. Transaction should close by the end of June. Village staff will then move in to demolish the home.
6. The Village of Sherwood has agreed to fund half of the Kessler Road Project. Village staff is working to schedule the sealcoating project.
7. HVAC issues in the IT closet at Village Hall has been fixed. DPW installed a blower fan to take the hot air out of the room into the large room and door is permanently closed and secured.
8. Village staff is working on proposed re-designs for the Harrison squad cars to better align our image.
9. Working on changing providers for village cell phones to Verizon from T-Mobile to deal with coverage issues.
10. Continue to process new home permits, other building permits and zoning permits.
11. Continued communication with residents on road projects.

Budget Impacts:
None

Recommended Action:
Discussion only

Attachments:

- May_2024_Zoning_Permit_Report.pdf

Village of Harrison

May-24 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	5		43	$ 2,325,000		$ 18,773,400	32		55	$ 11,624,140		$ 20,659,140
Two Family (units)	0	(0)	0	$ 0		$ 0	0	(0)	0	$ 0		$ 0
Multi Family (units)	0	(0)	0	$ 0		$ 0	0	(0)	0	$ 0		$ 0
Additions	0		5	$ 0		$ 191,000	3		5	$ 310,000		$ 357,500
Acc. Structures	6		10	$ 54,000		$ 150,500	6		11	$ 110,300		$ 180,400
Miscellaneous	17		53	$ 241,000		$ 531,950	10		39	$ 62,000		$ 418,360
Total Residential	28		111	$ 2,620,000		$ 19,646,850	51		110	$ 12,106,440		$ 21,615,400
Com./Ind.												
New	0		1	$ 0		$ 650,000	0		1	$ 0		$ 650,000
Additions	0		0	$ 0		$ 0	0		1	$ 0		$ 230,000
Acc. Structures	0		0	$ 0		$ 0	0		3	$ 0		$ 80,000
Miscellaneous	0		3	$ 0		$ 75,000	1		3	$ 1,000		$ 12,695
Total Com./Ind.	0		4	$ 0		$ 725,000	1		8	$ 1,000		$ 972,695
Combined Total	28		115	$ 2,620,000		$ 20,371,850	52		118	$ 12,107,440		$ 22,588,095

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager and Jeff Funk, Operations Manager

Meeting Date:
June 25, 2024

Title:
Parks and Trails

Issue:
Discussion Only

Background and Additional Information:
Parks staff continues to cut grass and complete general park maintenance projects.

Clover Ridge Trail: Northeast Asphalt has completed paving of the trail from the park to main trail. Parks staff will be working on maintenance.

Darboy Community Park: Village staff met with Trustee Van Hefty and walked the park to discuss current lawn cutting around the ponds. Both parties were in agreement with the plan. Staff also remove the rocks from the drainage ditch along Noe Road. McMahon continues to work on the design of the lighting plan and future electrical service. Added more signs on the pickle ball courts to clarify usage.

Farmers Field Park: We Energies is very close to completion of the lighting installation. Staff will have some maintenance to do from their trenching but may wait until the parking lot is paved. McMahon is working on bid documents for paving of the roadway and parking lot. Village staff will prepare the future tennis courts, trails and basketball courts with gravel this fall, and paving will occur with the 2025 street resurfacing bids. Staff also submitted the basketball courts for possible grant funding through a local non-profit sports club. Staff will be starting planning for the design of the park shelters to be included in the 2025 budget.

Rennwood Park: A separate board document will consider approval of the natural inclusive playground design at this park.

Budget Impacts:
None

Recommended Action:
Discussion Only

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager and Jeff Funk, Operations Manager

Meeting Date:
June 25, 2024

Title:
Public Works/Engineering

Issue:
Discussion Only

Background and Additional Information:
Staff has completed the first round of ditch cutting

Completing road maintenance, signage upgrades, dumpster enclosures, lawn cutting.

Road Projects Update
Amy Avenue and Payton Street are completed. Final restoration needs to occur yet.

Woodland Trails Subdivision: Curb/Gutter replacement has begun on Spring Valley and Woodland Trails subdivision. Pulverizing and paving to occur after the 4th of July.

State Park Road: A preconstruction meeting will occur on June 25. After meeting, road will be restricted but opened during construction. Letters and schedules will be sent to adjacent homeowners. Alliant Energy will need to relocate some utilities for the project. Work is planned to start on July 8.

Blazing Meadows Subdivision: Finalizing contracting. Need to have pre-construction meeting. Work is estimated to begin mid-July. Letters have been sent to residents to plan for the project.

Cedar Ridge Subdivision- Under design. Staff has mentioned to interested residents that a public meeting will be held in Fall to review the design and answer any questions.

Haen Heights Subdivision- Utility locates were completed. Staff getting questions about the locate flags and they are part of the design process. McMahon will be surveying this project soon.

Staff has met to discuss the 5 -year road paving plan. Staff hopes to bring an updated draft plan to the Board for consideration at the July meeting.

Budget Impacts:
None

Recommended Action:
Discussion Only

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Brandon Barlow, Utilities Office Manager & Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
Harrison Utilities

Issue:
Monthly Report to Board

Background and Additional Information:
The items outlined below represent the noteworthy activities of the Utility since the prior report. Staff conducts the regular business of the Utility, the details of which can be reviewed upon request by the Board.

1. **Inaugural Newsletter and Annual Consumer Confidence Report:** The inaugural Harrison Utilities newsletter (attached) was mailed to customers the week of June 17th. The Utilities created a separate newsletter from the quarterly Village newsletter as not all residents of the Village are HU customers and there are HU customers located outside the Village limits (within the Cities of Menasha and Appleton). In addition to conveying general information about the Utilities the newsletter is the vehicle for distribution the annual Consumer Confidence Report (CCR), which is a requirement of the Environmental Protection Agency and Wisconsin Department of Natural Resources. Historically the CCR has been published in the Post-Crescent, but given the overall trend of declining newspaper circulation staff determined that implementing an annual newsletter would be the best method of delivery going forward. In addition to direct mailing, the newsletter has been distributed electronically on the Village's website and social media platforms.
2. **Update of Village Code Chapter 30 - Utilities:** Staff have been working with Village Attorney Rossmeissl as well as Attorney Lawrie Kobza of Boardman Clark regarding an update of the Utilities code chapter. Staff held meetings with the attorneys on 5/30/24 and 6/7/24 and have been consulting with the Department of Natural Resources and the Public Service Commission regarding regulatory considerations of the code update. Staff intends to bring a draft of the revised code to the Village Board for review at the July meeting.
3. **Utility Facilities Funding Memo from Attorney Lawrie Kobza:** In addition to the above mentioned Code Chapter 30 review, staff have been working with Attorney Lawrie Kobza regarding recommendations for potential funding mechanisms for financing additional water and sewer infrastructure. In particular Attorney Kobza was asked to produce a memo (attached) detailing the legal basis and use cases for connection fees, impact fees, and special assessments.
4. **Sanitary Sewer and Lift Station Feasibility Study**: Staff have been working with representatives from Martenson & Eisele (M&E) to develop a long-term plan for the provision of sanitary sewer services within the existing service area as well potential areas for service area expansion. It is essential to consider the overall system capacity and limiting factors when planning for service expansion. The attached Sanitary Sewer and Lift Station Feasibility Study contains the full details of the information that was presented in summary form by Mary Jo Miller to the Village Board at the 4/30/24 public meeting. This report will be an important source of

information for future planning of sanitary sewer service expansion.

5. **Engineering Report:** Report (attached) as submitted by Mary Jo Miller, P.E., Martenson & Eisele, Inc.
6. **Neenah-Menasha Sewerage Commission (NMSC):** A regular meeting of the NMSC will be held on Tuesday, June 25th. Agendas and minutes for the meetings of the Neenah-Menasha Sewerage Commission are available at www.nmscwwtp.com
7. **Permits Issued in May:**
    a. Sanitary Sewer Connection:

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

    a. Sanitary Sewer & Watermain: None

Budget Impacts:
None

Recommended Action:
None

Attachments:

- 2024 HU Newsletter & CCR FINAL.pdf
- Boardman & Clark Utility Financing Options Memo (revised 6-17-24).pdf
- 2024.06.18 - M&E HU San Sewer Planning Report.pdf
- 2024-06-18 Engineer Status Report w Attachment.pdf

HARRISON UTILITIES

Harrison Utilities
N8722 Lake Park Rd
Menasha, WI 54952

INTRODUCTION

Harrison Utilities, your water and sanitary sewer provider, is proud to introduce our inaugural newsletter. Our aim is to communicate important information about our services as well as provide a handy reference of our contact information should any questions or concerns arise throughout the year.

It can be easy to take for granted the reliable availability of clean drinking water at our homes, schools, restaurants, and throughout our community. Likewise, we likely flush the toilets and take showers without giving a thought to where all that wastewater goes once it goes down the drain. These essential services are provided by Harrison Utilities!

Harrison Utilities distributes water which is purchased from the City of Appleton Water Treatment Plant located on Manitowoc Rd. From there it travels through a network of over 52 miles of water mains all across the district, reaching over 2,750 customer connections throughout portions the Village of Harrison, City of Menasha, and City of Appleton. Enclosed you will find the 2023 Consumer Confidence Report (aka Water Quality Report) containing detailed information about the monitoring and testing that is conducted throughout the year in order to help ensure quality drinking water for those in our community.

The wastewater within the district is collected through an extensive system of over 52 miles of sewer mains where it is pumped via a system of lift stations until it reaches the Neenah-Menasha Wastewater Treatment Plant located on Garfield Avenue in Menasha.

The staff from Harrison Utilities is responsible for helping to ensure that these essential services are available throughout our community at rates which will continue to support the provision of these services for years to come.

If you would like to learn more about Harrison Utilities you can visit our website, stop by our building located on Lake Park Rd, or call or email using the contact information provided on the back page.

2023 Consumer Confidence Report Data

HARRISON UTILITIES - FKA WAVERLY SD, PWS ID: 40800760

Este informe contiene información importante acerca de su agua potable. Haga que alguien lo traduzca para usted, o hable con alguien que lo entienda.
Dlaim ntawv tshaabzu nuav muaj lug tseemceeb heev nyob rua huv kws has txug cov dlej mej haus. Kuas ib tug paab txhais rua koj, los nrug ib tug kws paub lug thaam.

Water System Information

If you would like to know more about the information contained in this report, please contact Tom Van Zeeland at (920) 989-1062 Option 1.

Opportunity for Input on Decisions Affecting Your Water Quality

The Village Board meets the last Tuesday of the month at 6:00 pm at the Village Municipal Building, which is located at W5298 State Rd 114, Menasha, WI 54952.

Health Information

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's safe drinking water hotline (800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune systems disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbial contaminants are available from the Environmental Protection Agency's safe drinking water hotline (800-426-4791).

Source(s) of Water

Source ID	Source	Status
2	Purchased Surface Water	Active

Purchased Water

PWS ID	PWS Name
44503338	APPLETON WATERWORKS

To obtain a summary of the source water assessment please contact, Tom Van Zeeland at (920) 989-1062 Option 1.

Educational Information

The sources of drinking water, both tap water and bottled water, include rivers, lakes, streams, ponds, reservoirs, springs and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.

- Inorganic contaminants, such as salts and metals, which can be naturally- occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban stormwater runoff and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff and septic systems.
- Radioactive contaminants, which can be naturally occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. FDA regulations establish limits for contaminants in bottled water, which shall provide the same protection for public health.

Definitions

Term	Definition
AL	Action Level: The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
HA and HAL	HA: Health Advisory. An estimate of acceptable drinking water levels for a chemical substance based on health effects information. HAL: Health Advisory Level is a concentration of a contaminant which, if exceeded, poses a health risk and may require a system to post a public notice. Health Advisories are determined by US EPA.
HI	HI: Hazard Index: A Hazard Index is used to assess the potential health impacts associated with mixtures of contaminants. Hazard Index guidance for a class of contaminants or mixture of contaminants may be determined by the US EPA or Wisconsin Department of Health Services. If a Health Index is exceeded a system may be required to post a public notice.
MCL	Maximum Contaminant Level: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
MCLG	Maximum Contaminant Level Goal: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
MRDL	Maximum residual disinfectant level: The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
MRDLG	Maximum residual disinfectant level goal: The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
NTU	Nephelometric Turbidity Units
pCi/l	picocuries per liter (a measure of radioactivity)
ppm	parts per million, or milligrams per liter (mg/l)
ppb	parts per billion, or micrograms per liter (ug/l)
ppt	parts per trillion, or nanograms per liter
PHGS	PHGS: Public Health Groundwater Standards are found in NR 140 Groundwater Quality. The concentration of a contaminant which, if exceeded, poses a health risk and may require a system to post a public notice.
RPHGS	RPHGS: Recommended Public Health Groundwater Standards: Groundwater standards proposed by the Wisconsin Department of Health Services. The concentration of a contaminant which, if exceeded, poses a health risk and may require a system to post a public notice.
SMCL	Secondary drinking water standards or Secondary Maximum Contaminant Levels for contaminants that affect taste, odor, or appearance of the drinking water. The SMCLs do not represent health standards.
TCR	Total Coliform Rule

Detected Contaminants

Your water was tested for many contaminants last year. We are allowed to monitor for some contaminants less frequently than once a year. The following tables list only those contaminants which were detected in your water. If a contaminant was detected last year, it will appear in the following tables without a sample date. If the contaminant was not monitored last year, but was detected within the last 5 years, it will appear in the tables below along with the sample date.

Disinfection Byproducts

Contaminant (units)	Site	MCL	MCLG	Level Found	Range	Violation	Typical Source of Contaminant
HAA5 (ppb)	H-10	60	60	19	15 - 22	No	By-product of drinking water chlorination
TTHM (ppb)	H-10	80	0	37.8	30.4 - 39.8	No	By-product of drinking water chlorination
HAA5 (ppb)	T-1	60	60	16	12 - 19	No	By-product of drinking water chlorination
TTHM (ppb)	T-1	80	0	33.7	18.6 - 38.1	No	By-product of drinking water chlorination

Inorganic Contaminants

Contaminant (units)	Action Level	MCLG	90th Percentile Level Found	# of Results	Violation	Typical Source of Contaminant
COPPER (ppm)	AL=1.3	1.3	0.0792	0 of 20 results were above the action level.	No	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
LEAD (ppb)	AL=15	0	0.00	0 of 20 results were above the action level.	No	Corrosion of household plumbing systems; Erosion of natural deposits

Additional Health Information

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Harrison Utilities - Fka Waverly SD is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at www.epa.gov/safewater/lead.

Purchased Water

Our water system purchases water from APPLETON WATERWORKS. In addition to the detected contaminants listed above, these are the results from APPLETON WATERWORKS.

Report Continued on the Next Page

Disinfection Byproducts

Contaminant (units)	Site	MCL	MCLG	Level Found	Range	Violation	Typical Source of Contaminant
HAA5 (ppb)	N-10	60	60	18	13-23	No	By-product of drinking water chlorination
TTHM (ppb)	N-10	80	0	35.0	23.0-40.0	No	By-product of drinking water chlorination
HAA5 (ppb)	N-11	60	60	18	14-25	No	By-product of drinking water chlorination
TTHM (ppb)	N-11	80	0	34.8	21.6-41.0	No	By-product of drinking water chlorination
HAA5 (ppb)	N-13	60	60	18	14-23	No	By-product of drinking water chlorination
TTHM (ppb)	N-13	80	0	35.5	22.9-42.0	No	By-product of drinking water chlorination
HAA5 (ppb)	N-2	60	60	16	12-22	No	By-product of drinking water chlorination
TTHM (ppb)	N-2	80	0	33.3	19.5-42.8	No	By-product of drinking water chlorination
HAA5 (ppb)	N-4	60	60	17	13-23	No	By-product of drinking water chlorination
TTHM (ppb)	N-4	80	0	36.3	20.8-43.1	No	By-product of drinking water chlorination
HAA5 (ppb)	N-9	60	60	17	13-23	No	By-product of drinking water chlorination
TTHM (ppb)	N-9	80	0	34.3	19.9-44.8	No	By-product of drinking water chlorination
HAA5 (ppb)	S-4	60	60	16	13-20	No	By-product of drinking water chlorination
TTHM (ppb)	S-4	80	0	33.6	19.5-34.8	No	By-product of drinking water chlorination
HAA5 (ppb)	S-6	60	60	16	13-20	No	By-product of drinking water chlorination
TTHM (ppb)	S-6	80	0	33.6	20.8-41.7	No	By-product of drinking water chlorination

Inorganic Contaminants

Contaminant (units)	MCL	MCLG	Level Found	Range	Violation	Typical Source of Contaminant
Barium (ppm)	2	2	0.004	0.004	None	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
Flouride (ppm	4	4	0.6	0.6	None	Erosion of natural deposits; Water additive which promotes strong teeth; Discharges from fertilizer and aluminum factories. SMCL = 4.0 ppm
Nitrate (N03-N) (ppm)	10	10	0.59	0.59	None	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

Contaminant (units)	Action Level	MCLG	90th Percentile Level Found	# of Results	Sample Date (if prior to 2023)	Violation	Typical Source of Contaminant
COPPER (ppm)	AL=1.3	1.3	0.0530	0 of 30 results were above the action level.	7/13/20	No	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood pre-
LEAD (ppb)	AL=15	0	11.00	0 of 30 results were above the action level.	7/20/20	No	Corrosion of household plumbing systems; Erosion of natural deposits

Unregulated Contaminant Monitoring Rule (UCMR5)

Appleton participated in UCMR5 testing, and the detects from those samples are reported in the PFAS Contaminants section.

PFAS Contaminants with a Recommended Health Advisory Level

Perfluoroalkyl and polyfluoroalkyl substances (PFAS) are a large group of human-made chemicals that have been used in industry and consumer products worldwide since the 1950's. The following table lists PFAS contaminants which were detected in your water and that have Recommended Public Health Groundwater Standards (RPHGS) or Health Advisory Levels (HAL). There no violations for detections of contaminants that exceed the RPHGS or HAL. The RPHGS are levels at which concentrations of the contaminant present a health risk and are based on guidance provided by the Wisconsin Department of Health Services.

Typical Source of Contaminant: Drinking water is one way that people can be exposed to PFAS. In Wisconsin, two-thirds of people use groundwater as their drinking water source. PFAS can get in groundwater from places that make or use PFAS and release from consumer products in landfills.

Contaminant (units)	Site	RPHGS or HAL (PPT)	Level Found	Range
PFBS (ppt)	EP-81	450000	0.82	0.82
PFHXS (ppt)	EP-81	40	0.59	0.59
PFHXA (ppt)	EP-81	150000	0.50	0.50
PFOS (ppt)	EP-81	20	1.00	1.00
PFOA (ppt)	EP-81	20	1.40	1.40
PFOA and PFOS Total (ppt)	EP-81	20	2.40	2.40

Radioactive Contaminants

Contaminant (units)	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2023)	Violation	Typical Source of Contaminant
Combined Uranium (ug/l)	30	0	0.4	0.4	4/13/20	No	Erosion of natural deposits

Synthetic Organic Contaminants including Pesticides and Herbicides

Contaminant (units)	MCL	MCLG	Level Found	Range	Violation	Typical Source of Contaminant
Atrazine (ppb)	3	3	0.1	0.0-0.1	No	Runoff from herbicide used on row crops

Report Continued on the Next Page

Contaminants with a Public Health Groundwater Standard, Health Advisory Level, or Secondary Maximum Contaminant Level

The following table lists contaminants which were detected in your water and that have either a Public Health Groundwater Standard (PHGS), Health Advisory Level (HAL), or Secondary Maximum Contaminant Level (SMCL), or both. There are no violations for detections of contaminants that exceed Health Advisory Levels, Public Health Groundwater Standards or Secondary Maximum Contaminant Levels. Secondary Maximum Contaminant Levels are levels that do not present health concerns but may pose aesthetic problems such as objectionable taste, odor, or color. Public Health Groundwater Standards and Health Advisory Levels are levels at which concentrations of the contaminant present a health risk.

Contaminant (units)	SMCL (ppm)	PHGS or HAL (ppm)	Level Found	Range	Sample Date (if prior to 2023)	Typical Source of Contaminant
Aluminum (ppm)	0.05	0.2	.04	.04	7/14/20	Runoff/leaching from natural deposits
Chloride (ppm)	250	N/A	21.00	21.00	9/7/22	Runoff/leaching from natural deposits, road salt, water softeners
Sulfate (ppm)	250	N/A	35.00	35.00	N/A	Runoff/leaching from natural deposits, industrial wastes

Unregulated Contaminants

Unregulated contaminants are those for which EPA has not established drinking water standards. The purpose of unregulated contaminants monitoring is to assist EPA in determining the occurrence of unregulated contaminants in drinking water and whether future regulation is warranted. EPA required us to participate in this monitoring.

Contaminant (units)	Level Found	Range
Metolachlor (Dual) (ppb)	0.03	0.02-0.03

Turbidity Monitoring

In accordance with NR 810.29, Wisconsin Administrative Code, the treated surface water is monitored for turbidity to confirm that the filtered water is less than or equal to 0.3 NTU in at least 95 percent of the measurements taken each month and never exceeds 1 NTU. In 2023, the highest single entry point turbidity measurement was 0.08 NTU. The lowest monthly percentage of samples meeting the turbidity limits was 100 percent.

Monitoring Violations

We are required to monitor your drinking water for specific contaminants on a regular basis. Results of regular monitoring are an indicator of whether or not your drinking water meets health standards. During the compliance period we did not have any monitoring violations.

End of the 2023 Consumer Confidence Report

Harrison Utilities
N8722 Lake Park Rd
Menasha, WI 54952

ABOUT US

Harrison Utilities is a municipally–owned water and sanitary sewer utility of the Village of Harrison which provides services to over 2,750 customer connections within portions of the Village of Harrison, City of Menasha, and City of Appleton.

CONTACT INFORMATION

In the case of a water or sanitary sewer service emergency (24/7) call: 920-585-0667

For general inquiries call: 920-989-1062 Option 1 or email: office@harrisonutilities.org

Office hours: Monday-Friday, 7:30 AM—3:30 PM

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Tom Van Zeeland	Utilities Operator Foreman	920-850-6864	tvanzeeland@harrisonutilities.org
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BoardmanClark

LAWRIE J. KOBZA
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DIRECT (608) 283 1788
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MEMORANDUM

TO: Village of Harrison

FROM: Lawrie J. Kobza

DATE: June 17, 2024 (revised)

RE: Funding Utility Facilities

The Village raised questions about financing utility facilities and the different tools available. The following is a general summary.

Connection Fees – Sanitary Sewer

Villages are authorized, under Wis. Stats. §66.0821, to establish sewerage service charges to fund all or a part of the cost of construction, operation, and maintenance of sewerage systems. Some municipalities include one-time connection charges in their schedule of sewer service charges. These charges are typically used to recover capacity in wastewater treatment facilities, interceptor sewers, or sewage lift stations.

Connection Fees – Water

Water rates and charges are set by the Public Service Commission (PSC). The PSC does not authorize water connection charges. Therefore, a municipality and its utility does not have the authority to impose connection charges for water systems.

Impact Fees

Wis. Stats. §66.0617 allows a Village to impose impact fees on new development at the time of issuance of a building or plumbing permit. Impact fees may be used to pay for the capital costs, including engineering and legal costs, of *constructing, expanding or improving* public-owned facilities that are needed to *serve new development*, including sanitary sewer and water facilities. Before imposing impact fees, a municipality must prepare a public facilities needs assessment that includes an inventory of existing public facilities, including an identification of any existing deficiencies in the quantity or quality of those public facilities, for which it is anticipated that an impact fee may be imposed, an identification of the new public facilities, or improvements or expansions of existing public facilities, that will be required because of land development for which it is anticipated that impact fees may be imposed. This identification shall be based on explicitly identified service areas and service standards. The needs assessment must also include a detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public

facilities identified, including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the municipality. Impact fees that are not used within 8 years after they are collected to pay the capital costs for which they were imposed must be refunded. This time period may be extended for capital costs related to lift stations or collecting and treating sewage.

The imposition of impact fees for water improvements has the potential to cause issues with PSC rate making for water utilities. The PSC will not allow a water utility to recover in rates the amount that the municipality intends to recover through impact fees. If the municipality recovers less than it anticipated in impact fees, the PSC will nevertheless exclude the anticipated amount from utility rates. The PSC expects the municipality to cover the shortfall with municipal funds. In the past the PSC has not allowed the utility to cover the shortfall with utility rates.

Special Assessments

Wisconsin Statute § 66.0703 permits a Village to levy and collect special assessments upon property in a limited and determinable area for *special benefits conferred upon the property* by any municipal work or improvement. Generally, before beginning construction of the improvements, the town must prepare a report that includes preliminary or final plans and specifications, an estimate of the entire cost of the proposed work or improvement, and a statement that the property against which the assessments are proposed is benefited, if the work or improvement constitutes an exercise of the police power, and a schedule of the proposed assessments.

Typical Use of Financing Options

It is typical for a municipally to specially assess for the costs of specific public improvements and public services which are of benefit to certain, definable properties. Property owners are often assessed for the average cost of an 8” diameter sewer and water main and required sewer and water laterals.

Impact fees may be used to pay for new facilities or oversizing of facilities to serve future development. Impact fees may be imposed to fund both water and sewer future improvements. However, impact fees should be used for water facilities with caution as noted above.

Wastewater connection fees may be used to compensate for the oversizing of existing facilities.

Sanitary Sewer and Lift Station
Feasibility Study
Harrison Utilities
Village of Harrison, Wisconsin

June 2024

For:
Harrison Utilities
N8722 Lake Park Road
Menasha, WI 54952

And

Village of Harrison
W5298 Hwy 114
Menasha, WI 54952

Prepared by:
Mary Jo Miller, P.E.
Martenson & Eisele, Inc.
1377 Midway Road
Menasha, WI 54952
M&E Project No. 1-0038-067

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C South Sanitary Sewer System
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J Proposed Interceptor Sewers in Lift Station No. 4 and 6 Service Areas
K Fire Lane 12 and 13 Improvement Cost Estimates
L Lift Station No. 4 and 6 Service Area Interceptor Cost Estimates

SECTION 1 INTRODUCTION

Harrison Utilities in the Village of Harrison has authorized Martenson & Eisele, Inc. to prepare a Sanitary Sewer Feasibility Study to evaluate the capacity of the existing sanitary sewer and lift station infrastructure owned by Harrison Utilities. The Study primarily focuses on the south side of Highways USH 10 / STH 114, and the ability to serve existing and proposed development in the areas of Fire Lanes 12 and 13 in the Village of Harrison. In addition, flow limitations to downstream entities are reviewed, future planning areas are considered, and future improvements and costs are presented.

Information provided in this Study will allow Harrison Utilities to make informed decisions on how they may best serve existing and proposed developments with sanitary sewer facilities. The Study includes a broad sanitary sewer system framework and preliminary information on lift stations.

Harrison Utilities is currently served by five separate lift stations, as summarized in Table 1 below.

Table 1 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
6	North of Highway	Connor Circle	LS #4 Service Area

Lift Station No. 5, located south of Highway USH 10 / STH 114 was abandoned in 2020. Flow from this lift station originally discharged to Lift Stations No. 3, 2 and 1, but currently flows to Lift Station No. 6.

Wastewater generated south of Highway 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.

Harrison Utilities currently serves approximately 2,750 customers. Attachment A includes a map of the current sewer service area for Harrison Utilities. This map shows lift station locations as well.

The Study also provides information needed to consider improvements to approximately 2,800 linear feet of deteriorated 4-inch ductile iron forcemain located within CN Railroad right-of-way downstream of Lift Station No. 3. The forcemain was installed in the early 1980's and has burst twice, most recently in 2013.

SECTION 2 CURRENT WASTEWATER FLOWS AND LIMITATIONS

As noted above, wastewater generated south of Hwy. USH 10 / STH 114 ultimately flows to the City of Menasha, and wastewater generated north of the highways ultimately flows to the Village of Fox Crossing. All wastewater flows to and is treated at the Neenah-Menasha Regional Wastewater Treatment Facility. This section discusses agreements between Harrison Utilities and each of these entities regarding transporting and treating wastewater.

A. City of Menasha

In 2007, Waverly Sanitary District, now Harrison Utilities, entered into an agreement with the City of Menasha whereby Waverly purchased up to 500,000 gallons per day reserved capacity. A copy of this Agreement is included in Attachment B. The capacity purchased from the City includes primarily excess capacity in Menasha's existing 27" Fourth Street / Sixth Street interceptor sewer and 15" Plank Road sanitary sewer, for transportation of wastewater from Waverly through Menasha to the point of connection with the Neenah-Menasha Joint Sewerage Commission interceptor.

Table 2 below summarizes the average and maximum daily flows transported to the City of Menasha from Harrison Utilities Lift Station No. 1 from 2019 through 2023. In summary, over the last five years, the maximum daily flow to the City of Menasha was 348,000 gallons per day in March of 2019, which is below the allowable flow to the City of 500,000 gallons per day.

Table 2 Current Flows and Limitations – City of Menasha

City of Menasha Flow Limitation	**500,000** gallons per day
Average Daily Flow (2019-2023)	89,550 gallons per day
Maximum Daily Flows	
2019 (March)	**348,000** gallons per day
2020 (March)	225,000 gallons per day
2021 (July)	196,000 gallons per day
2022 (March)	211,000 gallons per day
2023 (March)	261,000 gallons per day

B. Village of Fox Crossing

An amendment to a 1983 Agreement between the Town of Menasha Sanitary District #4, now Village of Fox Crossing, and Waverly Sanitary District, now Harrison Utilities, was signed in 2000. The amended agreement allowed Waverly Sanitary District to purchase an existing 8-inch forcemain and capacity in an existing 15-inch sewer and 18-inch sewer representing 630 gallons per minute of capacity in the Town's sewer system from STH 114 at Brighton Beach Road to the Neenah-Menasha regional interceptor sewer system. A copy of this Agreement is included in Attachment B.

Table 3 below summarizes the average and maximum daily flows transported to the Village of Fox Crossing from Harrison Utilities Lift Station No. 4 from 2019 through 2023. In summary, over the last five years, the maximum daily flow to the Village of Fox Crossing was 848,000 gallons per day in March of 2019, which is below the allowable flow to the Village of 907,200 gallons per day.

Table 3 Current Flows and Limitations – Village of Fox Crossing

Village of Fox Crossing Flow Limitation	630 gallons per minute = **907,200** gallons per day
Average Daily Flow (2019-2023)	345,756 gallons per day
Maximum Daily Flows	
2019 (March)	**848,000** gallons per day
2020 (March)	543,000 gallons per day
2021 (July)	487,000 gallons per day
2022 (March)	597,000 gallons per day
2023 (March)	690,000 gallons per day

C. Neenah-Menasha Sewerage Commission Interceptor Sewers

In 2000, Waverly Sanitary District, now Harrison Utilities, entered into an agreement with Neenah-Menasha Sewerage Commission (NMSC) that allows Harrison Utilities a total peak flow of 2.1 million gallons per day of wastewater to be transported to the NMSC Wastewater Treatment Facility through NMCS interceptors. A copy of the Agreement with NMCS is included in Attachment B.

Table 4 below summarizes the average and maximum daily flows transported to the Neenah-Menasha Sewerage Commission from Harrison Utilities from 2019 through 2023. In summary, over the last five years, the maximum daily flow to NMSC was 1,196,000 gallons per day in March of 2019, which is below the allowable flow of 2,100,000 gallons per day.

Table 4 Current Flows and Limitations – Neenah-Menasha Sewerage Commission

NMCS Flow Limitation	**2,100,000** gallons per day peak flow
Average Daily Flow (2019-2023)	435,341 gallons per day
Maximum Daily Flows	
2019 (March)	**1,196,000** gallons per day
2020 (March)	754,000 gallons per day
2021 (July)	683,000 gallons per day
2022 (March)	808,000 gallons per day
2023 (March)	951,000 gallons per day

SECTION 3 AVERAGE PUMP RUNNING TIMES

Average pump running times for each of the five lift stations owned and operated by Harrison Utilities are shown in Table 5 below. This information indicates that on average, none of the lift station pumps are running a significant portion of the day. As noted above, for the south sanitary sewer system, Lift Station No. 3 is tributary to Lift Station No. 2 which flows to Lift Station No. 1. For the north sanitary sewer system, Lift Station No. 6 flows to Lift Station No. 4.

Table 5 Average Pump Run Times in Hours Per Day

SOUTH SANITARY SEWER SYSTEM	**Run Times in Hours Per Day (Total for Both Pumps)**
Lift Station No. 1	2.7 Hours (Since pumps replaced in March of 2023)
Lift Station No. 2	3.1 Hours (2019 through 2023)
Lift Station No. 3	3.2 Hours (2019 through 2023)
NORTH SANITARY SEWER SYSTEM	
Lift Station No. 4	10.2 Hours (2019 through 2023)
Lift Station No. 6	0.3 Hours (July of 2020 through 2023)

When Lift Station No. 4 was constructed in the year 2000, space was provided to add a third pump at a future date as development warrants and as pump running times increase. The Utility is not currently planning to add the third pump, but expects to do so in the future as development continues.

SECTION 4 EXISTING SANITARY SEWER INFRASTRUCTURE - SOUTH SYSTEM

The capacity analysis that follows summarizes existing Harrison Utilities sanitary sewer infrastructure sections serving areas south of Highways USH 10 / STH 114. Note that the facilities are listed in accordance with their location from east to west, as the infrastructure transports wastewater west to the City of Menasha. Refer to Attachment C for locations of each of the ten sanitary sewer infrastructure sections described below.

A. Section 1 Gravity Sanitary Sewer in North Shore Estates

Table 6 Section 1 Gravity Sanitary Sewer Capacity

Location	North Shore Estates – Turnberry Drive, Freestone Way, Royal Troon Way and Road, Easement and North Shore Road
Sanitary Sewer Diameter	8-inch
Minimum Slope	0.003 feet per feet
Mannings Equation n Factor for PVC Pipe	0.12
Capacity of Sanitary Sewer Flowing Full Cubic Feet Per Second	0.8629 cfs
Capacity of Sanitary Sewer Flowing Full Gallons Per Minute	323 gpm

B. Section 2 Lift Station No. 3

Table 7 Section 2 Lift Station No. 3 Current Pump Capacity

Location	North Shore Road
Wetwell	6-foot Diameter
Valve Vault	5-foot Diameter
Approximate Depth	23 feet
*Current Pump Rate Each of Two Pumps	128 gpm

*Drawdown Calculations by Harrison Utilities February 21, 2024

C. Section 3 Forcemain West of Lift Station No. 3

Table 8 Section 3 Forcemain from Lift Station No. 3

Location	West Side of North Shore Road South Side of Canadian National Railroad
Forcemain Diameter	4-inch
Approximate Total Length of Forcemain	3,996 linear feet
Cross Section Area in 4-inch Forcemain	0.0872 square feet
Gallons in Total Length of Forcemain	2,607 gallons
Minimum Velocity in Forcemain	2 feet per second
Capacity at Minimum Velocity Cubic Feet Per Second	0.1744 cfs
Capacity at Minimum Velocity Gallons Per Minute	78 gpm
Maximum Velocity in Forcemain	8 feet per second
Capacity at Maximum Velocity Cubic Feet Per Second	0.6978 cfs
Capacity at Maximum Velocity Gallons Per Minute	313 gpm

D. Section 4 Gravity Sanitary Sewer West of Lift Station No. 3

Table 9 Section 4 Gravity Sanitary Sewer Capacity

Location	West of Fire Lane 11 to East of Fire Lane 6
Sanitary Sewer Diameter	8-inch
Minimum Slope	0.003 feet per feet
Mannings Equation n Factor for PVC Pipe	0.12
Capacity of Sanitary Sewer Flowing Full Cubic Feet Per Second	0.8629 cfs
Capacity of Sanitary Sewer Flowing Full Gallons Per Minute	323 gpm

E. Section 5 Lift Station No. 2

Table 10 Section 5 Lift Station No. 2 Current Pump Capacity

Location	East of Fire Lane 6
Wetwell	6-Foot Diameter
Valve Vault	5-Foot Diameter
Approximate Depth	18 feet
*Current Pump Rate	230 gpm

*Drawdown Calculations by Harrison Utilities March 6, 2024.

F. Section 6 Forcemain West of Lift Station No. 2

Table 11 Section 6 Forcemain from Lift Station No. 2

Location	East of Fire Lane 6 to East of Fire Lane 4
Forcemain Diameter	6-inch
Approximate Total Length of Forcemain	2,811 linear feet
Cross Section Area in 6-inch Forcemain	0.1963 square feet
Gallons in Total Length of Forcemain	4,126 gallons
Minimum Velocity in Forcemain	2 feet per second
Capacity at Minimum Velocity Cubic Feet Per Second	0.3925 cfs
Capacity at Minimum Velocity Gallons Per Minute	176 gpm
Maximum Velocity in Forcemain	8 feet per second
Capacity at Maximum Velocity Cubic Feet Per Second	1.5700 cfs
Capacity at Maximum Velocity Gallons Per Minute	705 gpm

G. Section 7 Gravity Sanitary Sewer West of Lift Station No. 2

Table 12 Section 7 Gravity Sanitary Sewer Capacity

Location	East of Fire Lane 4 to West of Fire Lane 2
Sanitary Sewer Diameter	10-inch
Minimum Slope	0.0022 feet per feet
Mannings Equation n Factor for PVC Pipe	0.12
Capacity of Sanitary Sewer Flowing Full Cubic Feet Per Second	1.3397 cfs
Capacity of Sanitary Sewer Flowing Full Gallons Per Minute	501 gpm

H. Section 8 Lift Station No. 1

Table 13 Section 8 Lift Station No. 1 Current Pump Capacity

Location	West of Fire Lane 2
Wetwell	8-Foot Diameter
Valve Vault	6-Foot Diameter
Approximate Depth	23 feet
*Current Pump Rate	480 gpm

*Pump Capacity Provided by Harrison Utilities. New pumps installed in March of 2023.

I. Section 9 Forcemain West of Lift Station No. 1

Table 14 Section 9 Forcemain from Lift Station No. 3

Location	West of Fire Lane 2 to City of Menasha
Forcemain Diameter	8-inch
Cross Section Area in 8-inch Forcemain	0.3489 square feet
Minimum Velocity in Forcemain	2 feet per second
Capacity at Minimum Velocity Cubic Feet Per Second	0.6978 cfs
Capacity at Minimum Velocity Gallons Per Minute	313 gpm
Maximum Velocity in Forcemain	8 feet per second
Capacity at Maximum Velocity Cubic Feet Per Second	2.7911 cfs
Capacity at Maximum Velocity Gallons Per Minute	1253 gpm

J. Section 10 City of Menasha Sanitary Sewer System

Table 15 Area 10 City of Menasha Sanitary Sewer System

Location	West of South Oneida Street
*Maximum Flow	500,000 gallons per day

*Per "Agreement for Transportation of Wastewater Between the City of Menasha and the Waverly Sanitary District" dated April 10, 2007 and still current.

SECTION 5 WASTEWATER FLOWS TRIBUTARY TO EXISTING INFRASTRUCTURE

The previous section of this Study evaluates the existing capacity of each of ten sections of the sanitary sewer infrastructure on the south side of Highways USH 10 / STH 114. The summary below provides wastewater flow projections tributary to each of the ten sections of the existing sanitary sewer infrastructure to compare current wastewater flows to the infrastructure capacity.

A. Wastewater Flow Parameters

Wisconsin Administrative Code NR 110 will apply to the evaluation as follows:

1. NR 110.13 (1)(c) - Sewer Design Criteria: Sewers shall be designed to carry, when running full, the peak design flows expected from domestic, commercial, industrial and other sources, and infiltration and inflow. Peak design flow shall be determined by applying one of the following peak flow factors to the average design flow:
    - 250% of the average design flow for interceptors and main (trunk) sewers.
    - 400% of the average design flow for submain and branch sewers
2. NR 110.14 (2)(b)(3) - Sewage Lift Station Design Criteria: The pumping rate shall be designed to approximate the peak hour influent design flow rate to the lift station. At least 2 pumps shall be provided in each lift station. Each pump shall be capable of pumping the design pumping rate.

Additional wastewater flow projection parameters are summarized in Table 16 below.

Table 16 Wastewater Flow Design Parameters

Description	Design Parameter
Percent of Residential Lots Occupied	95%
Residential Persons Per Household (Based on U.S. Census Projections)	2.8
Gallons Per Capita Per Day Residential Usage	70 gpcd
Average Day to Max Day Flow Multiplier	2.5
Average Day to Peak Hourly Flow Multiplier	4.0
Light Commercial Flows	250 gallons/acre/day
Medium Commercial Flows	750 gallons/acre/day

Attachment D includes spreadsheets summarizing the calculation of existing wastewater flows tributary to Lift Stations 1, 2 and 3.

Flow data for Lift Station 1 and pump running time data for Lift Stations 2 and 3 provided by Harrison Utilities is compared to the flows calculated using the design parameters above to verify accuracy.

B. Summary of Existing Infrastructure Capacity

Table 17 summarizes the existing capacity and the existing flows to each section of infrastructure analyzed above.

Table 17 Summary of Existing Infrastructure Capacity

Area	Description	Existing Capacity	Existing Flows	Relevant Flow Parameter
Section 1	Gravity Sanitary Sewer in North Shore Estates	323 gpm	48 gpm	Peak Hourly
Section 2	Lift Station No. 3	128 gpm	65 gpm	Peak Hourly
Section 3	Forcemain West of Lift Station No. 3	313 gpm	128 gpm	Pumping Rate (Peak Hourly)
Section 4	Gravity Sanitary Sewer West of Lift Station No. 3	323 gpm	126 gpm	Max Day
Section 5	Lift Station No. 2	230 gpm	126 gpm	Max Day
Section 6	Forcemain West of Lift Station No. 2	705 gpm	230 gpm	Pumping Rate (Peak Hourly)
Section 7	Gravity Sanitary Sewer West of Lift Station No. 2	501 gpm	211 gpm	Max Day
Section 8	Lift Station No. 1	480 gpm	211 gpm	Max Day
Section 9	Forcemain West of Lift Station No. 1	1,253 gpm	480 gpm	Pumping Rate (Peak Hourly)
Section 10	City of Menasha Sanitary Sewer System	500,000 gpd	248,200 gpd	Avg. Max Day Yrs 2019-2023

In summary, the ten sections of infrastructure analyzed are capable of handling additional wastewater flow.

SECTION 6 ECWRPC SEWER SERVICE AREA PLAN

East Central Regional Planning Commission (ECWRPC) recently prepared a 2040 Fox Cities Sewer Service Area (SSA) Plan to supersede the 2030 plan. The 2040 plan has been approved by ECWRPC, all of the affected communities, and the Wisconsin Department of Natural Resources.

The Plan delineates four separate sewer service areas and planning areas for the four regional wastewater treatment facilities, including Neenah-Menasha Sewerage Commission, Fox West Regional Sewerage Commission, Appleton Wastewater Treatment Plant, and Heart of the Valley Metropolitan Sewerage District. Harrison Utilities is part of the Neenah-Menasha Sewerage Commission sewer service area plan.

ECWRPC notes their intent in defining sewer service areas is not to restrict a community's growth, obligate a wastewater treatment facility to accept wastewater, or affect community annexation policy. Rather, they encourage communities to provide sanitary sewer in a cost-effective and environmentally sound manner, to encourage infill development and discourage urban sprawl, (defined as non-contiguous, low-density, scattered and inefficiently served areas).

ECWRPC defines "Sewer Service Area (SSA)" as the area presently served and anticipated to be served by a wastewater collection system. They define "Planning Area" as the area where development is most likely to occur outside of the sewer service area. The Planning Area is a tool for long range planning and does not mandate that development will occur there or that treatment facilities must serve that area. Typically, serving areas within the Planning Area requires a Sewer Service Area Amendment to swap out land within the SSA.

Attachment E includes a map of the SSA proposed for Harrison Utilities in the ECWRPC 2040 Plan.

Note that areas added to the Harrison Utilities Sewer Service Area for the 2040 Plan include Lift Station No. 6 service areas and an area near Fire Lanes 12 and 13. The 2040 Planning Area extends east from the sewer service area toward State Park Road, from Lake Winnebago on the south to near USH 10 on the north.

SECTION 7 HARRISON UTILITIES FUTURE PLANNING AREAS

This Sanitary Sewer Feasibility Study considers options to serve the future planning areas defined by the East Central Regional Planning Commission 2040 Sewer Service Area (SSA), presents a preliminary sanitary sewer system network, and presents estimated costs.

Harrison Utilities future planning areas for this Study are shown in Attachment F.

The Fire Lane 12 and 13 Area is within the ECWRPC 2040 Sewer Service Area. Future Planning Areas B, C, D and E are within the ECWRPC 2040 Planning Area. Because they are in the Planning Area and not the SSA, serving future Areas B, C, D and E are expected to require swapping out land within the SSA.

SECTION 8 WASTEWATER FLOW PROJECTIONS FOR FUTURE PLANNING AREAS

Wastewater flows are projected for each of the five defined future planning areas based on the following:

Residential Development:

- 75% of Area Projected to Develop
- Density of 1.8 Units per Acre
- Usage of 70 gallons per capita per day
- Existing Residential Lots in Fire Lane 12 and 13 Areas – 95% to Develop

Commercial Development

- 75% of Area to Develop
- Usage of 1,000 gallons per acre per day

Average Day to Maximum Day Flow Multiplier = 2.5

Average Day to Peak Hourly Flow Multiplier = 4

Spreadsheets included in Attachment G show the flow calculations for each of the five future planning areas.

Attachment H compares the capacity of the existing system south of Highways USH 10 / STH 114 to the existing flows and projected future flows.

Required improvements to serve the five planning areas with sanitary sewer are summarized in Table 18 below.

Table 18 Improvements Required to Serve Future Planning Areas

Areas Served	New Lift Stations Required	Lift Station Improvements Required	Ability to be Served by Harrison Utilities South Sanitary Sewer System
FL 12/13 Area B	LS A LS B	Upsize Pumps: Lift Station No. 3	Yes
FL 12/13 Area B Area D	LS A LS B LS D	Upsize Pumps: Lift Station No. 2 Lift Station No. 3	Yes
Addition of Area C or E to Above	LS A LS B LS D LS C or E	May be Serviced by North System Depending on Development (LS #4 and LS #6)	No

SECTION 9 PRELIMINARY SANITARY SEWER LAYOUT FOR FUTURE PLANNING AREAS

A preliminary sanitary sewer system layout is shown in Attachment I to serve the five planning areas discussed above. Note that five new lift stations will be required to serve these five planning areas. If constructed this would double the number of lift stations currently owned and operated by Harrison Utilities.

Sanitary sewer sizing is based on the maximum daily flow that is estimated to be tributary to each sewer, on maintaining a minimum depth of 12 feet, on minimum required sanitary sewer slopes, and on maintaining a minimum wastewater velocity of 2 feet per second within the forcemain pipe. Interceptor sewers and forcemain are proposed to be located along roadways and lot lines whenever possible.

The basic network of sewers that will serve the future development areas will be expanded as development occurs.

Lift Stations A and B are proposed to provide sanitary sewer service to the Fire Lane 12 and 13 Study Area at the locations shown in Attachment I. These lift stations will operate in series, and are proposed to pump to an existing 8-inch sanitary sewer owned by Harrison Utilities located at the east end of Turnberry Drive within the North Shore Estates III Subdivision.

SECTION 10 PROPOSED SEWERS TO SERVE AREAS WITH EXISTING LIFT STATIONS

Vacant land exists within Harrison Utilities' Lift Station No. 4 and Lift Station No. 6 service areas. With these lift stations already in place, serving the vacant lands with sanitary sewer is expected to be more cost effective than expanding the Harrison Utilities sanitary sewer system to the east.

Attachment J includes mapping for proposed interceptor sewers to serve vacant land in the Lift Station No. 4 and Lift Station No. 6 service areas. The mapping shows the interceptors constructed in a phased approach.

SECTION 11 COST ESTIMATES FOR SANITARY SEWER IMPROVEMENTS

The estimated present project cost to construct interceptor sewers and Lift Stations A and B to serve development within the Fire Lanes 12 and 13 Area (within the ECWRPC Sewer Service Area) and Future Planning Area B (within the ECWRPC Planning Area) is approximately $6.0 Million. Attachment K includes spreadsheets providing a breakdown for this present-day project cost estimate. These costs do not include the cost of constructing sanitary sewer laterals to each existing home, or removal of existing on-site sewage treatment system components.

The estimated present and future project costs to construct interceptor sewers to serve vacant areas in the Lift Station No. 4 Service Area are approximately $1.85 Million and $2.8 Million respectively. The estimated present and future project cost to construct interceptor sewers to serve vacant areas in the Lift Station No. 6 Service Area are approximately $3.0 Million and $4.0 Million respectively. Attachment L includes spreadsheets providing a breakdown for these project cost estimates.

Tables 19 and 20 below summarize the estimated construction year, present costs, and future costs assuming 5.5% interest for each of the service areas.

Table 19 Estimated Project Cost to Serve Vacant Areas in Lift Station No. 4 Service Area

Area Served	Present Project Cost	Estimated Construction Year	Future Project Cost Assumes 5.5% Inflation
1	$427,800	2027	$502,400
2	$427,800	2030	$589,900
3	$362,600	2034	$587,100
4	$624,200	2034	$1,124,900
Total	**$1,842,500**		**$2,804,300**

Table 20 Estimated Project Cost to Serve Vacant Areas in Lift Station No. 6 Service Area

Area Served	Present Project Cost	Estimated Construction Year	Future Project Cost Assumes 5.5% Inflation
1	$243,500	2025	$256,900
2	$316,900	2025	$334,400
3	$413,900	2028	$512,700
4	$1,718,100	2030	$2,369,100
5	$314,100	2034	$536,500
Total	**$3,006,500**		**$4,009,600**

SECTION 12 RECOMMENDATIONS FOR LIFT STATION NO. 3 FORCEMAIN IMPROVEMENTS

The analysis above indicates that a 4-inch diameter forcemain is adequate to meet the projected future wastewater flows. If the forcemain is lined, it is recommended that the 4-inch diameter pipe be maintained.

If the forcemain from Lift Station No. 3 is replaced, Harrison Utilities may choose to upside the forcemain to a 6-inch diameter pipe. If the pipe is upsized, the Lift Station No. 3 pumps should be upsized to a minimum of 176 gpm to maintain a minimum scouring velocity of 2 feet per second.

SECTION 13 SUMMARY

This Study evaluates the capacity of the existing sanitary sewer and lift station infrastructure owned by Harrison Utilities. The Study primarily focuses on the south side of Highways USH 10 / STH 114, and the ability to serve existing and proposed development in the areas of Fire Lanes 12 and 13 in the Village of Harrison. In addition, flow limitations to downstream entities are reviewed, future planning areas are considered, and future improvements and costs are presented.

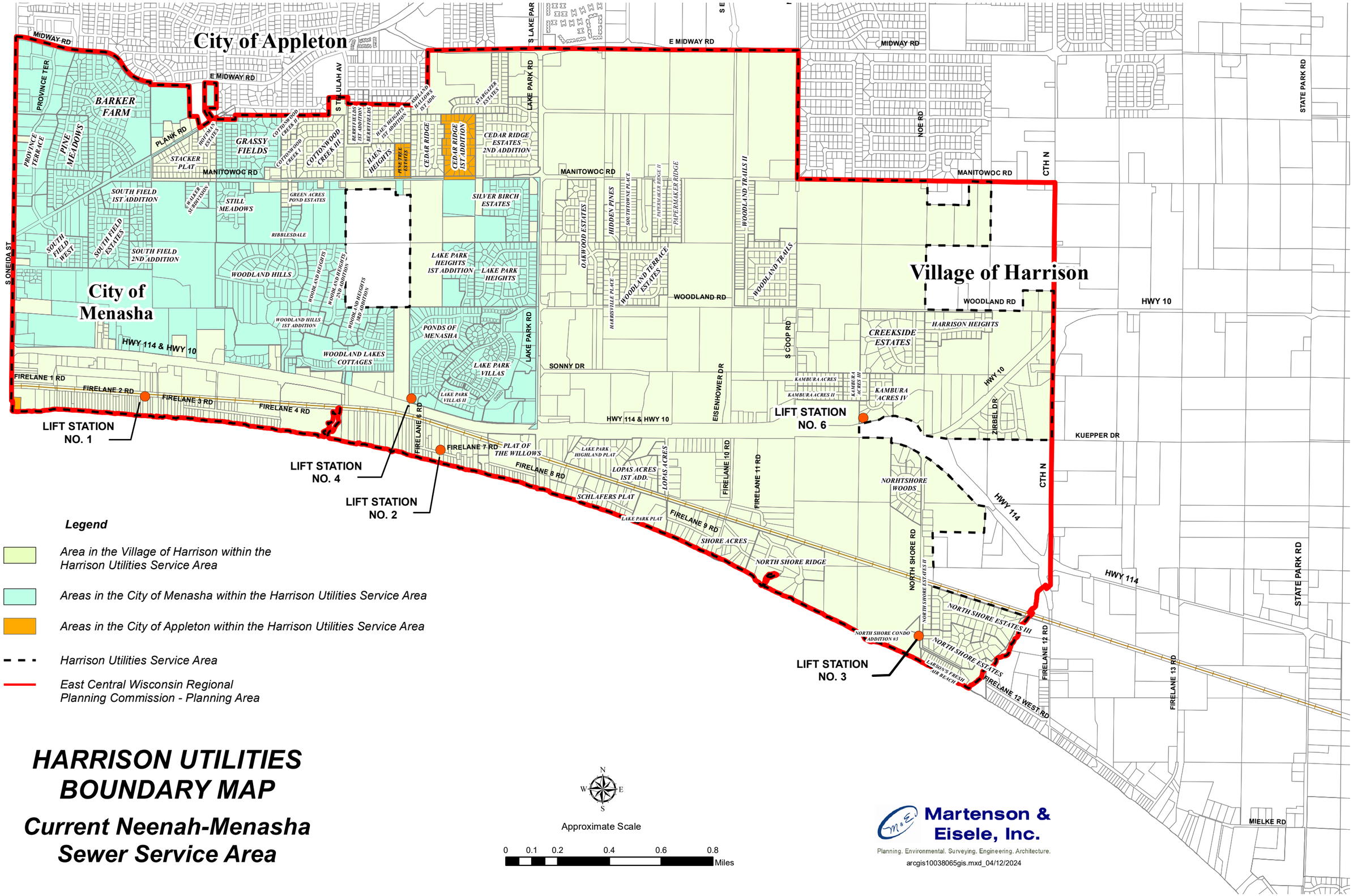
Existing sanitary sewer infrastructure owned by Harrison Utilities on the south side of Highways USH 10 / STH 114 was analyzed in ten sections from Lift Station No. 3 on the east side to the City of Menasha on the west side. In summary, the ten sections of existing infrastructure analyzed are capable of handling current wastewater flows and some additional wastewater flow.

Wastewater flows are projected for the Fire Lane 12 and 13 Study Area within the ECWRPC 2040 Sewer Service Area, and four additional areas within the ECWRPC 2040 Planning Area. A backbone network of sanitary sewer, five additional lift stations, and forcemain are proposed to serve these five areas. An analysis is presented noting the requirements that need to be met to serve the five future planning areas.

Vacant land exists within Harrison Utilities Lift Station No. 4 and Lift Station No. 6 service areas. With these lift stations already in place, serving these vacant lands with sanitary sewer is expected to be more cost effective than expanding the Harrison Utilities sanitary sewer system to the east.

Estimated project costs are provided for sanitary sewer to serve the Fire Lane 12 and 13 areas, and to construct interceptor sewers to serve vacant land within the Lift Station No. 4 and 6 service areas.

ATTACHMENT A
Current Sewer Service Area



HARRISON UTILITIES BOUNDARY MAP

Current Neenah-Menasha Sewer Service Area

ATTACHMENT B
Municipal Agreements

Agreement for Transportation of Wastewater Between The City of Menasha and the Waverly Sanitary District

This agreement made and entered into this 10th day of April, 2007, by and between the City of Menasha hereinafter called "Menasha", and the Waverly Sanitary District hereinafter called "Waverly".

Whereas, each of the parties hereto has the responsibility of providing an orderly, efficient, and sanitary means of collecting, transporting, treating, and disposing of wastewater of each of said municipal corporations; and

Whereas, each of the parties hereto have, by resolution of its respective governing body, been authorized to negotiate with the other party a mutually cooperative contract for the joint transportation of wastewater of Waverly through Menasha to the Neenah-Menasha Joint Sewerage Commission Treatment Facilities;

Now, therefore, in consideration of the premises aforementioned and of the conditions and covenants hereinafter set forth,

It is agreed as follows:

1. General Intent. That Waverly shall purchase sanitary sewer reserved capacity from Menasha, being primarily excess capacity in Menasha's existing 27" Fourth Street / Sixth Street interceptor sewer and 15" Plank Road sanitary sewer, for transportation of wastewater from Waverly through Menasha to the point of connection with the Neenah-Menasha Joint Sewerage Commission interceptor, upon the terms and conditions hereinafter set forth.

2. Waverly Purchase of up to 500,000 Gallons per Day Reserved Capacity. That attached hereto as Exhibit A is a Kaempfer & Associates, Inc., consulting engineers, analysis of "Capacity of Existing Plank Road / Fourth Street Interceptor Sewers". Upon the date of signature of this contract, Waverly shall pay to Menasha $112,738.00, in two annual installments of $56,369.00 each, and shall at said time be the purchaser of reserved capacity, of up to 500,000 gallons per day for transportation of wastewater through said interceptor sewers.

Once the purchase price of $112,738.00 has been paid in full, Waverly shall be the owner, now and in the future, of reserved capacity within said 27" and 15" interceptor sewers of up to 500,000 gallons per day of wastewater flowage.

The operation and maintenance expenses and equipment replacement expenses, on an annual basis, to be paid by Waverly to Menasha reference these 27" and 15" sewer mains, shall be as hereinafter set forth.

3. 40 Year Purchase Period. Waverly may exercise the right to purchase any additional reserved capacity, pursuant to Exhibit A attached, at any time from the date of this contract through a period of 40 years hereinafter. It is mutually agreed and understood that this agreement on purchase of additional capacity per Exhibit A for the next 40-year period shall be binding upon each of the municipal parties entering into this agreement.

4. Operation and Maintenance Costs; Annual Reimbursement. Attached hereto as Exhibit B is the Menasha budget estimate of 2005 operation, maintenance, and equipment replacement of Menasha sewers. The parties agree that each year, commencing year 2005, Menasha shall estimate, for budget purposes, its operation and maintenance expense and equipment replacement, for all sanitary sewers within its sewer collection system. Commencing year 2005, and each year thereafter, based upon Menasha's budget and estimate of operation and maintenance and equipment replacement, for its sewer collection system, Waverly shall pay to Menasha its share of the annual budgeted charges of Menasha, as set forth under the methodology and procedure of Exhibit B. All payments from Waverly to Menasha shall be made on a quarterly basis for the calendar quarters ending March 31, June 30, September 30, and December 31. Menasha shall continue, in year 2005 and thereafter, to use a uniform and systematic method of determining operation, maintenance, and equipment replacement as set forth in Exhibit B.

5. Extraordinary Maintenance, Repair, Rehabilitation or Replacement Costs. If Menasha determines any extraordinary maintenance, repair, rehabilitation or replacement of the 27" Fourth Street / Sixth Street and/or 15" Plank Road sewers is required, the costs of said repair or replacement shall be shared based on the Waverly owned capacity percentage of the segment. Segment capacity shall be as listed on Exhibit A. The cost to Waverly for any flow enhancement rehabilitation shall be proportional to Waverly's share of the sewer capacity.

6. Wastewater Metering, Sampling, and Monitoring. Flows from Waverly to Menasha shall be metered for volume at the sewage lift stations and a new metering station on the force main discharging to the Menasha system. The meters shall be read a minimum of three times weekly. Flow metering shall be performed continuously. The readings shall be forwarded to Menasha and to the Neenah-Menasha Joint Sewerage Commission. This reading shall be used to compute treatment costs and any applicable capital costs for Waverly at the Neenah-Menasha Joint Sewerage Commission treatment facility.

Menasha and Waverly shall share 50/50 of the cost to construct a metering station on the force main that discharges to the Menasha collection system. The metering station location and design shall be acceptable to Menasha. The metering station shall continuously monitor and totalize wastewater flow. Waverly shall be billed by Menasha for wastewater flows measured at the metering station greater than the wastewater flows used by Neenah-Menasha Joint Sewerage Commission in computing billings.

Sampling shall be performed at the monitoring station south of the intersection on Plank Road (STH '114') and Melissa Street by a contract laboratory approved by Menasha and Waverly. Sampling shall be performed using a portable sampler paced by a portable flow meter. The sampling shall be used for the purpose of determining the amount of biochemical oxygen demand (BOD_5), and suspended solids in the wastewater discharged to Menasha. The BOD_5 and suspended solids loadings will be compared to the loadings determined at the existing sewage lift station sampling facilities. Sampling shall be performed no less than one week (seven consecutive days) per month for twelve (12) months after the metering station is placed in service. The frequency of sampling may be reduced by Menasha after the twelve (12) month period.

If a high strength user is added to Waverly Lift Station #1 or if any flows from Lift Station #4 are discharged to the City Monitoring Station, sampling frequency may be increased up to continuous sampling. The parties will then meet to determine the required monitoring frequency.

Normal monitoring costs, operational costs, and maintenance costs shall be borne by Waverly. Should monitoring be increased beyond seven consecutive days per month, such monitoring costs shall be shared 50/50 between the parties.

Waverly shall be billed by Menasha for wastewater loadings, computed using the metering station flows and monitoring station sampling results, that are greater than the wastewater loadings used by Neenah-Menasha Joint Sewerage Commission in computing billings.

7. Initial Normal Operation. Initial normal operations will consist of Waverly Lift Station No. 1 (Fire Lane #2) discharging to the Plank Road sewer. Waverly Lift Station #4 (Lake Park Villas) will normally discharge through Waverly's 8" force main to the Town of Menasha Utility District's sewers in Geneva Road per existing agreements. No change from this initial normal operation will be made without notice from Waverly to Menasha and the Neenah-Menasha Sewerage Commission and mutual agreement on metering of flows.

8. Use of Emergency Connections. Waverly and the Town of Menasha Utility District have agreements in place providing for emergency use. No Town of Menasha wastewater shall be discharged as a result of this agreement at any time.

9. Severability. If any portion of this agreement is rendered invalid or unenforceable for any reason, the remaining portions shall continue in full force and effect.

WAVERLY SANITARY DISTRICT	CITY OF MENASHA
William C. Helein	Joseph F. Laux
William C. Helein, Commission President	Joseph F. Laux, Mayor
Catherine M. Girdley	Deborah A. Galeazzi
Catherine M. Girdley, Office Manager	Deborah A. Galeazzi, City Clerk
Approved as to form: 4/10/07	Approved as to form: 2/19/07

EXHIBIT "A"
CAPACITY OF EXISTING PLANK ROAD/ FOURTH STREET INTERCEPTOR SEWER

LOCATION	SEWER SECTION FROM MH	SEWER SECTION TO MH	LENGTH (feet)	DIAMETER (inches)	SLOPE (ft./ft.)	ROUGHNESS COEFFICIENT	CAPACITY (cfs)	CAPACITY (mgd)	VELOCITY (fps)	DEPTH (ft)	PRESENT DAY COST UNIT PRICE	PRESENT DAY COST COST ($)	PRESENT VALUE ($)(a)	S.D. SHARE
EASEMENT TO	327	426	441.20	27.00	0.0007	0.015	7.10	4.59	1.79	25.53	231.80	102,270	51,135	5,570
48" INTERCEPTOR	426	423	426.30	27.00	0.0007	0.015	7.10	4.59	1.79	25.22	231.80	98,816	49,408	5,382
	423	422	428.00	27.00	0.0007	0.015	7.10	4.59	1.79	24.92	231.80	99,210	49,605	5,404
RACINE STREET	422	420	127.40	27.00	0.0006	0.015	6.57	4.25	1.65	24.62	318.25	40,545	20,273	2,385
FOURTH STREET	420	418	394.50	27.00	0.0004	0.015	5.37	3.47	1.35	24.55	318.25	125,550	62,775	9,045
	418	414	301.50	27.00	0.0007	0.015	7.10	4.59	1.79	24.39	318.25	95,952	47,976	5,226
	414	412	347.30	27.00	0.0007	0.015	7.10	4.59	1.79	24.18	318.25	110,528	55,264	6,020
	412	409	369.00	27.00	0.0007	0.015	7.10	4.59	1.79	23.93	318.25	117,434	58,717	6,396
	409	404	221.90	27.00	0.0007	0.015	7.10	4.59	1.79	23.68	318.25	70,620	35,310	3,846
	404	529	302.00	27.00	0.0006	0.015	6.57	4.25	1.65	22.47	266.25	80,408	40,204	4,730
	529	527	326.00	27.00	0.0006	0.015	6.57	4.25	1.65	20.9	266.25	86,798	43,399	5,106
SHEBOYGAN STREET	527	524	438.00	27.00	0.0010	0.015	8.49	5.49	2.13	19.65	266.25	116,618	58,309	5,310
	524	523	387.40	27.00	0.0006	0.015	6.57	4.25	1.65	18.44	208.63	80,821	40,411	4,754
	523	522	196.00	27.00	0.0006	0.015	6.57	4.25	1.65	17.47	208.63	40,891	20,445	2,405
FIFTH STREET	522	521	307.00	27.00	0.0008	0.015	7.59	4.91	1.91	16.79	208.63	64,048	32,024	3,261
	521	519	311.00	27.00	0.0007	0.015	7.10	4.59	1.79	16.15	208.63	64,882	32,441	3,534
	519	520	32.40	27.00	0.0003	0.015	4.65	3.00	1.17	15.69	208.63	6,759	3,380	563
LONDON STREET	520	517	331.00	27.00	0.0006	0.015	6.57	4.25	1.65	15.69	208.63	69,055	34,527	4,062
SIXTH STREET	517	517A	338.00	27.00	0.0009	0.015	8.05	5.20	2.03	14.18	172.25	58,221	29,110	2,799
	517A	516	114.00	27.00	0.0009	0.015	8.05	5.20	2.03	12.33	172.25	19,637	9,818	944
	516	514A	255.00	15.00	0.0014	0.015	2.09	1.35	1.71	11.58	101.50	25,883	12,941	4,793
PLANK ROAD	514A	514	89.00	15.00	0.0027	0.015	2.91	1.88	2.37	11.18	101.50	9,034	4,517	1,201
	514	515	47.00	15.00	0.0026	0.015	2.85	1.84	2.33	10.79	101.50	4,771	2,385	648
	515	587	308.00	15.00	0.0017	0.015	2.31	1.49	1.88	10.41	101.50	31,262	15,631	5,245
	587	588	303.00	15.00	0.0020	0.015	2.50	1.62	2.04	10.09	101.50	30,755	15,377	4,746
	588	589A	238.00	15.00	0.0023	0.015	2.68	1.74	2.19	9.58	101.50	24,157	12,079	3,471
	589A	589	65.00	15.00	0.0028	0.015	2.96	1.91	2.41	9.31	101.50	6,598	3,299	864
	589	590	303.00	15.00	0.0018	0.015	2.38	1.53	1.94	9.02	101.50	30,755	15,377	5,025
											TOTAL	1,712,274	856,137	112,738

(a)Present value is 50% of Present Day Value

(b)Annual Present Worth Factor is 0.0634 for 50-year period at 6% interest

(c)Value calculated by dividing 500,000 gpd (S.D.) by sewer capacity

Exhibit "B"

CALCULATION OF WAVERLY SANITARY DISTRICT SHARE OF FOURTH STREET INTERCEPTOR OPERATION & MAINTENANCE COSTS FOR 2005

Collection System Operation, Maintenance & Capital Cost

2005 Total Annual Budget	$650,459
Capital Outlay Portion	$278,000
Net Collection System O & M Cost	$372,459

Waverly Sanitary District share of annual O & M cost for Fourth Street interceptor sewer is assumed to be **13.17%** --- ($112,735 ÷ $856,137 × 100) based on share of construction cost.

City Collection System

3,316,380 diameter-inch-feet

Fourth Street Interceptor Sewer (15-inch and 27-inch sewer)

189,900 diameter-inch-feet

189,900 ÷ 3,316,380 = 0.0573 = **5.73%**

Waverly Sanitary District share of 2005 O & M costs = 0.1317 × (0.0573 × $372,459)
= 0.1317 × $21,342
= $2,810

Waverly Sanitary District share of 2005 O & M costs = $2,810

Waverly 2005 shared cost.doc

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AMENDMENT TO AGREEMENT

September 12, 2000 Revision

FOR

COPY

TRANSPORTATION OF WASTEWATER BETWEEN TOWN OF MENASHA SANITARY DISTRICT #4 & WAVERLY SANITARY DISTRICT

Date of Agreement September 25, 2000

An agreement dated October 5, 1983 between the Town of Menasha Sanitary District #4 now legally formed as Town of Menasha Utility District, hereinafter called "TOMUD" and the Waverly Sanitary District hereinafter called "Waverly" provided for the purchase of sanitary sewer capacity by Waverly from TOMUD. Under the terms of that agreement, Waverly has purchased 200 GPM or 288,000 gallons per day of reserve capacity from TOMUD's sewer system for the transportation of wastewater to the Neenah-Menasha Sewerage Commission (NMSC) regional interceptor sewer system.

The general intent of this amendment is for Waverly to purchase additional transportation capacity from TOMUD by purchasing the existing 8-inch force main and purchase capacity in the TOMUD 15-inch and 18-inch gravity sewer system and make provisions for emergency use of the existing 12-inch force main.

It is mutually agreed as follows:

1. That Waverly purchase the existing 8-inch force main and capacity in the 15-inch sewer and 18-inch sewer as provided in Paragraph 3 of the original agreement representing 630 gpm of capacity in TOMUD's sewer system from STH "114" at Brighton Beach Road to the NMSC regional interceptor sewer system for the purchase price of $44,017 less the previously purchased cost for 200 gpm capacity of $18,786 or a total of $25,231.

2. The purchase of the capacity in the 8-inch force main will transfer ownership, all rights and liabilities and shared easement rights thereto to Waverly. All associated legal fees and recording costs shall be the responsibility of Waverly. The purchase of capacity in the 15-inch and 18-inch sewer reserves the specified capacity for Waverly in the sewer pipes which are owned and maintained by TOMUD. Payment of operation maintenance and replacement costs from Waverly to TOMUD for use of this section of sewer main would be provided per the following formula:

   - 15" sewer length = 3,400'
     Waverly Q = 630 GPM
     Total Q = 1,150 GPM
     Total Waverly Share 54.8% x 3,400' = 1,863' equivalent length

- 18" sewer length 3,600'
  Waverly Q = 630 GPM
  Total Q = 1,680 GPM
  Waverly Share = 37.5% x 3,600' = 1,350' equivalent length

- Total Equivalent Length = 3,123-feet

- Annual O&M = 3,123-feet x Maintenance Cost
  Year 2000 O&M Cost at $0.73/foot = $2,280/year

If any extraordinary maintenance, repair or replacement costs specifically required in this section of interceptor sewer is required, those costs shall be shared in accordance with the same allocation method.

The maintenance costs will be reviewed and up dated annually to reflect current and actual costs.

3. Metering sampling and monitoring per Paragraph 8 of the original agreement will be required to determine the strength and volume of wastewater for billing purposes.

4. TOMUD will permit the following connections to the 12-inch force main on STH "114" for emergency purposes:

   - One valved connection from the existing 8-inch force main from Waverly constructed in 1984.

   - One valved connection from the two new 10-inch force mains from Waverly to be constructed in year 2000.

   This emergency connection is provided under the following conditions:

   - Emergency use is defined as failure of the existing 8-inch force main north of STH "114" with a duration of use as required only for the time for repairs.

   - Use of the valved interconnection shall be operated only by TOMUD personnel upon notification of need from Waverly.

   - No unauthorized or un-notified use of 12-inch interconnection is permitted.

   - Use of interconnection would not be permitted if full capacity of the 12-inch force main is required by TOMUD for transportation of its own wastewater.

5. This agreement which permits emergency use of a single interconnection of the two 10-inch force mains to the 12-inch force main shall also permit the use of Waverly's future extension of the two 10-inch force mains (or single 16-inch force main) to the NMSC regional sewer system by TOMUD. This emergency use of the Waverly force main system be TOMUD is subject to the same conditions as set forth under Paragraph 4.

6. This agreement amendment eliminates Provision #2 of the original agreement and sets forth the full understanding of the agreement between Waverly and TOMUD.

7. Severability - If any portion of this Order is rendered invalid or unenforceable for any reason the remaining portions of this Order shall continue in full force and effect.

Dated this 25th day of September 2000.

WAVERLY SANITARY DISTRICT

Donald A. Doule

Donald A. Doule
Commission President

TOWN OF MENASHA UTILITY DISTRICT

President of Utility District

Utility District Secretary

GLR:blm/sbk
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Mtg @ NMSC 1/18/24

NEENAH-MENASHA SEWERAGE COMMISSION 101 Garfield Avenue - Menasha, Wisconsin 54952 - (920) 751-4760

NMSC LS #1 & #4

2.1 MGD Peak

April 12, 2000

Ms. Cathy Girdley
Waverly Sanitary District
W7191A HWY 10 & 114
Menasha, WI 54952

RE: Request for additional allotted capacity in Tayco Street Interceptor Sewer.

Dear Ms. Girdley;

The Neenah-Menasha Sewerage Commission (NMSC) has reviewed Waverly Sanitary District's request for additional capacity in the Tayco Street interceptor sewer. This sewer when constructed consisted of five contract reaches (E, F, G-1, G-2, H. see attached map) with different design capacities. Under Resolution 84-C the NMSC assigned each interceptor sewer user a percentage of the interceptor capacity with a percentage of the capacity reserved for future growth within the Town of Harrison. The design capacity assigned for each contract under Resolution 84-C were as follows:

	City of Menasha	S.D. #4	Waverly	Future
Contract H	0%	85.22%	4.43%	10.34%
Contract G-2	0%	85.22%	4.43%	10.34%
Contract G-1	28.27%	61.13%	3.18%	7.42%
Contract F	51.20%	41.59%	2.16%	5.05%
Contract E	55.77%	37.69%	1.96%	4.58%

In 1992 Waverly Sanitary District requested additional allotment of a portion of the future reserve capacity of the interceptor. This request was granted resulting in the following current allocated capacities in the interceptor.

	City of Menasha	S.D. #4	Waverly	Future
Contract H	0%	85.22%	13.79%	0.44%
Contract G-2	0%	85.22%	13.79%	0.48%
Contract G-1	28.27%	61.13%	9.89%	0.71%
Contract F	51.20%	41.59%	6.73%	0.99%
Contract E	55.77%	37.69%	6.10%	0.99%

The Neenah-Menasha Sewerage Commission has reviewed your current request for additional interceptor sewer capacity. The Commission hereby approves the reallocation of the remaining future reserve capacity to Waverly Sanitary District. The following table provides the design capacity allocated to each user based on this reallocation of the remaining reserve capacity.

	Segment Design Capacity	City of Menasha	S.D. #4/ Town of Menasha Utility District	Waverly
Contract H	15.0 MGD	0% 0 MGD	85.22% 12.783 MGD	14.78% 2.217 MGD
Contract G-2	15.0 MGD	0% 0 MGD	85.22% 12.783 MGD	14.78% 2.217 MGD
Contract G-1	21.0 MGD	28.27% 5.936 MGD	61.13% 12.838 MGD	10.60% 2.226 MGD
Contract F	24.0 MGD	51.20% 12.288 MGD	41.59% 9.981 MGD	7.21% 1.731 MGD
Contract E	32.0 MGD	55.79% 17.847 MGD	37.69% 12.061 MGD	6.54% 2.092 MGD

The above capacity reallocation will result in an increase of $426/year in capital charges to Waverly Sanitary District.

Review of the above table indicates that the peak flows which may be discharged by the Waverly Sanitary District to the Tayco Street interceptor sewer are constrained in the Contract F reach which limits Waverly's peak flow to 1.731 MGD. NMSC will transfer an additional 0.40 MGD of peak flow capacity in contract F from the City of Menasha to Waverly Sanitary District under the terms of an agreement to be provided to NMSC. This will provide Waverly Sanitary District with a capacity of 2.1 MGD in the Tayco Street interceptor. The additional annual capital charge with this capacity transfer is $448/year.

NMSC notes that the ultimate peak flows projected from the future development will exceed 2.1 MGD. When flows from Waverly Sanitary District exceed the 2.1 MGD capacity in the Tayco Street interceptor the NMSC may either:

1. Require Waverly Sanitary District to obtain additional interceptor capacity from either the City of Menasha or the Town of Menasha Utility District, or
2. Extend sewers to Waverly Sanitary District to transmit flows in excess of 2.1 MGD to NMSC's wastewater treatment plant. The costs of such sewers under Article III of the Ordinance/Contract would be billed to Waverly Sanitary District.

If you have any questions in this matter feel free to contact me.

Sincerely,
Neenah-Menasha Sewerage Commission

Randy Much

Randy Much
Manager

Cc: City of Menasha
Town of Menasha Utility District

TAYCO STREET INTERCEPTOR ALLOCATION

INTERCEPTOR SECTION	TOTAL INTERCEPTOR CAPACITY (MGD)	CITY OF MENASHA ALLOCATION	TOWN OF MENASHA ALLOCATION	WAVERLY S.D. ALLOCATION WITH REMAINING RESERVE
CONTRACT H	15	0.00%	85.22% 12.8 mgd	14.77% 2.2 mgd
CONTRACT G-2	15	0.00%	85.22% 12.8 mgd	14.77% 2.2 mgd
CONTRACT G-1	21	28.27% 6.0 mgd	61.13% 12.8 mgd	10.60% 2.2 mgd
CONTRACT F	24	51.20% 12.3 mgd	41.59% 10.0 mgd	7.21% 1.7 mgd
CONTRACT E	32	55.77% 17.8 mgd	37.69% 12.1 mgd	6.54% 2.1 mgd

NOTES: - Waverly current peak flow 0.3 MGD

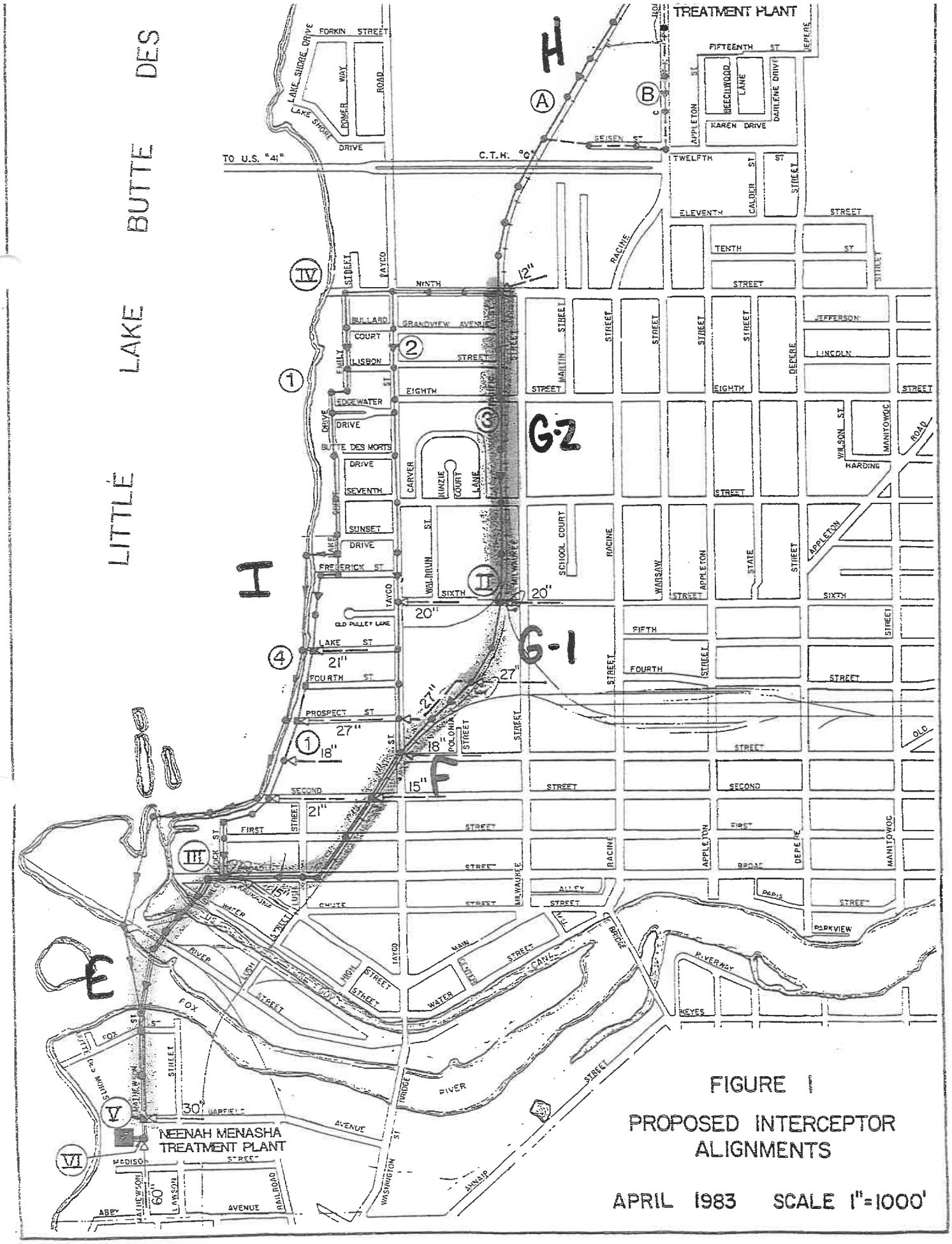
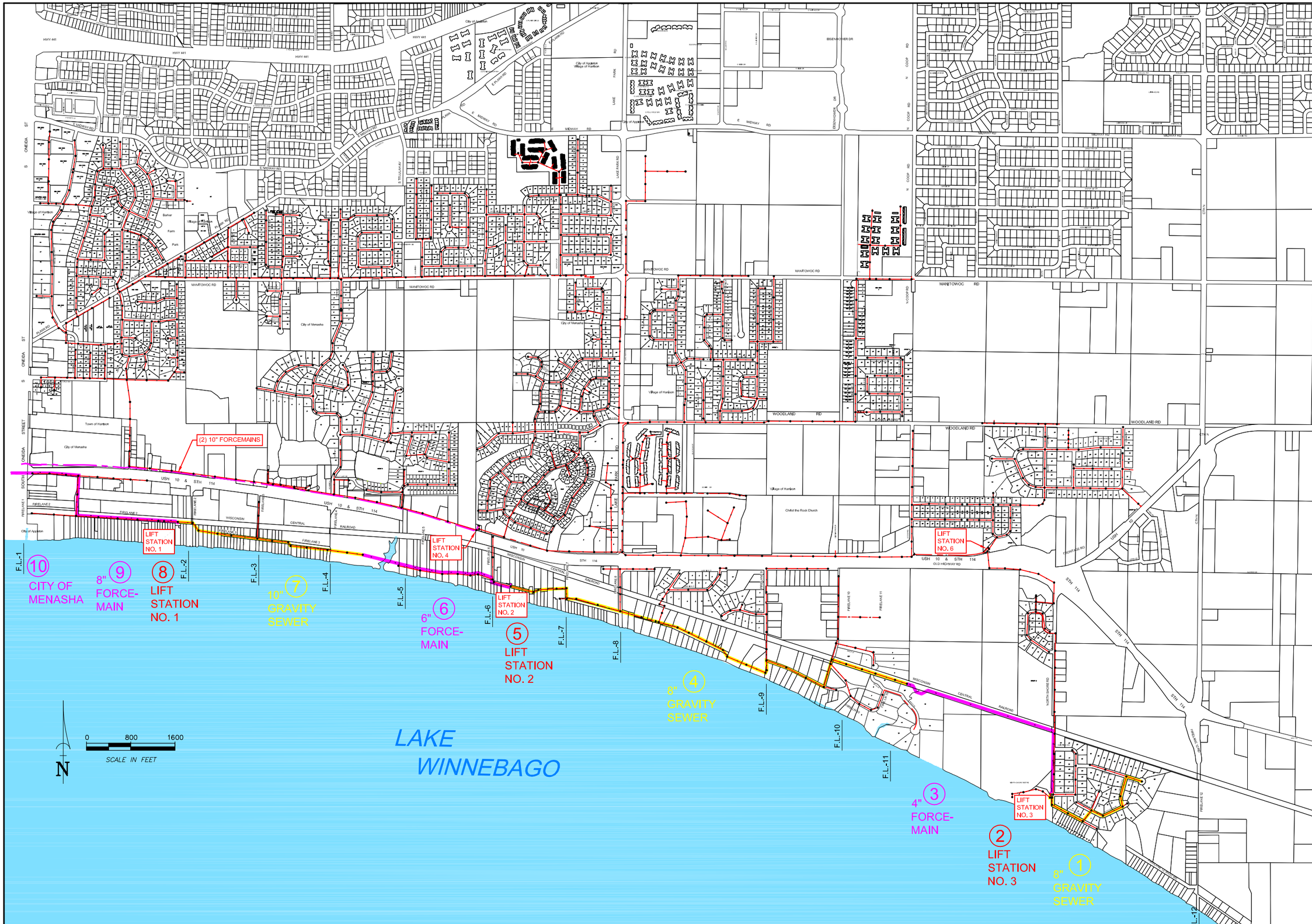


FIGURE 1

PROPOSED INTERCEPTOR ALIGNMENTS

APRIL 1983 SCALE 1"=1000'

ATTACHMENT C
South Sanitary Sewer System



Martenson & Eisele, Inc.
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Planning
Environmental
Surveying
Engineering
Architecture

DRAWN BY	CHECKED	APPROVED	FIELDWORK
CRC	MJM	JWS	

** REFER TO COVER SHEET FOR REVISION DESCRIPTIONS **					
NO.	DATE	NO.	DATE	NO.	DATE

SANITARY SYSTEM MAP
HARRISON UTILITIES
CALUMET COUNTY, WISCONSIN

SCALE	DATE
BAR SCALE	2024-03-28

COMPUTER FILE
1-0038-067feas

DRAWING NO.
1-0038-067

ATTACHMENT D
South System Existing Wastewater Flows

SUMMARY OF CAPACITIES AND EXISTING FLOWS MJM 2024-03-18																
	CAPACITY		EXISTING FLOWS		PROJECTED FLOWS		PROJECTED FLOWS		PROJECTED FLOWS		PROJECTED FLOWS		PROJECTED FLOWS		PROJECTED FLOWS	
					FL 12/13		FL 12/13		FL 12/13		FL 12/13		FL 12/13		FL 12/13	
							Area B		Area B and D		Area B and C		Area B, C and D		Area B, C, D and E	
	Flow	Parameter	Flow	Parameter	Flow	Parameter	Flow	Parameter	Flow	Parameter	Flow	Parameter	Flow	Parameter	Flow	Parameter
Area 1 Sanitary Sewer North Shore Estates	323	GPM	48	GPM	136	GPM	163	GPM	218	GPM	233	GPM	288	GPM	385	GPM
Area 2 Lift Station No 3	128	GPM	65	GPM	147	GPM	174	GPM	229	GPM	243	GPM	323	GPM	396	GPM
Area 3 Lift Station No. 3 Forcemain	313	GPM	128	GPM		GPM		GPM		GPM		GPM		GPM		GPM
Area 4 Sanitary Sewer West of LS 3	323	GPM	126	GPM	232	GPM	259	GPM	314	GPM	328	GPM	383	GPM	481	GPM
Area 5 Lift Station No 2	230	GPM	126	GPM	232	GPM	259	GPM	314	GPM	328	GPM	383	GPM	481	GPM
Area 6 Lift Station No. 2 Forcemain	705	GPM	230	GPM	230	GPM	261	GPM		GPM		GPM		GPM		GPM
Area 7 Sanitary Sewer West of LS 2	501	GPM	211	GPM	317	GPM	344	GPM	399	GPM	414	GPM	469	GPM	566	GPM
Area 8 Lift Station No 1	480	GPM	211	GPM	317	GPM	344	GPM	399	GPM	414	GPM	469	GPM	566	GPM
Area 9 Lift Station No. 1 Forcemain	1253	GPM	480	GPM	480	GPM	480	GPM	480	GPM	480	GPM	480	GPM		GPM
Area 10 City of Menasha	500,000	GPD	223,250	GPD		GPD		GPD		GPD		GPD		GPD		GPD

SUMMARY OF CAPACITIES AND EXISTING FLOWS																								
	CAPACITY - GPM			EXISTING FLOWS - GPM			PROJECTED FLOWS - GPM			PROJECTED FLOWS - GPM			PROJECTED FLOWS - GPM			PROJECTED FLOWS - GPM			PROJECTED FLOWS - GPM			PROJECTED FLOWS - GPM		
							FL 12/13 Only			FL 12/13, Area B			FL 12/13, Areas B and C			FL 12/13, Areas B and D			FL 12/13, Areas B, C and D			FL 12/13, Areas B, C, D and E		
							2040 SSA Area			2040 Plan Area			2040 Plan Area			2040 Plan Area			2040 Plan Area			2040 Plan Area		
	ADF	MDF	PHF	ADF	MDF	PHF	ADF	MDF	PHF	ADF	MDF	PHF	ADF	MDF	PHF	ADF	MDF	PHF	ADF	MDF	PHF	ADF	MDF	PHF
Area 1 Sanitary Sewer North Shore Estates			323	12	30	48	54	136	218	65	163	261	93	233	372	87	218	349	115	288	460	154	385	616
Area 2 Lift Station No 3			128	16	41	65	59	147	235	70	174	278	97	243	390	92	229	367	119	299	478	158	396	634
Area 3 Lift Station No. 3 Forcemain			313			128																		
Area 4 Sanitary Sewer West of LS 3			323																					
Area 5 Lift Station No 2			230	50	126	201	93	232	371	104	259	414	131	328	525	126	314	503	153	383	614	192	481	769
Area 6 Lift Station No. 2 Forcemain			705			230																		
Area 7 Sanitary Sewer West of LS 2			501																					
Area 8 Lift Station No 1			480	84	211	338	127	317	508	138	344	551	165	414	662	160	399	639	188	469	750	226	566	906
Area 9 Lift Station No. 1 Forcemain			1253			480																		
Area 10 City of Menasha	139	347																						
Flow Calculations																								
Area Tributary to Lift Station No. 3	16	41	65																					
Area Tributary to Lift Station No. 2	34	85	136																					
Area Tributary to Lift Station No. 1	34	85	137																					

Existing Area Tributary to Lift Station No. 3		
Number of Parcels Currently Served by Sewer	93	
Parcels Zoned Residential	93	
Percent of Lots Occupied	95	Percent
Residential Persons Per Household	2.8	
Gallons Per Capita Per Day	70	
Peak Factors		
ADF to MDF	2.5	
ADF to Peak	4	
	GPD	GPM
Residential Flows		
Average Day	17,317	12
Max Day	43,292	30
Peak Hourly	69,266	48
Golf Course Flows	6200	4
Total Flows		
Average Day	23,517	16
Max Day	58,792	41
Peak Hourly	94,066	65

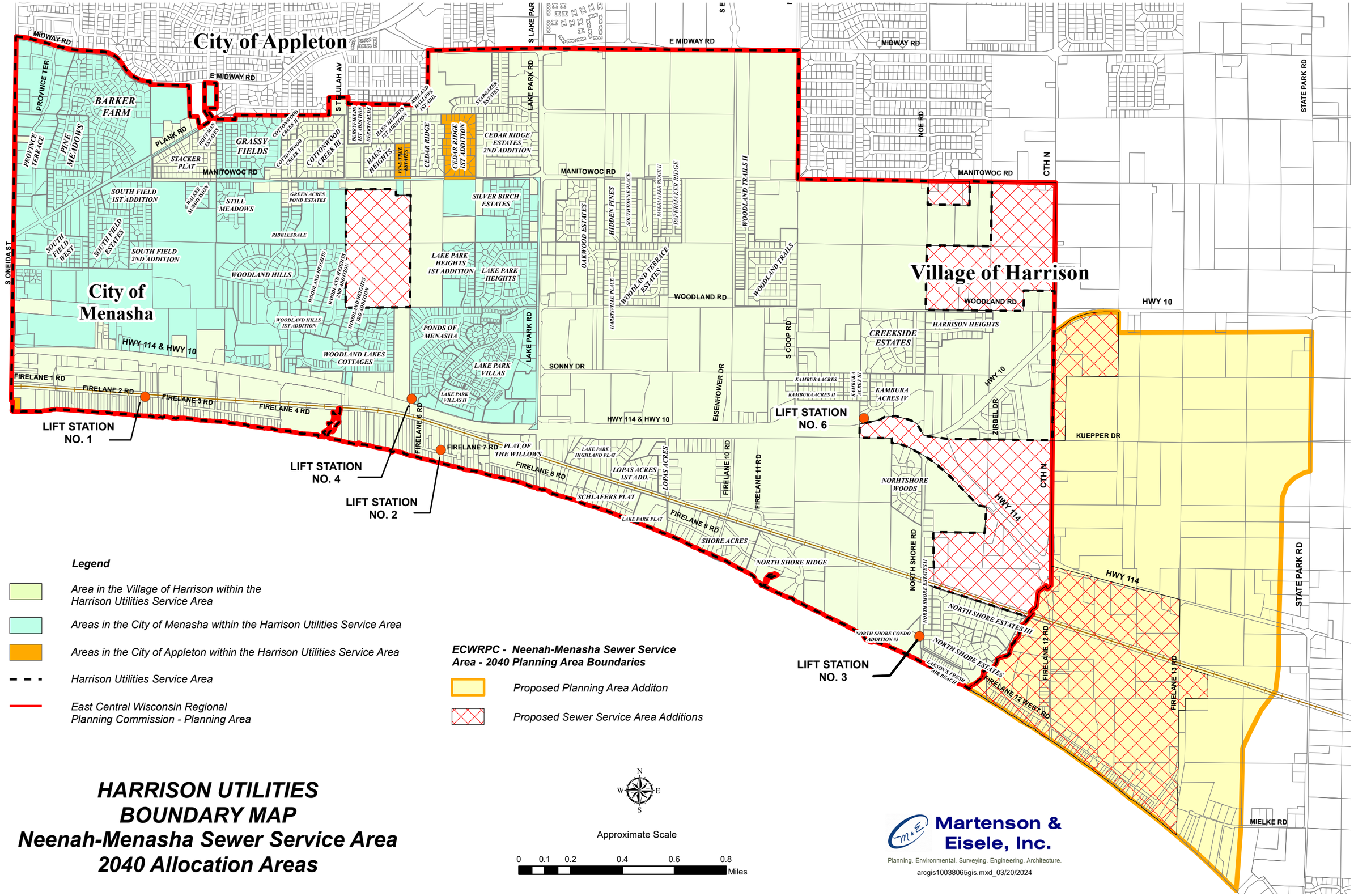
Lift Station No. 3 Pump Running Time Data - From Harrison Utilities	
Overall Avg. Hr. Per Day	**3.2**
Pump Rate GPM	**128**
Flow GPM - Average	**17**
Flow GPD - Average	**24,576**

Existing Area Tributary to Lift Station No. 2		
Number of Parcels Currently Served by Sewer		
East of Lift Station 2	204	
West of Lift Station 2	26	
Total Parcels	230	
Total Parcels Residential	229	
Involta LLC	25	Acres
Percent of Lots Occupied	95	Percent
Residential Persons Per Household	2.8	
Gallons Per Capita Per Day	70	
Peak Factors		
ADF to MDF	2.5	
ADF to Peak	4	
	GPD	GPM
Residential Flows		
Average Day	42,640	30
Max Day	106,600	74
Peak Hourly	170,559	118
Involta Flows	6250	4
250 gallons per day per acre		
Total Flows		
Average Day	48,890	34
Max Day	122,225	85
Peak Hourly	195,559	136

Lift Station No. 2 Pump Running Time Data	
Overall Avg. Hr. Per Day	**3.1**
Pump Rate GPM	**230**
Flow GPM - Average	**30**
Flow GPD - Average	**42,780**

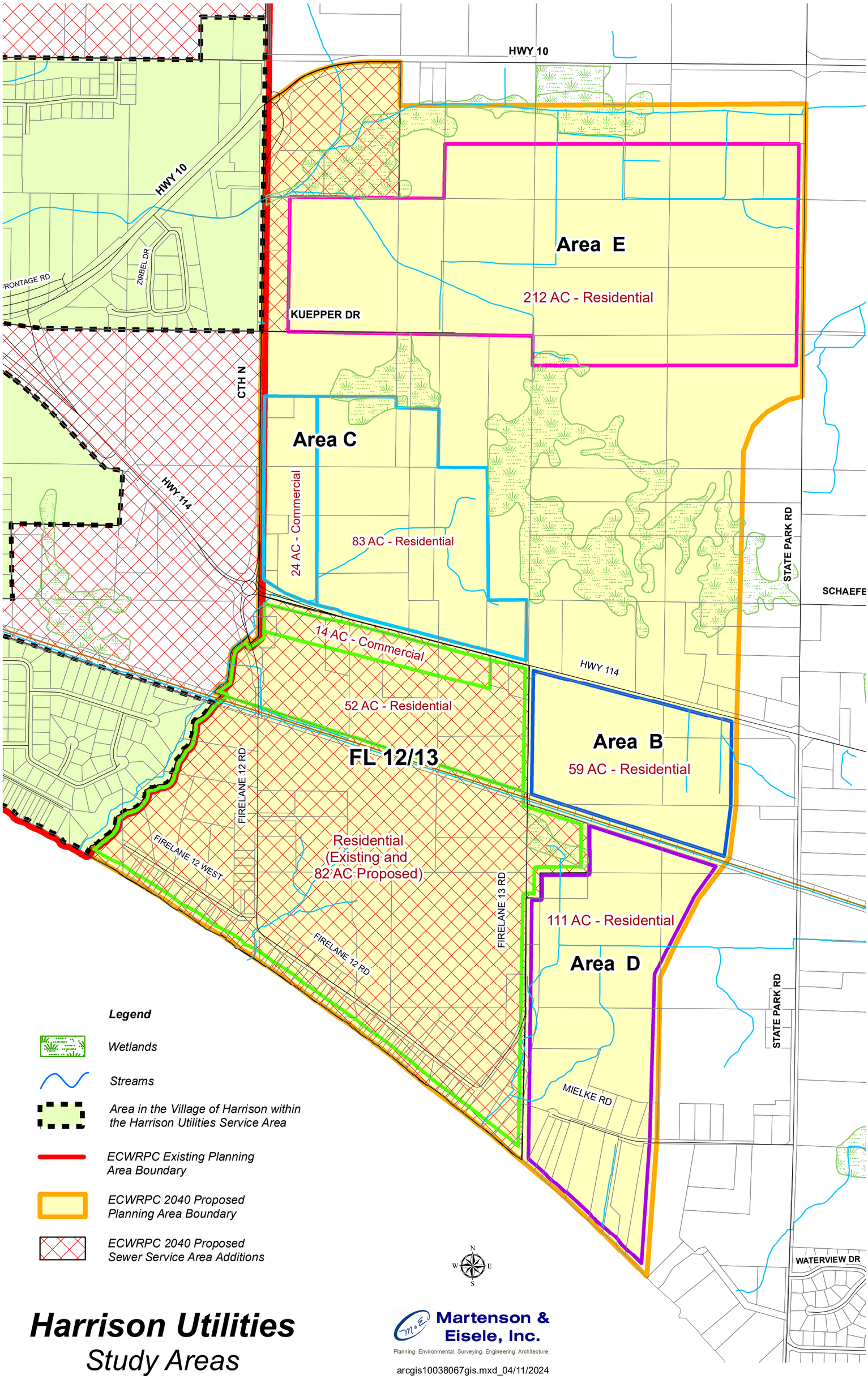
Existing Area Tributary to Lift Station No. 1		
Number of Parcels Currently Served by Sewer		
East of Lift Station 1	52	
West of Lift Station 1	66	
Total Parcels	118	
Total Parcels Commercial	25	
Total Parcels Residential	93	
Commercial Acrea Approx	50	Acres
Percent of Commercial Lots Occupied	85	Percent
Percent of Residential Lots Occupied	95	Percent
Residential Persons Per Household	2.8	
Gallons Per Capita Per Day	70	
Peak Factors		
ADF to MDF	2.5	
ADF to Peak	4	
	GPD	GPM
Residential Flows		
Average Day	17,317	12
Max Day	43,292	30
Peak Hourly	69,266	48
Commercial	750	
750 gallons per day per acre		
	GPD	GPM
Commercial Flows		
Average Day	31,875	22
Max Day	79,688	55
Peak Hourly	127,500	89
	GPD	GPM
Total Flows - Resid and Commercial		
Average Day	49,192	34
Max Day	122,979	85
Peak Hourly	196,766	137

ATTACHMENT E
ECWRPC 2040 SSA and Planning Areas



HARRISON UTILITIES BOUNDARY MAP
Neenah-Menasha Sewer Service Area 2040 Allocation Areas

ATTACHMENT F
Harrison Utilities Future Planning Areas



Harrison Utilities
Study Areas

Martenson & Eisele, Inc.
Planning. Environmental. Surveying. Engineering. Architecture.

arcgis10038067gis.mxd_04/11/2024

ATTACHMENT G
Future Planning Area Wastewater Flows

Max Day Flows from Future Development Areas

Area	Avg	Max	Peak
FL 12-13	61,131	152,829	244,526
B	15,611	39,029	62,446
C	39,962	99,905	159,847
D	31,752	79,380	127,008
E	56,095	140,238	224,381
TOTAL	204,552	511,380	818,207
Area	**Avg**	**Max**	**Peak**
FL 12-13	61,131	152,829	244,526
B	15,611	39,029	62,446
TOTAL	76,743	191,857	306,971
Area	**Avg**	**Max**	**Peak**
FL 12-13	61,131	152,829	244,526
B	15,611	39,029	62,446
D	31,752	79,380	127,008
TOTAL	108,495	271,237	433,979
Existing		248,200	
Proposed		440,057	
w/o D			
Proposed		519,437	
w/D			

	Projected Flows GPD			Projected Flows GPM		
2040 SSA	**ADF**	**MDF**	**PHF**	**ADF**	**MDF**	**PHF**
Projected Flows Fire Lane 12 and 13	61,131	152,829	244,526	42	106	170
	Projected Flows GPD			**Projected Flows GPM**		
2040 SSA and Planning Area	**ADF**	**MDF**	**PHF**	**ADF**	**MDF**	**PHF**
Fire Lanes 12 and 13 within SSA	61,131	152,829	244,526	42	106	170
Trib to LS B	15,611	39,029	62,446	11	27	43
Subtotal (FL 12/13, Area B)	**76,743**	**191,857**	**306,971**	**53**	**133**	**213**
Trib to LS C	39,962	99,905	159,847	28	69	111
Subtotal (FL 12/13, Area B, C)	**116,705**	**291,762**	**466,818**	**81**	**203**	**324**
Trib to LS D	31,752	79,380	127,008	22	55	88
Subtotal (FL 12/13, Area B, C and D)	**148,457**	**371,142**	**593,826**	**103**	**258**	**412**
Trib to LS E	56,095	140,238	224,381	39	97	156
Total (FL 12/13, Area B, C, D and E)	**204,552**	**511,380**	**818,207**	**142**	**355**	**568**
Fire Lanes 12 and 13 within SSA	61,131	152,829	244,526	42	106	170
Trib to LS B	15,611	39,029	62,446	11	27	43
Trib to LS D	31,752	79,380	127,008	22	55	88
Subtotal (FL 12/13, Area B and D)	**108,495**	**271,237**	**433,979**	**75**	**188**	**301**

Projected Flows Fire Lanes 12 and 13 - 2040 SSA		
Number of Parcels Adjacent to Lake Winnebago		
Total Parcels - Residential	50	
Percent of Residential Lots Occupied	95	Percent
Residential Persons Per Household	2.8	
Gallons Per Capita Per Day	70	
Number of Additional Residential Lots		
Occupied	27	
Vacant (Expect 75% to Develop)	9	
Total Additional Residential Lots	34	
Peak Factors		
ADF to MDF	2.5	
ADF to Peak	4	
	GPD	**GPM**
Residential Flows - Existing Residential Lots		
Average Day	15,925	11
Max Day	39,813	28
Peak Hourly	63,700	44
Future Res Development - S. of RR Tracks		
Total Acres	82	
Percent of Acres to Develop Residential	75	Percent
Units per Acre (Similar to Harrison Heights Sub.)	1.8	
Residential Persons Per Household	2.8	
Gallons Per Capita Per Day	70	
Future Res Development - N. of RR Tracks		
Total Acres	52	
Percent of Acres to Develop	75	Percent
Units per Acre (Similar to Harrison Heights Sub.)	1.8	
Residential Persons Per Household	2.8	
Gallons Per Capita Per Day	70	
Future Comm. Development - N. of RR Tracks		
Total Acres	13	
Percent of Acres to Develop	75	Percent
Gallons Per Acre Per Day	1000	
	GPD	**GPM**
Future Development Flows		
Average Day	45,206	31
Max Day	113,016	78
Peak Hourly	180,826	126
	GPD	**GPM**
Total Flows - Existing and Future Development		
Average Day	61,131	42
Max Day	152,829	106
Peak Hourly	244,526	170

Projected Flows Area Tributary to Lift Station B 2040 Planning Area		
Peak Factors		
ADF to MDF	2.5	
ADF to Peak	4	
Projected Residential Development		
Total Acres	59	
Percent of Acres to Develop Residential	75	Percent
Units per Acre (Similar to Harrison Heights Sub.)	1.8	
Residential Persons Per Household	2.8	
Gallons Per Capita Per Day	70	
	GPD	**GPM**
Future Development Flows		
Average Day	15,611	11
Max Day	39,029	27
Peak Hourly	62,446	43

Projected Flows Tributary to Lift Station C		
Peak Factors		
ADF to MDF	2.5	
ADF to Peak	4	
Future Res Development		
Total Acres	83	
Percent of Acres to Develop Residential	75	Percent
Units per Acre (Similar to Harrison Heights Sub.)	1.8	
Residential Persons Per Household	2.8	
Gallons Per Capita Per Day	70	
Future Comm. Development - Adjacent to CTH N		
Total Acres	24	
Percent of Acres to Develop	75	Percent
Gallons Per Acre Per Day	1000	
	GPD	**GPM**
Future Development Flows		
Average Day	39,962	28
Max Day	99,905	69
Peak Hourly	159,847	111

Projected Flows Area Tributary to Lift Station D		
Peak Factors		
ADF to MDF	2.5	
ADF to Peak	4	
Projected Residential Development		
Total Acres	120	
Percent of Acres to Develop Residential	75	Percent
Units per Acre (Similar to Harrison Heights Sub.)	1.8	
Residential Persons Per Household	2.8	
Gallons Per Capita Per Day	70	
	GPD	**GPM**
Future Development Flows		
Average Day	31,752	22
Max Day	79,380	55
Peak Hourly	127,008	88

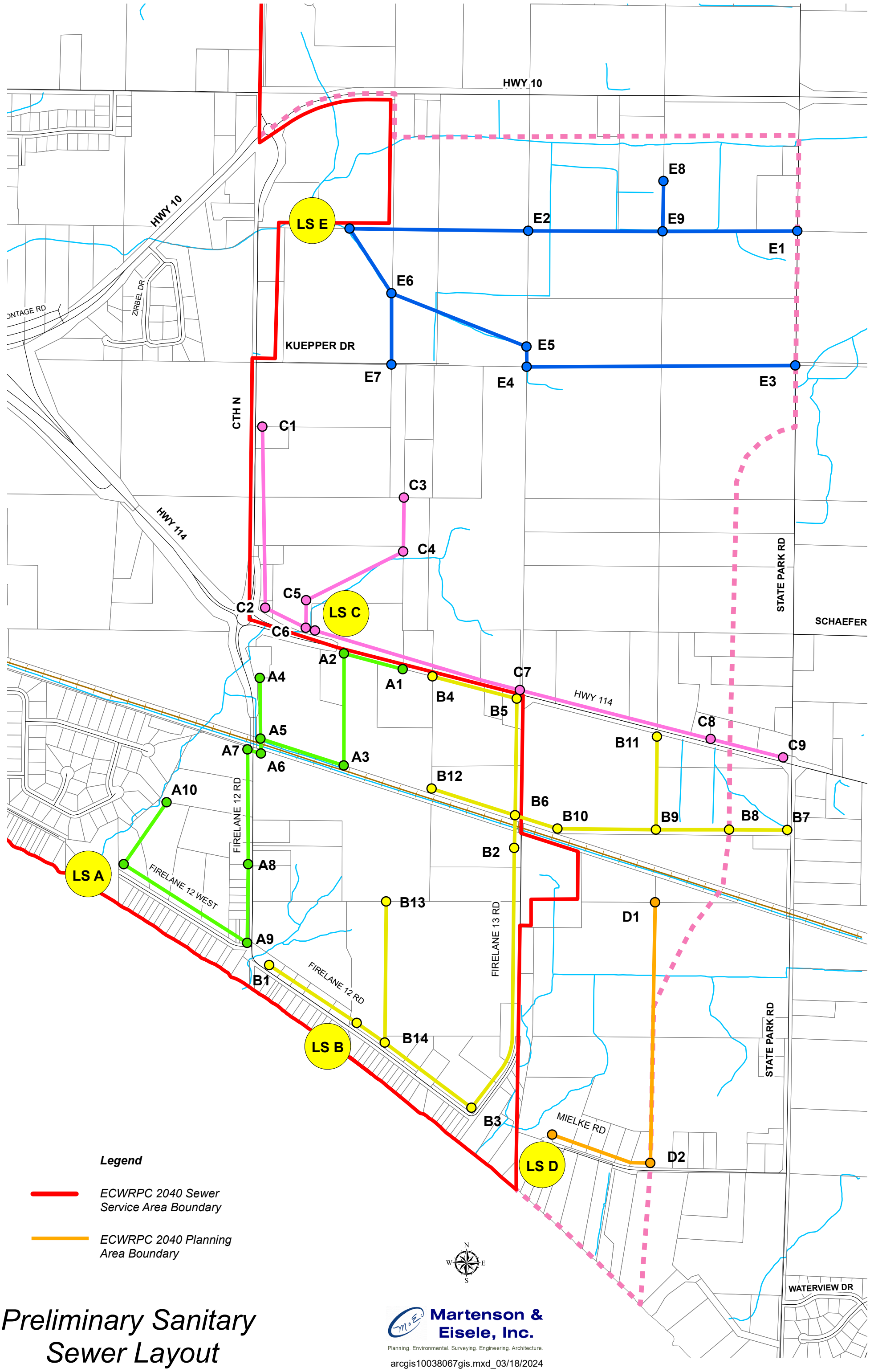
Projected Flows Area Tributary to Lift Station E		
Peak Factors		
ADF to MDF	2.5	
ADF to Peak	4	
Projected Residential Development		
Total Acres	212	
Percent of Acres to Develop Residential	75	Percent
Units per Acre (Similar to Harrison Heights Sub.)	1.8	
Residential Persons Per Household	2.8	
Gallons Per Capita Per Day	70	
	GPD	**GPM**
Future Development Flows		
Average Day	56,095	39
Max Day	140,238	97
Peak Hourly	224,381	156

ATTACHMENT H
South System Capacity Comparison

SUMMARY OF CAPACITIES AND EXISTING FLOWS MJM 2024-03-18																
	CAPACITY		EXISTING FLOWS		PROJECTED FLOWS		PROJECTED FLOWS		PROJECTED FLOWS		PROJECTED FLOWS		PROJECTED FLOWS		PROJECTED FLOWS	
					FL 12/13		FL 12/13		FL 12/13		FL 12/13		FL 12/13		FL 12/13	
							Area B		Area B and D		Area B and C		Area B, C and D		Area B, C, D and E	
	Flow	Parameter	Flow	Parameter	Flow	Parameter	Flow	Parameter	Flow	Parameter	Flow	Parameter	Flow	Parameter	Flow	Parameter
Area 1 Sanitary Sewer North Shore Estates	323	GPM	48	GPM	136	GPM	163	GPM	218	GPM	233	GPM	288	GPM	385	GPM
Area 2 Lift Station No 3	128	GPM	65	GPM	147	GPM	174	GPM	229	GPM	243	GPM	323	GPM	396	GPM
Area 3 Lift Station No. 3 Forcemain	313	GPM	128	GPM		GPM		GPM		GPM		GPM		GPM		GPM
Area 4 Sanitary Sewer West of LS 3	323	GPM	126	GPM	232	GPM	259	GPM	314	GPM	328	GPM	383	GPM	481	GPM
Area 5 Lift Station No 2	230	GPM	126	GPM	232	GPM	259	GPM	314	GPM	328	GPM	383	GPM	481	GPM
Area 6 Lift Station No. 2 Forcemain	705	GPM	230	GPM	230	GPM	261	GPM		GPM		GPM		GPM		GPM
Area 7 Sanitary Sewer West of LS 2	501	GPM	211	GPM	317	GPM	344	GPM	399	GPM	414	GPM	469	GPM	566	GPM
Area 8 Lift Station No 1	480	GPM	211	GPM	317	GPM	344	GPM	399	GPM	414	GPM	469	GPM	566	GPM
Area 9 Lift Station No. 1 Forcemain	1253	GPM	480	GPM	480	GPM	480	GPM	480	GPM	480	GPM	480	GPM		GPM
Area 10 City of Menasha	500,000	GPD	223,250	GPD		GPD		GPD		GPD		GPD		GPD		GPD

SUMMARY OF CAPACITIES AND EXISTING FLOWS																								
	CAPACITY - GPM			EXISTING FLOWS - GPM			PROJECTED FLOWS - GPM			PROJECTED FLOWS - GPM			PROJECTED FLOWS - GPM			PROJECTED FLOWS - GPM			PROJECTED FLOWS - GPM			PROJECTED FLOWS - GPM		
							FL 12/13 Only			FL 12/13, Area B			FL 12/13, Areas B and C			FL 12/13, Areas B and D			FL 12/13, Areas B, C and D			FL 12/13, Areas B, C, D and E		
							2040 SSA Area			2040 Plan Area			2040 Plan Area			2040 Plan Area			2040 Plan Area			2040 Plan Area		
	ADF	MDF	PHF	ADF	MDF	PHF	ADF	MDF	PHF	ADF	MDF	PHF	ADF	MDF	PHF	ADF	MDF	PHF	ADF	MDF	PHF	ADF	MDF	PHF
Area 1 Sanitary Sewer North Shore Estates			323	12	30	48	54	136	218	65	163	261	93	233	372	87	218	349	115	288	460	154	385	616
Area 2 Lift Station No 3			128	16	41	65	59	147	235	70	174	278	97	243	390	92	229	367	119	299	478	158	396	634
Area 3 Lift Station No. 3 Forcemain			313			128																		
Area 4 Sanitary Sewer West of LS 3			323																					
Area 5 Lift Station No 2			230	50	126	201	93	232	371	104	259	414	131	328	525	126	314	503	153	383	614	192	481	769
Area 6 Lift Station No. 2 Forcemain			705			230																		
Area 7 Sanitary Sewer West of LS 2			501																					
Area 8 Lift Station No 1			480	84	211	338	127	317	508	138	344	551	165	414	662	160	399	639	188	469	750	226	566	906
Area 9 Lift Station No. 1 Forcemain			1253			480																		
Area 10 City of Menasha	139	347																						
Flow Calculations																								
Area Tributary to Lift Station No. 3	16	41	65																					
Area Tributary to Lift Station No. 2	34	85	136																					
Area Tributary to Lift Station No. 1	34	85	137																					

ATTACHMENT I
Preliminary Sanitary Sewer System Layout



Legend

ECWRPC 2040 Sewer Service Area Boundary

ECWRPC 2040 Planning Area Boundary

Preliminary Sanitary Sewer Layout

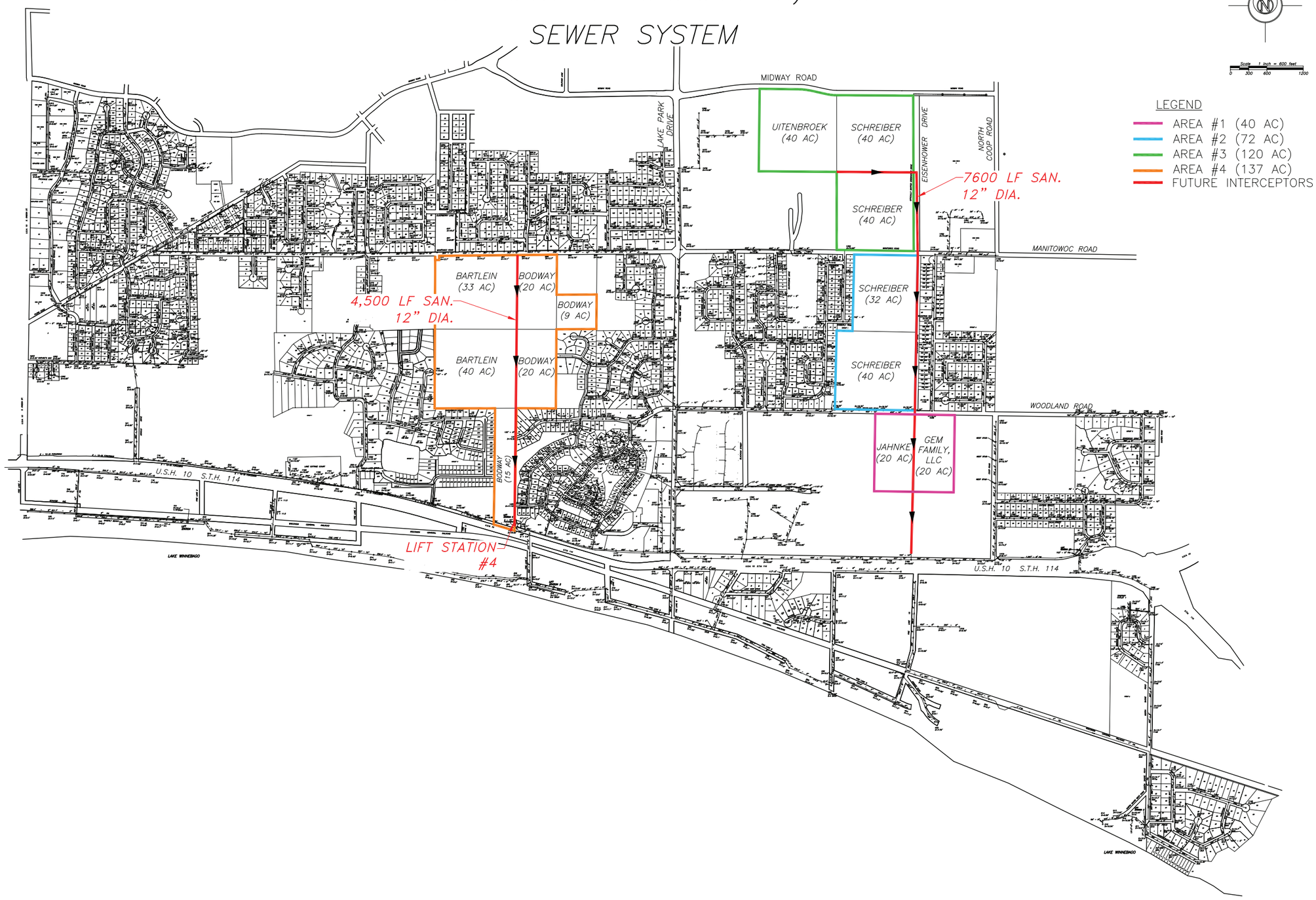
Martenson & Eisele, Inc.

Planning. Environmental. Surveying. Engineering. Architecture.

arcgis10038067gis.mxd_03/18/2024

ATTACHMENT J
Proposed Interceptor Sewers
In Lift Station No. 4 and 6 Service Areas

HARRISON UTILITIES
CALUMET COUNTY, WI
SEWER SYSTEM



Martenson & Eisele, Inc.
Planning
Environmental
Surveying
Engineering
Architecture
1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
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920.731.0381 1.800.236.0381

DRAWN BY	CHECKED	APPROVED

NO.	DATE	REVISION

HARRISON UTILITIES
LIFT STATION #4 SERVICE AREA
FUTURE INTERCEPTOR SEWERS

SCALE	DATE
1"=600'	Mar, 2023

COMPUTER FILE
1-0038-051_Future_Lift_Sta_4

DRAWING NO.
1-0038-051

NOT FOR CONSTRUCTION

N

SCALE
0 300 600

MANITOWOC ROAD
N. COOP ROAD
HEDGEROW
DRIVE
NOE ROAD
STEVEN C HORN W8903 MANITOWOC RD PARCEL #33518 0.50 ACRES
DEBORAH K YOND-NORTH TERRENCE L NORTH W8903 MANITOWOC RD PARCEL #33520 1.00 ACRES
STILLMANN DUANE & JOAN LIV TRS W8903 MANITOWOC RD PARCEL #33518 1.00 ACRES
HOELZEL DENNIS TRUST W5861 MANITOWOC RD PARCEL #33522 1.22 ACRES
PENNY L HOELZEL W5859 MANITOWOC RD PARCEL #33516 6.05 ACRES
ANTHONY MADER SUSAN MADER W5725 MANITOWOC RD PARCEL #33514 1.27 ACRES
GEM FAMILY LLC N8093 COUNTY N PARCEL #33512 0.75 ACRES
KIM FIELDS, LLC PARCEL #33502 39.81 ACRES
SANSEE HETPAS W5971 MANITOWOC ROAD PARCEL #33500 39.32 ACRES
PENNY L HOELZEL ERIKA A POND, et al. MANITOWOC RD PARCEL #43052 10.69 ACRES
SITE OF FUTURE VILLAGE OF HARRISON MANITOWOC RD PARCEL #33524 10.69 ACRES
FARMERS FIELD PARK VILLAGE OF HARRISON MANITOWOC RD PARCEL #43050 8.02 ACRES
GEM FAMILY LLC COUNTY N & MANITOWOC RD PARCEL #33510 37.98 ACRES
GEORGE A. SCHWALBACH W6034 WOODLAND ROAD PARCEL #33504 34.62 ACRES
GEORGE A. SCHWALBACH W5906 WOODLAND ROAD PARCEL #33508 40.00 ACRES
GEM FAMILY LLC WOODLAND RD PARCEL #33528 37.47 ACRES
GEM FAMILY LLC COUNTY N PARCEL #33530 34.00 ACRES
JEAN A MADER W5844 WOODLAND RD PARCEL #33526 2.53 ACRES
JOEL F RAILLING DORA L RAILLING W5730 WOODLAND RD PARCEL #33534 3.00 ACRES
GEM FAMILY LLC COUNTY N PARCEL #33532 3.00 ACRES
WOODLAND ROAD
WOODLAND ROAD
SOUTH COOP ROAD
NOE ROAD
KASTEN ROAD
EDGEWOOD
DRIVE
HIGHLAND COURT
ROAD
DELTA
NOE
DRIVE
U.S.H. "10"
RYFORD STREET
ZACH STREET
S. COOP ROAD
CONNOR CIRCLE
CONNOR CIRCLE
FRONTAGE ROAD
ZIRBEL DRIVE
C.T.H. "N"
S.T.H. "114" / U.S.H. "10"
LEGEND
AREA #1
AREA #2
AREA #3
AREA #4
AREA #5
DRIVE
OLD HIGHWAY ROAD
S.T.H. "114"
WINDING TRAIL DRIVE
NORTH SHORE

DRAWING NO.		COMPUTER FILE 1-0038-051de.dwg	SCALE BAR SCALE / DATE 04-10-23	LIFT STATION NO. 6 SERVICE AREA HARRISON UTILITIES VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN	DRAWN BY ALM / FIELDWORK / APPROVED MJM	NO. / DATE / REVISION

Martenson & Eisele, Inc.
1377 Midway Road
Menasha, WI 54952
www.martenson-eisele.com
info@martenson-eisele.com
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Planning
Environmental
Surveying
Engineering
Architecture

ATTACHMENT K
Fire Lane 12 and 13
Improvement Cost Estimates

Harrison Utilities Fire Lanes 12 and 13
AREA A
Village of Harrison
Preliminary Cost Estimate
March 2024

Overall Sanitary Sewer Service Estimate			**Unit**	**Total**
Sanitary Sewer and LS	**Unit**	**Quantity**	**Cost**	**Cost**
Mobilization, Traffic Control, Clearing	Lump Sum	1	$20,000	$20,000
8-inch Sanitary Sewer	LF	800	$65	$52,000
12-inch Sanitary Sewer	LF	6,250	$90	$562,500
Boring Under Railroad	LF	400	$700	$280,000
Manholes	Each	22	$6,500	$143,000
South Lift Station A	Lump Sum	1	$300,000	$300,000
Power to Lift Station Sites	Lump Sum	1	$35,000	$35,000
Stanby Generator	Each	1	$50,000	$50,000
4-inch Forcemain	LF	1,100	$45	$49,500
Boring 4-inch Forcemain	LF	600	$350	$210,000
Surface Restoration	SY	13,583	$6	$81,500
Erosion Control	Lump Sum	1	$20,000	$20,000
Subtotal				**$1,803,500**
Contingencies (15%)				**$270,525**
Subtotal				**$2,074,025**
Engineering (15%)				**$311,104**
Total				**$2,385,129**

Harrison Utilities Fire Lanes 12 and 13
AREA B
Village of Harrison
Preliminary Cost Estimate
March 2024

Overall Sanitary Sewer Service Estimate			**Unit**	**Total**
Sanitary Sewer and LS	**Unit**	**Quantity**	**Cost**	**Cost**
Mobilization, Traffic Control, Clearing	Lump Sum	1	$20,000	$20,000
8-inch Sanitary Sewer	LF	3,300	$65	$214,500
12-inch Sanitary Sewer	LF	11,950	$90	$1,075,500
Boring Under Railroad	LF	400	$700	$280,000
Manholes	Each	45	$6,500	$292,500
South Lift Station B	Lump Sum	1	$300,000	$300,000
Power to Lift Station Sites	Lump Sum	1	$35,000	$35,000
Stanby Generator	Each	1	$50,000	$50,000
4-inch Forcemain	LF	1,100	$45	$49,500
Boring 4-inch Forcemain	LF	600	$350	$210,000
Surface Restoration	SY	27,250	$6	$163,500
Erosion Control	Lump Sum	1	$20,000	$20,000
Subtotal				**$2,710,500**
Contingencies (15%)				**$406,575**
Subtotal				**$3,117,075**
Engineering (15%)				**$467,561**
Total				**$3,584,636**
OVERALL TOTAL PROJECT COST				**$5,969,765**

ATTACHMENT L
Lift Station No. 4 and 6 Service Area
Interceptor Cost Estimates

Lift Station No. 4 Future Sanitary Sewers
Village of Harrison
Cost Estimate
May 2024

Sanitary Sewer Costs		**Unit**	**Area #1**		**Area #2**		**Area #3**		**Area #4**		**Overall**	
	Unit	**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	$15,000	1	$15,000	1	$50,000
12-inch Sanitary Sewer - Farm Field	LF	$65	2,400	$156,000	2,400	$156,000	2,600	$169,000	4,500	$292,500	11,900	$773,500
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				**$323,500**		**$323,500**		**$274,167**		**$472,000**		**$1,393,167**
Contingencies (15%)				$48,525		$48,525		$41,125		$70,800		$208,975
Subtotal				**$372,025**		**$372,025**		**$315,292**		**$542,800**		**$1,602,142**
Engineering (15%)				$55,804		$55,804		$47,294		$81,420		$240,321
TOTAL PRESENT COST				**$427,829**		**$427,829**		**$362,585**		**$624,220**		**$1,842,463**
Estimated Construction Year				**2027**		**2030**		**2033**		**2035**		
Years Until Construction				**3**		**6**		**9**		**11**		
Inflation Estimate				**5.50**		**5.50**		**5.50**		**5.50**		
F/P Inflation Factor				**1.1742**		**1.3788**		**1.6191**		**1.8021**		
TOTAL FUTURE COST IN YEAR OF CONST.				**$502,374**		**$589,909**		**$587,060**		**$1,124,902**		**$2,804,245**

Lift Station No. 6 Future Sanitary Sewers
Village of Harrison
Cost Estimates
May 2024

Sanitary Sewer Costs		**Unit**	**Area #1**		**Area #2**		**Area #3**		**Area #4**		**Area #5**		**Overall**	
	Unit	**Cost**	**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	$45	0	$0	1,484	$66,780	1,300	$58,500	0	$0	0	$0	2,784	$125,280
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	$65	1,680	$109,200	1,118	$72,670	0	$0	757	$49,205	0	$0	3,555	$231,075
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				**$184,100**		**$239,643**		**$312,933**		**$1,299,163**		**$237,500**		**$2,273,340**
Contingencies (15%)				$27,615		$35,947		$46,940		$194,875		$35,625		$341,001
Subtotal				**$211,715**		**$275,590**		**$359,873**		**$1,494,038**		**$273,125**		**$2,614,341**
Engineering (15%)				$31,757		$41,338		$53,981		$224,106		$40,969		$392,151
TOTAL PRESENT COST				**$243,472**		**$316,928**		**$413,854**		**$1,718,144**		**$314,094**		**$3,006,492**
Estimated Construction Year				**2025**		**2025**		**2028**		**2030**		**2034**		
Years Until Construction				**1**		**1**		**4**		**6**		**10**		
Inflation Estimate				**5.50**		**5.50**		**5.50**		**5.50**		**5.50**		
F/P Inflation Factor				**1.0550**		**1.0550**		**1.2388**		**1.3788**		**1.7081**		
TOTAL FUTURE COST IN YEAR OF CONST.				**$256,863**		**$334,359**		**$512,693**		**$2,369,050**		**$536,517**		**$4,009,483**

June 18, 2024

Harrison Utilities
Village of Harrison

Re: Engineer's Status Report

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:

- Woodland Lakes Cottages
- Harrison Heights
- Breezy Meadows
- Cedar View

Potential Future Projects:

- None at this time.

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

1. Long Term Planning: Martenson & Eisele presented findings of the long-term planning study to the Village Board on April 30, 2024. An electronic copy of the report for the study has been provided to staff.

2. GIS Mapping for Harrison Utilities: Sewer and water attribute tables needed for the GIS mapping have been developed by M&E and reviewed by Harrison Utilities staff. Martenson & Eisele has begun work to convert existing AutoCAD maps to GIS, and enter data into the GIS attribute tables.

3. Improvements to Lift Station No. 3 Forcemain: Martenson & Eisele, Inc. is currently working to develop plans for the Lift Station No. 3 Forcemain Improvements project. The project will include excavating to remove the existing 4-inch ductile iron pipe and installing a new 6-inch ductile iron pipe. Coordination with CN Railroad is ongoing. A preliminary project schedule includes engineering design in June through August of 2024, submittal of permits to CN railroad in late August of 2024, potentially bidding the project in October of 2024 (depending on CN railroad review time), and construction in the winter or spring of 2025.

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
June 18, 2024

HU = Harrison Utilities
DTHU - Delivered to Harrison Utilities

Martenson & Eisele, Inc.
Plan It. Design It. Build It.
Planning - Environmental - Surveying - Engineering - Architecture

MJM = Mary Jo Miller, HU Engineer
JWS = Jeff Schultz, Engineer
GZ = Gary Zahringer, Survey Dept.
CRC = Chris Cleary, CAD Tech
KCV = Kevin Verhagen, Inspector
JG = Jim Grogan, Back-up Inspector

Village of HARRISON
WHERE OPPORTUNITY LIVES

CP = Chad Pelishek, Assistant Village Administrator
BB = Brandon Barlow, Utility Office Manager
TVZ = Tom Van Zeeland, HU Systems Operator
GL = Grant Laue, DD= David Dornfeld, HU Systems Operators

Current Projects Project Name	Phase	Developer Name	Location	Municipality	Development Type	M&E Project Number	Designer	M&E Plan Review Status	S & W Construct. Status	Record Drawings Status	Accept Binder to HU	CAD	Systems Map Update Status	Additional Comments
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	N	Y	Complete	Checklist of required acceptance binder items supplied to McMahon on 1/23/23
														Utilities have been installed. Test results pending. Walk-through expected in Summer of 2024.
Harrison Heights	2	DeWitt Dev. LLC	E/O Creekside Estates	Harrison	Resid. Subdiv.	1-0038-064	Davel Eng.	Complete	Complete	Pending	N	N	Complete	Sewer & water complete. Expect Summer 2024 Completion. Acceptance Binder pending.
			Across Hwy 10 from Zirbel Dr.											
Breezy Meadows		Vans	Midway Rd and Lake Park Rd.	Harrison	Resid. Subdiv.	1-0038-069	Davel Eng.	Pending	Pending	Pending	N	N	Future	Predevelopment Meeting was held on May 8, 2024.
			Parcel 46188 and 43840											Expect to receive revised plans from Davel Eng. soon.
Cedar View		Kent Gross	W. of Lilac Road, S. of Manitowoc	Harrison	Resid. Subdiv.	1-0038-070	Larson Eng.	Pending	Pending	Pending	N	N	Future	Predevelopment Meeting was held on June 6, 2024.
			Parcel 33418 and 33408											Expect to receive revised plans from Larson Eng. soon.
														Village Board will review Preliminary Plat in June of 2024

Future Projects Development Name	Phase	Developer Name	Location	Municipality	Development Type	M&E Project Number	Designer	M&E Plan Review Status	S & W Construct. Status	Record Drawings Status	Accept Binder to HU	CAD	Systems Map Update Status	Additional Comments
None														

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING	**VILLAGE OF HARRISON**
From: Vicki Tessen, Clerk / Treasurer	**Meeting Date:** June 25, 2024

Title:
Clerk / Treasurer
Financial Statement Summary
ARPA Report

Issue:
Monthly Board Report

Background and Additional Information:
Clerk Report:
Liquor License renewals and Operator Licenses were signed, printed, and mailed out. Staff will file the State annual alcohol license after July 1st.

We are still on track to have a soft launch of our new online form submittal portal this summer. The Clerk has been updating village forms and the Program Assistant has converted those, plus many others that didn't need updating, to pdf fillable format. New credit card terminals from our online payment processing company have been ordered for the front office. This will streamline all card payments through the same company versus having one company process online payments and another process in person payments.

The Deputy Clerk, with help from our Administrative Assistant, has prepped and labelled over 600 absentee ballot envelopes. The ballots will be delivered from the printers the week of June 24th and staff will have them folded and in the mail to Harrison electors within 48 hours. Staff is also completing all the other tasks that are part of administering an election; scheduling workers, public notices, reviewing voter data base, etc.

Treasure's Report:
The 2023 audit will be finalized and presented at tonight's meeting. We do not anticipate any surprises in the report.

Departments have started purchasing the ARPA funded items that the Board approved last month. Staff continues to track and record those purchases and plans to do another detailed report of the unallocated fund balance for the July meeting.

The New Net Construction 2023 State Report was released this month and Harrison continues to excel in growth.

In a list of 1,913 WI communities*, the Village of Harrison's 2023 equalized values ranked as follows:

- 16th in total new net construction at $107,967,600
  - range was $864,933,400 (Madison) to -$2,862,500

    - average was $6,769,424
- 26th by percentage (new construction / community value) at 6.68%
    - range was 36.08% to -7.67%
    - average was 1.37%
    - interesting fact, Harrison's new construction value for just 2023 was 10x more than the total value of the entire community that had the 36.08% growth.
- 77th in total equalized value (entire village) at $1,725,211,500
    - range was $39,888,992,600 (Madison) to < $1,000,000 (too tedious to determine the oddities on the low end, i.e. partial municipalities)
    - average was 396,294,536

To show the communities similar to Harrison, a spreadsheet showing the 5 communities ranked above and below the Village of Harrison (Calumet County) is an attachment to this memo.

**(note of statistical caution: ranking is by communities, not municipalities. Communities are calculated by county, so municipalities that cross county lines count as 2 or more communities.)*

Budget Impacts:

Recommended Action:
None - Report only

Attachments:
- Harrison comparison New Net Construction 2023 State Report 06 2024.pdf
- ARPA Balances as of 6 6 2024 receipts.pdf
- Account Statement Summary for Village Board.pdf

2023 New Net Construction State Report

Comparables:
ranked within 5 above VoH
ranked within 5 under VoH

2023 NEW NET CONSTRUCTION - Harrison ranked # 16 of 1,913 communities

CODE	COUNTY NAME	MUNICIPALITY	SPLIT MUNI	2022 EQUALIZED VALUE	**2023 NEW NET CONSTRUCTION**	PERCENT	2023 TOTAL EQUALIZED VALUE
13286	DANE	CITY OF VERONA		3,629,798,500	137,599,900	3.79	3,767,398,400
30174	KENOSHA	VILLAGE OF PLEASANT PRAIRIE		5,369,863,700	121,875,900	2.27	5,491,739,600
67265	WAUKESHA	CITY OF OCONOMOWOC		3,160,762,900	120,579,200	3.81	3,281,342,100
13196	DANE	VILLAGE OF WINDSOR		1,305,644,600	118,830,800	9.1	1,424,475,400
67270	WAUKESHA	CITY OF PEWAUKEE		4,137,683,700	117,299,900	2.83	4,254,983,600
08131	CALUMET	VILLAGE OF HARRISON	*	1,617,243,900	107,967,600	6.68	1,725,211,500
66131	WASHINGTON	VILLAGE OF GERMANTOWN		3,555,243,900	105,587,600	2.97	3,660,831,500
05216	BROWN	CITY OF DE PERE		2,887,309,500	104,898,200	3.63	2,992,207,700
51151	RACINE	VILLAGE OF MOUNT PLEASANT		4,772,311,900	102,958,600	2.16	4,875,270,500
18201	EAU CLAIRE	CITY OF ALTOONA		1,014,445,100	102,473,100	10.1	1,116,918,200
67151	WAUKESHA	VLG OF MENOMONEE FALLS		6,939,272,100	100,417,400	1.45	7,039,689,500

PERCENTAGE OF NEW NET CONSTRUCTION - Harrison ranked #26 of 1,913 communities

CODE	COUNTY NAME	MUNICIPALITY	SPLIT MUNI	2022 EQUALIZED VALUE	2023 NEW NET CONSTRUCTION	**% of New Net Constr.**	2023 TOTAL EQUALIZED VALUE
55181	ST CROIX	VILLAGE OF SOMERSET		339,138,300	24,417,700	7.2	363,556,000
29012	JUNEAU	TOWN OF GERMANTOWN		644,886,100	46,037,300	7.14	690,923,400
13112	DANE	VILLAGE OF COTTAGE GROVE		1,006,437,800	71,576,000	7.11	1,078,013,800
41016	MONROE	TOWN OF JEFFERSON		62,960,800	4,416,200	7.01	67,377,000
11002	COLUMBIA	TOWN OF ARLINGTON		125,591,700	8,788,300	7	134,380,000
08131	CALUMET	VILLAGE OF HARRISON	*	1,617,243,900	107,967,600	6.68	1,725,211,500
13106	DANE	VILLAGE OF BELLEVILLE	*	299,646,400	20,026,000	6.68	319,672,400
68126	WAUPACA	VILLAGE OF FREMONT		88,147,700	5,747,000	6.52	93,894,700
09221	CHIPPEWA	CITY OF EAU CLAIRE	*	297,599,600	18,697,100	6.28	316,296,700
53257	ROCK	CITY OF MILTON		554,624,800	34,769,000	6.27	589,393,800
17191	DUNN	VILLAGE OF WHEELER		11,521,300	707,800	6.14	12,229,100

2023 TOTAL EQUALIZED VALUE - Harrison ranked # 77 of 1,913 communities

CODE	COUNTY NAME	MUNICIPALITY	SPLIT MUNI	2022 EQUALIZED VALUE	2023 NEW NET CONSTRUCTION	PERCENT	**2023 TOTAL EQUALIZED VALUE**
13038	DANE	TOWN OF MIDDLETON		1,801,955,400	45,663,600	2.53	1,847,619,000
66236	WASHINGTON	CITY OF HARTFORD	*	1,770,227,100	44,121,400	2.49	1,814,348,500
67136	WAUKESHA	VILLAGE OF HARTLAND		1,744,361,100	37,762,900	2.16	1,782,124,000
40131	MILWAUKEE	VILLAGE OF GREENDALE		1,778,430,400	2,124,300	0.12	1,780,554,700
13258	DANE	CITY OF MONONA		1,735,426,500	-565,800	-0.03	1,734,860,700
08131	CALUMET	VILLAGE OF HARRISON	*	1,617,243,900	107,967,600	6.68	1,725,211,500
40282	MILWAUKEE	CITY OF SOUTH MILWAUKEE		1,713,241,100	9,624,900	0.56	1,722,866,000
13165	DANE	VILLAGE OF OREGON		1,587,674,000	46,656,000	2.94	1,634,330,000
13281	DANE	CITY OF STOUGHTON		1,567,793,700	31,182,200	1.99	1,598,975,900
55020	ST CROIX	TOWN OF HUDSON		1,560,550,200	28,688,800	1.84	1,589,239,000
67002	WAUKESHA	TOWN OF BROOKFIELD		1,579,707,100	3,563,800	0.23	1,583,270,900

* municipality is in multiple counties / values are for the part of municpality in listed county only

Project	Project_Identification_Nu	Allocated	Rect Total thru 6/6/24	Potential Final Over/Under
61001 Rooftop Unit	6.1.001	$ 59,500.00	$ 59,500.00	$ -
61002 - Front Office Renovation	6.1.002	$ 12,000.00	$ 11,956.96	$ 43.04
61003 Front Office Laptop	6.1.003	$ 1,720.00	$ 2,024.92	$ (304.92)
61004 Election Software	6.1.004	$ 26,513.00	$ 26,513.00	$ -
61005 Covid Sick Pay	6.1.005	$ 60,000.00	$ 12,477.67	$ 47,522.33
61006 a Meeting Software	6.1.006 a	$ 100,000.00	$ 51,000.00	$ -
61006 b Online Forms Software	6.1.006 b	$ 97,392.00	$ 68,696.23	$ -
61006 c Website Conversion	6.1.006 c	$ 60,000.00	$ 60,000.00	$ -
61007 Village Phone System	6.1.007	$ 11,193.00	$ 11,193.00	$ -
61008 Network Server Cell Phones	6.1.008	$ 22,000.00	$ 21,196.64	$ 803.36
61009 Fire Dept Washer Extractors	6.1.009	$ 26,100.00	$ 26,045.14	$ 54.86
61010 Fire Dept Polaris Ranger Skid Unit	6.1.010	$ 24,000.00	$ 23,400.00	$ 600.00
61011 Clerk Office Computer	6.1.011	$ 1,075.00	$ 1,075.00	$ -
61012 Recreation Courts at Darboy Comm	6.1.012	$ 81,916.00	$ 81,916.00	$ -
61013 Safety Program	6.1.013	$ 5,000.00	$ 4,646.01	
61014 Playground Equip at Farmer's Field	6.1.014	$ 129,614.11	$ 129,614.11	$ -
61015 Gas Line Upgrade at Fire Dept	6.1.015	$ 3,051.00	$ 3,050.65	$ 0.35
61016 Handicap Oper Doors	6.1.016	$ 8,690.82	$ 8,690.82	$ -
61017 Tablets for BoardsCmmsn	6.1.017	$ 7,000.00	$ 1,776.00	$ 5,224.00
61018 Road Safety Improvement	6.1.018	$ 206,667.00	$ -	$ 71,354.00
61019 Election Equipment	6.1.019	$ 37,485.00	$ 37,485.00	$ -
61020 Community Outreach	6.1.020	$ 26,334.45	$ 26,334.45	$ -
61021 Van's Road Pond Rec Trail	6.1.021	$ 46,861.00	$ 46,860.75	$ 0.25
61022 Economic Development Resources	6.1.022	$ 10,000.00	$ 10,112.85	$ (112.85)
61023 Comprehensive Plan Future Land Use	6.1.023	$ 4,956.00	$ 4,473.36	$ -
61024 Radar Speed Display Board	6.1.024	$ 25,000.00	$ 23,905.00	$ 1,095.00
61025 Video Conference Equipment	6.1.025	$ 3,800.00	$ 3,055.00	$ 745.00
61026 Village Display Board Sign	6.1.026	$ 49,000.00	$ 49,771.16	$ (771.16)
61027 Meeting Recording Equipment	6.1.027	$ 2,545.00	$ 2,545.00	$ -
61028 Vlg Hall - Carpet for Board Room	6.1.028	$ 8,700.00	$ -	
61029 Village - Speed & Message Board w/	6.1.029	$ 19,000.00	$ 18,849.13	$ 150.87
61030 Public Works & Park Dept. -	6.1.030	$ 2,500.00	$ 2,430.00	$ 70.00
61031 Public Works - Asphalt Patcher /	6.1.031	$ 87,600.00	$ -	
61032 Public Works - Brine Tank	6.1.032	$ 11,005.00	$ -	
61033 Public Works - Truck	6.1.033	$ 58,800.00	$ -	
61034 Public Works - Trench Box /	6.1.034	$ 9,000.00	$ -	
61035 Public Works - Tractor w/ Mower	6.1.035	$ 23,700.00	$ -	
61036 Public Works - Field & Brush Mower	6.1.036	$ 4,800.00	$ -	
61037 Fire Dept. - Pulse Oximeters (2)	6.1.037	$ 10,000.00	$ -	
61038 Fire Dept. - 4-Gas Meter for Fire Dept.	6.1.038	$ 2,260.00	$ -	
61039 Fire Dept. - Firefighter Boots	6.1.039	$ 13,300.00	$ -	
61040 Fire Dept. - Positive Pressure Fans (2)	6.1.040	$ 11,400.00	$ -	
			$ -	$ -
			$ -	$ -
Totals		**$ 1,411,478.38**	**$ 830,593.85**	**$ 126,474.13**

ARPA Received	$ 1,293,494.00	
Unallocated Balance	**$ (117,984.38)**	
Potential Allocated Overage:	$ 126,474.13	
Potential funds to obligate by 12/31/24	**$ 8,489.75**	(unallocated + potential unspent)

2024 VILLAGE Account Statement Summary for Village Board.xlsx

2024 - Village Accounts	March	April	May
Vlg Mmbrship QTRLY Inter	0.996%	0.996%	0.996%
Beginning Balance	11,255.84	11,283.71	11,283.71
Credits			
Interest	27.87		
Debits	-		
Ending Balance	**11,283.71**	**11,283.71**	**11,283.71**
VLG CD	5.223%	5.223%	5.223%
Beginning Balance	346,178.00	347,709.44	349,198.04
Interest	1,531.44	1,488.60	1,544.80
Ending Balance	**347,709.44**	**349,198.04**	**350,742.84**
Vlg MM	3.928%	3.928%	3.928%
Beginning Balance	720,901.08	723,299.51	725,628.30
Credits			
Interest	2,398.43	2,328.79	2,414.16
Debits			
Ending Balance	**723,299.51**	**725,628.30**	**728,042.46**
Money Mrkt	0.30%	0.30%	0.30%
Beginning Balance	291,992.37	292,066.56	292,138.38
Credits			
Debits			
Interest	74.19	71.82	74.23
Ending Balance	**292,066.56**	**292,138.38**	**292,212.61**
Savings CD	4.80%	4.80%	4.80%
Beginning Balance	272,704.52	272,704.52	272,704.52
Interest		3,197.62	
Ending Balance	**272,704.52**	**275,902.14**	**272,704.52**
Local Gov't Investment Poc	5.40%	5.38%	5.38%
Beginning Balance	268,355.35	269,581.71	270,769.44
Interest	1,226.36	1,187.73	1,233.19
Ending Balance	**269,581.71**	**270,769.44**	**272,002.63**
Checking General	5.35%	5.35%	5.35%
Beginning Balance	2,929,379.19	2,524,643.50	1,255,008.88
Credits	300,919.16	446,310.07	164,530.13
Debits	717,275.43	1,725,411.48	907,604.25
Interest	11,620.58	9,466.79	3,467.37
Ending Balance	**2,524,643.50**	**1,255,008.88**	**515,402.13**
Money Mrkt Tax	5.35%	5.35%	5.35%
Beginning Balance	6,937,329.50	6,966,817.90	6,999,495.14
Credits			
Debits			
Interest	29,488.40	32,677.24	31,804.56
Ending Balance	**6,966,817.90**	**6,999,495.14**	**7,031,299.70**
Checking Taxes	5.35%	5.35%	5.35%
Beginning Balance	6,629,267.42	6,648,881.51	6,681,586.91
Credits		1,517.41	349.36
Debits	8,548.16		
Interest	28,162.25	31,187.99	30,360.71
Ending Balance	**6,648,881.51**	**6,681,586.91**	**6,712,296.98**
ONLINE Account	5.35%	5.35%	5.35%
Beginning Balance	707,200.63	710,206.72	713,537.88
Credits			
Debits			
Interest	3,006.09	3,331.16	3,242.20
Ending Balance	**710,206.72**	**713,537.88**	**716,780.08**

2024 VILLAGE Account Statement Summary for Village Board.xlsx

2024 - Village Accounts	March	April	May
Checking TOWN ACCOUNT	APY .0%		
Beginning Balance	11,064.35	11,064.35	11,064.35
Credits			
Debits			
Ending Balance	**11,064.35**	**11,064.35**	**11,064.35**

	March	April	May
Village Accts Total:	18,767,195.08	17,574,548.82	16,902,767.66
Town Total:	11,064.35	11,064.35	11,064.35
All Funds Total:	18,778,259.43	17,585,613.17	16,913,832.01

2024 HARRISON UTILITIES Account Statement Summary for Village Board.xlsx

2024 HARRISON UTILITIES	March	April	May
Utility MM (customer paymnt)	3.928%	4.169%	4.169%
Beginning Balance	$ 759,532.62	$ 971,254.26	$ 679,792.87
Credits	$ 208,767.47	$206,227.96	$ 203,936.52
Debits	$ 134.98	$ 500,000.00	$ 52.27
Interest	$ 3,089.15	$ 2,310.65	$ 2,764.96
Ending Balance	**$ 971,254.26**	**$ 679,792.87**	**$ 886,442.08**
HU Expense account	0.399%	0.399%	0.399%
Beginning Balance	$ 215,733.74	$ 227,327.09	$ 128,197.74
Credits	$ 278,001.61	$ 5,930.00	$11,290.00
Debits	$ 266,502.56	$ 105,119.28	$ 50,346.38
Interest	$ 94.30	$ 59.93	$ 33.93
Ending Balance	**$ 227,327.09**	**$ 128,197.74**	**$ 89,175.29**
HU CD	4.889%	4.889%	4.889%
Beginning Balance	$ 527,066.61	$ 529,249.17	$ 531,370.07
Interest	$ 2,182.56	$ 2,120.90	$ 2,200.38
Ending Balance	**$ 529,249.17**	**$ 531,370.07**	**$ 533,570.45**
Utility MM (Reserve Acct)	4.218%	4.218%	4.218%
Beginning Balance	$ 5,098,023.31	$ 4,865,458.72	$ 5,383,605.77
Credits		$ 500,000.00	
Debits	$ 250,000.00		
Interest	$ 17,435.41	$ 18,147.05	$ 19,233.59
Ending Balance	**$ 4,865,458.72**	**$ 5,383,605.77**	**$ 5,402,839.36**
Checking Utilities	5.35%	5.35%	5.35%
Beginning Balance	$ 581,614.71	$ 584,036.84	$ 586,726.05
Credits		$ 0.90	
Debits	49.95	$ 50.85	$ 49.95
interest	$ 2,472.08	$ 2,739.16	$ 2,665.77
Ending Balance	**$ 584,036.84**	**$ 586,726.05**	**$ 589,341.87**
Money Mrkt Utility	5.35%	5.35%	5.35%
Beginning Balance	$ 57,757.61	$ 58,003.12	$ 58,275.18
Credits			
Debits			
Interest	$ 245.51	$ 272.06	$ 264.79
Ending Balance	**58,003.12**	**58,275.18**	**58,539.97**

	March	April	May
All Funds Total:	7,235,329.20	7,367,967.68	7,559,909.02

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Vicki Tessen, Treasurer

Meeting Date:
June 25, 2024

Title:
Budget Report

Issue:

Background and Additional Information:

Budget Impacts:

Recommended Action:
None

Attachments:
- Budget Comparison May 2024.pdf

Fund: 100 - GENERAL FUND

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
100-00-40000-000-000	State Lottery Credit	0.00	203,057.36	0.00	203,057.36	0.00
REVENUES		0.00	203,057.36	0.00	203,057.36	0.00
100-00-41110-000-000	General Property Taxes	0.00	2,463,700.17	3,207,500.00	-743,799.83	76.81
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	0.00	0.00	0.00	0.00
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	5,457.26	60,000.00	-54,542.74	9.10
100-00-41800-000-000	Interest - Personal Prop. Tax	0.00	2.30	0.00	2.30	0.00
100-00-41900-000-000	Other Taxes	0.00	826.89	0.00	826.89	0.00
TAXES		0.00	2,469,986.62	3,267,500.00	-797,513.38	75.59
100-00-42000-000-000	Special Assessments	0.00	0.00	253,789.00	-253,789.00	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	9,434.00	-9,434.00	0.00
100-00-42300-000-003	Sp Assmts Kimbrly Hts 2022 Rds	0.00	20,990.27	47,263.00	-26,272.73	44.41
100-00-42300-000-004	Sp Assmts Hiddn Pines 2022 Rds	0.00	0.00	7,529.00	-7,529.00	0.00
100-00-42300-000-005	Sp Assmts Creekside Est 2023	0.00	24,502.95	0.00	24,502.95	0.00
100-00-42400-000-001	Sp Assmts Hoelzel Hvns 2022	0.00	0.00	0.00	0.00	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	159,591.72	324,110.00	-164,518.28	49.24
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	0.00	413,946.00	-413,946.00	0.00
100-00-43401-000-000	Personal Property Aid	5,896.93	5,896.93	0.00	5,896.93	0.00
100-00-43410-000-000	State Fire Dues - Harrison	0.00	0.00	65,350.00	-65,350.00	0.00
100-00-43420-000-000	State Fire Dues - Shwd/Wood	0.00	0.00	18,327.00	-18,327.00	0.00
100-00-43430-000-000	Exempt Computer Aid	0.00	0.00	45,000.00	-45,000.00	0.00
100-00-43520-000-000	Public Safety Grant	0.00	0.00	0.00	0.00	0.00
100-00-43530-000-000	State Transportation Aids	0.00	249,975.14	435,000.00	-185,024.86	57.47
100-00-43531-000-000	Local Road Improvement Aid	10,942.30	10,942.30	0.00	10,942.30	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	21,857.52	21,857.52	21,650.00	207.52	100.96
100-00-43560-000-000	State General Relief Aid	0.00	0.00	0.00	0.00	0.00
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		38,696.75	288,671.89	999,333.00	-710,661.11	28.89
100-00-44105-000-000	Liquor & Beverage Licenses	2,350.00	5,286.16	5,200.00	86.16	101.66
100-00-44110-000-000	Operators Licenses	1,105.00	2,125.00	4,000.00	-1,875.00	53.13
100-00-44115-000-000	Cigarette Licenses	100.00	300.00	300.00	0.00	100.00
100-00-44120-000-000	Cable Television Franchise Fee	17,863.95	47,558.09	100,750.00	-53,191.91	47.20
100-00-44205-000-000	Dog Licenses Fees	875.00	8,720.00	12,750.00	-4,030.00	68.39
100-00-44305-000-000	Building Permit Fee	6,325.00	27,118.55	52,000.00	-24,881.45	52.15
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	1,750.00	7,346.31	7,250.00	96.31	101.33

Fund: 100 - GENERAL FUND

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
100-00-44307-000-000	Plumbing Permit	2,145.00	8,206.40	10,000.00	-1,793.60	82.06
100-00-44308-000-000	Electrical Permit	2,865.00	12,533.60	13,000.00	-466.40	96.41
100-00-44309-000-000	Siding/Windows/Roof Permit	440.00	1,280.00	750.00	530.00	170.67
100-00-44310-000-000	Pool Permit	360.00	720.00	1,000.00	-280.00	72.00
100-00-44311-000-000	Lot Grade Fee	11,180.00	37,840.00	40,000.00	-2,160.00	94.60
100-00-44312-000-000	Driveway Grade Fee	2,405.00	8,140.00	9,000.00	-860.00	90.44
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	0.00	50.00	-50.00	0.00
100-00-44330-000-000	Utility Permit Fee	1,155.50	9,161.40	2,500.00	6,661.40	366.46
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	4,375.00	16,000.00	22,000.00	-6,000.00	72.73
100-00-44401-000-000	Erosion Permit	2,769.97	8,124.53	6,500.00	1,624.53	124.99
100-00-44410-000-000	Plat and CSM Review Fee	75.00	955.00	2,000.00	-1,045.00	47.75
100-00-44415-000-000	Site Plan Review Fee	0.00	375.00	600.00	-225.00	62.50
100-00-44900-000-000	Other License/Permit Fee	355.00	360.00	0.00	360.00	0.00
100-00-44905-000-000	Fireworks Permit	0.00	0.00	0.00	0.00	0.00
LICENSES AND PERMITS		58,494.42	202,300.04	289,950.00	-87,649.96	69.77
100-00-45105-000-000	Ordinance Violations	701.73	3,770.89	7,000.00	-3,229.11	53.87
100-00-45110-000-000	Parking Violations	70.00	530.00	1,000.00	-470.00	53.00
FINES, FORFEITS AND PENALTIES		771.73	4,300.89	8,000.00	-3,699.11	53.76
100-00-46100-000-000	Administrative Fee	2,965.00	13,459.25	40,000.00	-26,540.75	33.65
100-00-46105-000-000	Publication Fee - Liquor	68.53	267.11	0.00	267.11	0.00
100-00-46110-000-000	Real Estate Inquiry Fee	600.00	4,260.00	8,000.00	-3,740.00	53.25
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	146.43	734.28	700.00	34.28	104.90
100-00-46210-000-000	Law Enforcement Charges	0.00	0.00	785,000.00	-785,000.00	0.00
100-00-46300-000-000	Transportation Utility Charges	0.00	0.00	0.00	0.00	0.00
100-00-46310-000-000	Road Department Revenue	3,832.00	4,357.00	2,000.00	2,357.00	217.85
100-00-46321-000-000	Street Lights Fee	0.00	2,545.85	1,200.00	1,345.85	212.15
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%)	230.52	1,757.16	413,869.00	-412,111.84	0.42
100-00-46435-000-000	Recycling Collection Fee (33%)	123.60	1,087.65	259,745.00	-258,657.35	0.42
100-00-46440-000-000	Weed & Nuisance Control Fee	56.25	56.25	0.00	56.25	0.00
100-00-46445-000-000	Compost Site Sticker Fee	6,980.00	26,800.00	30,000.00	-3,200.00	89.33
100-00-46722-000-000	Park Shelter Rental Fee	355.45	1,350.71	2,500.00	-1,149.29	54.03
100-00-46740-000-000	Municipal Hall Rental Fee	94.79	1,232.27	2,500.00	-1,267.73	49.29
PUBLIC CHARGES FOR SERVICES		15,452.57	57,907.53	1,545,514.00	-1,487,606.47	3.75
100-00-47323-000-000	Fire Contracts-Sherwood/Wood	0.00	173,739.00	173,739.00	0.00	100.00
INTERGOV'T CHARGES FOR SERV		0.00	173,739.00	173,739.00	0.00	100.00
100-00-48110-000-000	Banking - Earned Interest	70,182.26	449,262.65	601,000.00	-151,737.35	74.75
100-00-48120-000-000	Interest - Taxes	0.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
100-00-48130-000-000	Sp. Assmnt. - Earned Interest	0.00	758.90	5,000.00	-4,241.10	15.18
100-00-48302-000-000	Sales - Fire Equipment	0.00	0.00	0.00	0.00	0.00
100-00-48303-000-000	Sales - Public Works Equipment	0.00	0.00	0.00	0.00	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	0.00	5,000.00	-5,000.00	0.00
100-00-48500-000-000	Donations	0.00	1,424.00	0.00	1,424.00	0.00
100-00-48800-000-000	Treasurer - Cash Over	0.00	8.30	0.00	8.30	0.00
100-00-48900-000-000	Misc. Revenues	1,090.46	2,140.62	10,000.00	-7,859.38	21.41
100-00-48905-000-000	Tippage Fee - Harrison Landfil	0.00	0.00	15,000.00	-15,000.00	0.00
MISCELLANEOUS REVENUES		71,272.72	453,594.47	636,000.00	-182,405.53	71.32
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	1,400,000.00	-1,400,000.00	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	1,400,000.00	-1,400,000.00	0.00
Total Revenues		184,688.19	4,013,149.52	8,644,146.00	-4,630,996.48	46.43

Fund: 100 - GENERAL FUND

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
100-00-51100-100-000	Village Board - Wages	3,230.84	15,184.82	52,000.00	36,815.18	29.20
100-00-51100-105-000	Village Board - FICA	247.12	1,161.64	3,978.00	2,816.36	29.20
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	5,980.52	7,500.00	1,519.48	79.74
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	7,218.70	39,702.85	98,861.00	59,158.15	40.16
100-01-51101-105-000	Planning - FICA	547.88	3,036.58	7,257.00	4,220.42	41.84
100-01-51101-200-000	Planning - Benefits	42.90	214.50	42,400.00	42,185.50	0.51
100-01-51101-205-000	Planning - Retirement	498.06	2,739.33	6,546.00	3,806.67	41.85
100-01-51101-300-000	Planning - Per Diem	0.00	900.00	4,000.00	3,100.00	22.50
100-01-51101-301-000	Planning - Dues	0.00	0.00	1,000.00	1,000.00	0.00
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	61.82	3,500.00	3,438.18	1.77
100-01-51101-400-000	Planning - Supplies	0.00	187.97	1,000.00	812.03	18.80
100-01-51101-400-005	Planning - Postage	0.00	0.00	0.00	0.00	0.00
100-01-51101-800-000	Planning - Publications	77.36	506.76	0.00	-506.76	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	18,976.06	36,000.00	17,023.94	52.71
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	28,205.20	150,587.44	332,405.00	181,817.56	45.30
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	2,034.64	11,173.28	25,429.00	14,255.72	43.94
100-02-51400-200-000	Gen. Admin - Benefits	9,988.29	66,930.29	150,242.00	83,311.71	44.55
100-02-51400-205-000	Gen. Admin - Retirement	1,946.14	10,514.36	22,604.00	12,089.64	46.52
100-02-51400-305-000	Gen. Admin - Training/Conf.	559.00	2,344.89	4,400.00	2,055.11	53.29
100-02-51400-310-000	Gen. Admin - Dues	0.00	321.31	1,500.00	1,178.69	21.42
100-02-51400-400-000	Gen. Admin - Supplies	-1,160.59	6,779.74	20,000.00	13,220.26	33.90
100-02-51400-400-005	Gen. Admin - Postage	2,000.00	3,889.12	4,000.00	110.88	97.23
100-02-51400-400-006	Gen. Admin - Service Contracts	6,567.76	34,422.11	75,000.00	40,577.89	45.90
100-02-51400-800-000	Gen. Admin - Publications	0.00	455.18	500.00	44.82	91.04
100-02-51400-800-005	Gen. Admin - Newsltr & Postage	1,305.07	5,680.27	8,000.00	2,319.73	71.00
100-00-51440-000-000	Elections - Wages	11,598.00	11,598.00	35,000.00	23,402.00	33.14
100-00-51440-100-000	Elections-FICA	33.97	33.97	2,678.00	2,644.03	1.27
100-00-51440-200-000	Elections - Expenses/Training	0.00	181.20	500.00	318.80	36.24
100-00-51440-300-000	Elections - Service Contracts	0.00	1,430.40	6,000.00	4,569.60	23.84
100-00-51440-400-000	Elections - Supplies	313.46	1,560.21	7,000.00	5,439.79	22.29
100-00-51440-500-000	Elections - Postage	0.00	964.72	9,000.00	8,035.28	10.72
100-00-51440-600-000	Elections - Publications	0.00	104.30	2,000.00	1,895.70	5.22
100-05-51500-000-000	Assessor - Contract	0.00	32,720.00	41,000.00	8,280.00	79.80
100-04-51500-100-000	Treasurer - Wages	0.00	0.00	40,000.00	40,000.00	0.00
100-04-51500-105-000	Treasurer - FICA	0.00	0.00	3,060.00	3,060.00	0.00
100-04-51500-305-000	Treasurer - Mileage	0.00	0.00	200.00	200.00	0.00
100-04-51500-315-000	Treasurer - Service Contracts	0.00	0.00	6,000.00	6,000.00	0.00
100-04-51500-315-015	Treasurer - Accounting	0.00	11,435.00	17,500.00	6,065.00	65.34
100-04-51500-320-000	Treasurer - Cash Short	0.00	0.00	0.00	0.00	0.00
100-04-51500-400-000	Treasurer - Supplies	0.00	0.00	500.00	500.00	0.00
100-05-51500-400-000	Assessor - Supplies BOR	0.00	0.00	0.00	0.00	0.00
100-04-51500-400-005	Treasurer - Postage	0.00	0.00	3,000.00	3,000.00	0.00
100-04-51500-800-000	Treasurer - Publications	0.00	0.00	100.00	100.00	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	444.84	2,134.28	5,775.00	3,640.72	36.96

Fund: 100 - GENERAL FUND

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
100-00-51600-500-021	Municipal Bldg - Heat	379.52	2,563.50	5,080.00	2,516.50	50.46
100-00-51600-500-022	Municipal Bldg - Telephone	0.00	655.46	1,750.00	1,094.54	37.45
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	15,632.00	34,100.00	18,468.00	45.84
100-00-51933-000-000	Insurance - Workers Comp.	0.00	41,476.00	29,300.00	-12,176.00	141.56
100-00-51938-000-000	Insurance - General and Auto	0.00	19,408.00	26,600.00	7,192.00	72.96
100-00-51980-000-000	Memorial Expenses	0.00	159.73	500.00	340.27	31.95
GENERAL GOVERNMENT		76,078.16	523,807.61	1,201,065.00	677,257.39	43.61
100-00-52100-000-000	Law Enforcement - Contract	143,692.94	676,992.74	862,158.00	185,165.26	78.52
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	0.00	2,500.00	2,500.00	0.00
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	24,577.98	81,428.40	227,290.00	145,861.60	35.83
100-06-52200-105-000	Fire Dept - FICA	1,862.45	6,140.39	17,388.00	11,247.61	35.31
100-06-52200-200-000	Fire Dept - Benefits	2,009.65	13,474.88	0.00	-13,474.88	0.00
100-06-52200-210-000	Fire Dept - Retirement	1,071.60	5,893.80	48,911.00	43,017.20	12.05
100-06-52200-300-000	Fire Dept - Per Diem	0.00	0.00	1,500.00	1,500.00	0.00
100-06-52200-305-000	Fire Dept - Training/Mem	3,540.36	3,966.17	10,000.00	6,033.83	39.66
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	677.20	9,652.03	51,500.00	41,847.97	18.74
100-06-52200-401-000	Fire Dept - Physicals	0.00	354.00	5,000.00	4,646.00	7.08
100-06-52200-402-000	Fire Dept - Software	0.00	0.00	0.00	0.00	0.00
100-06-52200-403-000	Fire Dept - Appreciation Night	0.00	2,442.24	0.00	-2,442.24	0.00
100-06-52200-404-000	Fire Dept - Annual Tests/Certs	0.00	0.00	0.00	0.00	0.00
100-06-52200-405-000	Fire Dept - 2% Dues Expenses	-10.79	1,207.61	0.00	-1,207.61	0.00
100-06-52200-500-020	Fire Station 60 - Electric	158.81	734.54	2,500.00	1,765.46	29.38
100-07-52200-500-020	Fire Station 70 - Electric	171.66	738.60	3,000.00	2,261.40	24.62
100-06-52200-500-021	Fire Station 60 - Heat	153.48	1,152.80	4,000.00	2,847.20	28.82
100-07-52200-500-021	Fire Station 70 - Heat	131.64	996.63	4,000.00	3,003.37	24.92
100-06-52200-500-022	Fire Station 60 - Telephone	10.15	50.79	0.00	-50.79	0.00
100-07-52200-500-022	Fire Station 70 - Telephone	35.55	152.39	0.00	-152.39	0.00
100-06-52200-500-023	Fire Station 60 - Water/Sewer	261.64	1,018.03	4,500.00	3,481.97	22.62
100-07-52200-500-023	Fire Station 70 - Water/Sewer	0.00	340.21	1,000.00	659.79	34.02
100-06-52200-600-000	Fire Dept - Vehicle Maint.	0.00	3,897.91	13,000.00	9,102.09	29.98
100-06-52200-700-000	Fire Dept - Equip Maintenance	87.91	4,565.91	5,500.00	934.09	83.02
100-06-52200-700-030	Fire Dept - Fuel	101.66	101.66	6,000.00	5,898.34	1.69
100-08-52300-000-000	1st Responders - Operating Exp	412.75	8,341.35	13,500.00	5,158.65	61.79
100-08-52300-100-000	1st Responders - Wages	10,338.75	20,403.52	0.00	-20,403.52	0.00
100-08-52300-105-000	1st Responders - FICA	790.91	1,560.85	0.00	-1,560.85	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	16,861.94	53,824.94	59,000.00	5,175.06	91.23
100-00-52400-200-000	Inspections - Grade Checks	4,733.85	16,580.30	30,000.00	13,419.70	55.27
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		211,672.09	916,012.69	1,372,247.00	456,234.31	66.75
100-09-53311-000-000	Hwy Dept - Engineer/Consultant	893.00	2,265.46	40,000.00	37,734.54	5.66
100-09-53311-100-000	Hwy Dept - Wages	47,440.25	232,508.40	508,664.00	276,155.60	45.71
100-09-53311-100-901	Hwy Dept - Part Time Wages	5,543.00	13,146.77	85,500.00	72,353.23	15.38
100-09-53311-103-000	Hwy Dept - Overtime Wages	855.09	20,901.29	38,000.00	17,098.71	55.00

Fund: 100 - GENERAL FUND

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
100-09-53311-105-000	Hwy Dept - FICA	3,522.24	19,060.42	41,820.00	22,759.58	45.58
100-09-53311-105-901	Hwy Dept - Part Time FICA	424.05	1,000.04	6,541.00	5,540.96	15.29
100-09-53311-115-000	Hwy Dept - Unemployment Comp	0.00	0.00	1,000.00	1,000.00	0.00
100-09-53311-200-000	Hwy Dept - Benefits	17,230.84	91,932.22	169,700.00	77,767.78	54.17
100-09-53311-205-000	Hwy Dept - Retirement	3,332.38	18,089.08	43,619.00	25,529.92	41.47
100-09-53311-305-000	Hwy Dept - Training Expenses	0.00	3,775.77	2,500.00	-1,275.77	151.03
100-09-53311-306-000	Hwy Dept - CDL/Testing	0.00	123.00	1,500.00	1,377.00	8.20
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	4,202.87	22,968.61	25,000.00	2,031.39	91.87
100-09-53311-500-020	Hwy Dept - Electric	667.25	3,201.41	7,500.00	4,298.59	42.69
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	0.00	857.14	3,000.00	2,142.86	28.57
100-09-53311-505-000	Hwy Dept - Building Maint	1,942.80	14,351.27	30,000.00	15,648.73	47.84
100-09-53311-600-030	Hwy Dept - Fuel	1,990.92	25,744.29	76,000.00	50,255.71	33.87
100-09-53311-600-600	Hwy Dept - Vehicle Maintenance	1,893.70	14,191.06	40,000.00	25,808.94	35.48
100-09-53311-700-000	Hwy Dept - Equip Maintenance	747.59	38,709.82	55,000.00	16,290.18	70.38
100-09-53311-900-000	Hwy Dept - Road Maintenance	880.33	13,389.35	327,500.00	314,110.65	4.09
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	0.00	0.00	40,000.00	40,000.00	0.00
100-09-53311-903-000	Hwy Dept - Salt & Sand	0.00	74,723.21	108,000.00	33,276.79	69.19
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	316.80	4,716.39	10,000.00	5,283.61	47.16
100-00-53420-000-000	Street Lighting - General	398.84	1,595.42	6,500.00	4,904.58	24.54
100-00-53420-001-000	Street Lighting - North Shore	15.38	61.55	170.00	108.45	36.21
100-00-53420-004-000	Street Lighting - HAA	828.33	3,356.62	11,000.00	7,643.38	30.51
100-00-53420-006-000	Street Lighting - NS Woods	93.82	375.35	1,100.00	724.65	34.12
100-09-53430-000-000	Hwy Dept - Sidewalk Maint	0.00	0.00	0.00	0.00	0.00
100-00-53441-100-000	Illicit Discharge Program	0.00	1,331.50	5,000.00	3,668.50	26.63
100-00-53620-000-000	Refuse and Garbage Services	73,966.29	178,968.23	413,869.00	234,900.77	43.24
100-00-53635-000-000	Recycling Services	45,768.58	114,207.85	259,745.00	145,537.15	43.97
100-00-53635-100-000	Compost Site	35.56	9,042.54	10,000.00	957.46	90.43
100-00-53640-000-000	Weed and Nusiance Control	0.00	0.00	15,000.00	15,000.00	0.00
PUBLIC WORKS		212,989.91	924,594.06	2,385,228.00	1,460,633.94	38.76
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	2,612.01	15,330.36	50,000.00	34,669.64	30.66
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	0.00	10,000.00	10,000.00	0.00
100-00-55200-300-000	Parks - Committee Per Diem	0.00	0.00	0.00	0.00	0.00
CULTURE, RECREATION AND EDU.		2,612.01	15,330.36	60,000.00	44,669.64	25.55
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	2,511.66	4,000.00	1,488.34	62.79
100-00-56900-000-200	Incorporation	0.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
CONSERVATION AND DEVELOPMENT		0.00	2,511.66	4,000.00	1,488.34	62.79
100-00-57190-000-000	Capital Outlay - General Gvmnt	0.00	0.00	60,000.00	60,000.00	0.00
100-00-57220-000-000	Capital Outlay - Parks	175.00	910.00	17,000.00	16,090.00	5.35
100-06-57220-000-000	Fire Dept - Capital Outlay	2,858.24	71,262.46	1,107,455.00	1,036,192.54	6.43
100-07-57220-000-001	Fire Dept - Equipment Escrow	0.00	0.00	564,759.00	564,759.00	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	43,159.00	565,532.00	522,373.00	7.63
100-09-57330-000-000	Capital Outlay - Road Projects	55,752.82	266,141.94	3,101,220.00	2,835,078.06	8.58
CAPITAL OUTLAY		58,786.06	381,473.40	5,415,966.00	5,034,492.60	7.04
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		562,138.23	2,763,729.78	10,440,706.00	7,676,976.22	26.47
Net Totals		-377,450.04	1,249,419.74	-1,796,560.00	-3,045,979.74	-69.55

Fund: 401 - TAX INCREMENTAL DISTRICT #1

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
401-00-41110-000-000	Tax Increments - TID #1	0.00	746,869.73	600,000.00	146,869.73	124.48
TAXES		0.00	746,869.73	600,000.00	146,869.73	124.48
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	746,869.73	600,000.00	146,869.73	124.48

Fund: 401 - TAX INCREMENTAL DISTRICT #1

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of 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	223,982.87	393,000.00	169,017.13	56.99
401-00-56700-701-000	Grant-Gregorski 22 LLC	0.00	14,680.43	16,000.00	1,319.57	91.75
401-00-56700-702-000	Grant-Asterion LLC	0.00	247,478.71	190,000.00	-57,478.71	130.25
CONSERVATION AND DEVELOPMENT		0.00	486,142.01	599,000.00	112,857.99	81.16
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
401-00-59100-000-000	Transfer Out	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING USES		0.00	0.00	0.00	0.00	0.00
Total Expenses		0.00	486,292.01	599,150.00	112,857.99	81.16
Net Totals		0.00	260,577.72	850.00	-259,727.72	30,656.20

Fund: 402 - TAX INCREMENTAL DISTRICT #2

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
402-00-41110-000-000	Tax Increments - TID #2	0.00	324,729.27	110,000.00	214,729.27	295.21
TAXES		0.00	324,729.27	110,000.00	214,729.27	295.21
402-00-49100-000-000	Transfer In	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		0.00	324,729.27	110,000.00	214,729.27	295.21

Fund: 402 - TAX INCREMENTAL DISTRICT #2

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
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	0.00	100,000.00	100,000.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	100,000.00	100,000.00	0.00
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	150.00	100,150.00	100,000.00	0.15
Net Totals		0.00	324,579.27	9,850.00	-314,729.27	3,295.22

Fund: 403 - TAX INCREMENTAL DISTRICT #3

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
403-00-41110-000-000	Tax Increments - TID #3	0.00	103,019.06	45,000.00	58,019.06	228.93
TAXES		0.00	103,019.06	45,000.00	58,019.06	228.93
Total Revenues		0.00	103,019.06	45,000.00	58,019.06	228.93

Fund: 403 - TAX INCREMENTAL DISTRICT #3

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
403-00-51500-000-000	Professional Services-TID #3	350.00	4,836.85	0.00	-4,836.85	0.00
403-00-51510-000-000	Administrative Costs - TID #3	0.00	150.00	150.00	0.00	100.00
GENERAL GOVERNMENT		350.00	4,986.85	150.00	-4,836.85	3,324.57
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	52,769.46	40,000.00	-12,769.46	131.92
CONSERVATION AND DEVELOPMENT		0.00	52,769.46	40,000.00	-12,769.46	131.92
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		350.00	57,756.31	40,150.00	-17,606.31	143.85
Net Totals		-350.00	45,262.75	4,850.00	-40,412.75	933.25

Fund: 404 - TAX INCREMENTAL DISTRICT #4

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
404-00-41110-000-000	Tax Increments - TID #4	0.00	418,430.18	190,000.00	228,430.18	220.23
TAXES		0.00	418,430.18	190,000.00	228,430.18	220.23
Total Revenues		0.00	418,430.18	190,000.00	228,430.18	220.23

Fund: 404 - TAX INCREMENTAL DISTRICT #4

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of 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
404-00-56700-700-000	Grant-Quattro Development LLC	0.00	497,094.48	0.00	-497,094.48	0.00
CONSERVATION AND DEVELOPMENT		0.00	497,094.48	0.00	-497,094.48	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	497,244.48	150.00	-497,094.48	331,496.32
Net Totals		0.00	-78,814.30	189,850.00	268,664.30	-41.51

Fund: 405 - TAX INCREMENTAL DISTRICT #5

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
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		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
405-00-51500-000-000	Professional Services-TID #5	2,592.41	17,178.35	20,000.00	2,821.65	85.89
405-00-51510-000-000	Administrative Costs - TID #5	0.00	150.00	10,000.00	9,850.00	1.50
GENERAL GOVERNMENT		2,592.41	17,328.35	30,000.00	12,671.65	57.76
405-00-56700-000-000	Site Preparation - TID #5	0.00	0.00	10,000.00	10,000.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	10,000.00	10,000.00	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		2,592.41	17,328.35	40,000.00	22,671.65	43.32
Net Totals		-2,592.41	-17,328.35	-40,000.00	-22,671.65	43.32

Fund: 406 - TAX INCREMENTAL DISTRICT #6

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
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		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
406-00-51500-000-000	Professional Services-TID #6	2,202.18	10,419.30	10,000.00	-419.30	104.19
406-00-51510-000-000	Administrative Costs - TID #6	0.00	150.00	10,000.00	9,850.00	1.50
GENERAL GOVERNMENT		2,202.18	10,569.30	20,000.00	9,430.70	52.85
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	0.00	0.00	0.00	0.00
CONSERVATION AND DEVELOPMENT		0.00	0.00	0.00	0.00	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		2,202.18	10,569.30	20,000.00	9,430.70	52.85
Net Totals		-2,202.18	-10,569.30	-20,000.00	-9,430.70	52.85

Fund: 610 - WATER UTILITY

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
610-00-41900-000-000	Interest Income	9,735.58	48,266.20	144,510.00	-96,243.80	33.40
TAXES		9,735.58	48,266.20	144,510.00	-96,243.80	33.40
610-00-46101-000-000	Residential Metered Sales	85,311.75	387,697.50	1,014,690.00	-626,992.50	38.21
610-00-46102-000-000	Commercial Metered Sales	9,379.90	36,967.12	115,080.00	-78,112.88	32.12
610-00-46103-000-000	Industrial Metered Sales	0.00	0.00	0.00	0.00	0.00
610-00-46104-000-000	Public Authority Metered Sales	2,399.29	11,185.48	31,910.00	-20,724.52	35.05
610-00-46105-000-000	Multifamily Metered Sales	10,160.64	46,263.48	98,580.00	-52,316.52	46.93
610-00-46106-000-000	Irrigation Metered Sales	30.04	104.98	410.00	-305.02	25.60
610-00-46200-000-000	Private Fire Protection Servic	1,590.16	7,809.48	17,270.00	-9,460.52	45.22
610-00-46300-000-000	Public Fire Protection Service	18,429.96	90,945.04	213,280.00	-122,334.96	42.64
PUBLIC CHARGES FOR SERVICES		127,301.74	580,973.08	1,491,220.00	-910,246.92	38.96
610-00-47000-000-000	Forfeited Discounts	184.82	904.64	2,530.00	-1,625.36	35.76
610-00-47400-000-000	Other Water Revenue	50.00	1,745.00	5,000.00	-3,255.00	34.90
INTERGOV'T CHARGES FOR SERV		234.82	2,649.64	7,530.00	-4,880.36	35.19
Total Revenues		137,272.14	631,888.92	1,643,260.00	-1,011,371.08	38.45

Fund: 610 - WATER UTILITY

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
610-00-57408-000-000	Taxes	0.00	0.00	78,000.00	78,000.00	0.00
610-00-57601-000-000	Purchased Water - COA / FC	0.00	64,246.25	889,530.00	825,283.75	7.22
610-00-57640-000-000	Operation Labor	7,837.38	43,032.36	104,770.00	61,737.64	41.07
610-00-57641-000-000	Operation Supplies & Expenses	1,277.10	6,574.41	25,000.00	18,425.59	26.30
610-00-57651-000-000	Maintenance of Mains	0.00	0.00	15,000.00	15,000.00	0.00
610-00-57652-000-000	Maintenance of Services	2,074.00	2,074.00	65,000.00	62,926.00	3.19
610-00-57653-000-000	Maintenance of Meters	0.00	1,846.70	5,000.00	3,153.30	36.93
610-00-57654-000-000	Maintenance of Hydrants	0.00	0.00	10,000.00	10,000.00	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	3,997.60	21,986.80	51,130.00	29,143.20	43.00
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	2,092.30	11,507.65	27,860.00	16,352.35	41.31
610-00-57921-000-000	Office Supplies & Expenses	1,991.70	6,793.72	22,500.00	15,706.28	30.19
610-00-57923-000-000	Outside Services Employed	287.47	18,900.50	60,000.00	41,099.50	31.50
610-00-57924-000-000	Insurance Expense	0.00	12,471.50	12,250.00	-221.50	101.81
610-00-57925-000-000	Payroll Tax - FICA	963.87	5,372.91	14,058.00	8,685.09	38.22
610-00-57926-000-000	Employee Pensions & Benefits	1,062.81	11,142.39	93,450.00	82,307.61	11.92
610-00-57928-000-000	Regulatory Commission Expenses	0.00	0.00	4,500.00	4,500.00	0.00
610-00-57930-000-000	Miscellaneous General Expense	1,017.75	2,512.29	10,000.00	7,487.71	25.12
610-00-57933-000-000	Transportation Expense	357.68	833.39	4,440.00	3,606.61	18.77
610-00-57935-000-000	Maintenance of General Plant	494.38	1,149.98	6,000.00	4,850.02	19.17
610-00-57950-000-000	Depreciation Expense	0.00	0.00	236,470.00	236,470.00	0.00
CAPITAL OUTLAY		23,454.04	210,444.85	1,734,958.00	1,524,513.15	12.13
Total Expenses		23,454.04	210,444.85	1,734,958.00	1,524,513.15	12.13
Net Totals		113,818.10	421,444.07	-91,698.00	-513,142.07	-459.60

Fund: 620 - SEWER UTILITY

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
620-00-46221-000-000	Residential Measured Service	77,448.39	384,714.36	923,890.00	-539,175.64	41.64
620-00-46222-000-000	Commercial Measured Service	9,174.32	38,695.87	116,440.00	-77,744.13	33.23
620-00-46223-000-000	Industrial Measured Service	0.00	0.00	0.00	0.00	0.00
620-00-46224-000-000	Public Authority Measured Srvc	2,981.99	10,164.60	35,410.00	-25,245.40	28.71
620-00-46225-000-000	Multifamily Measured Service	11,683.99	54,225.38	119,000.00	-64,774.62	45.57
PUBLIC CHARGES FOR SERVICES		101,288.69	487,800.21	1,194,740.00	-706,939.79	40.83
620-00-47631-000-000	Forfeited Discounts	157.80	773.46	2,030.00	-1,256.54	38.10
620-00-47635-000-000	Other Sewer Revenue	10,820.00	27,940.00	25,000.00	2,940.00	111.76
620-00-47640-000-000	Interest Income	15,227.46	75,460.47	144,510.00	-69,049.53	52.22
INTERGOV'T CHARGES FOR SERV		26,205.26	104,173.93	171,540.00	-67,366.07	60.73
Total Revenues		127,493.95	591,974.14	1,366,280.00	-774,305.86	43.33

Fund: 620 - SEWER UTILITY

Account Number		2024 May	2024 Actual 05/31/2024	2024 Budget	Budget Status	% of Budget
620-00-57820-000-000	Supervision & Labor	8,209.02	44,955.82	104,770.00	59,814.18	42.91
620-00-57821-000-000	Fuel/Power Purchase - Pumping	2,336.55	8,354.67	22,620.00	14,265.33	36.93
620-00-57827-000-000	Operation Supplies & Expenses	571.01	4,950.80	20,000.00	15,049.20	24.75
620-00-57828-000-000	Transportation Expense	357.69	833.41	4,440.00	3,606.59	18.77
620-00-57829-000-000	Sewerage Treatment Charges	21,755.70	128,834.04	254,690.00	125,855.96	50.58
620-00-57831-000-000	Maintenance Sewage Collect Sys	0.00	0.00	50,000.00	50,000.00	0.00
620-00-57832-000-000	Maint Collection Syst Pumping	0.00	4,286.78	40,000.00	35,713.22	10.72
620-00-57834-000-000	Maintenance of General Plant	494.40	1,825.00	6,000.00	4,175.00	30.42
620-00-57840-000-000	Accounting & Collecting Labor	3,997.60	21,986.80	51,130.00	29,143.20	43.00
620-00-57842-000-000	Meter Reading Labor	0.00	0.00	0.00	0.00	0.00
620-00-57850-000-000	Admin & General Salaries	2,092.30	11,507.65	27,860.00	16,352.35	41.31
620-00-57851-000-000	Office Supplies & Expenses	2,006.58	6,854.28	22,500.00	15,645.72	30.46
620-00-57852-000-000	Outside Services Employed	3,792.23	46,344.81	85,000.00	38,655.19	54.52
620-00-57853-000-000	Insurance Expense	0.00	12,471.50	12,500.00	28.50	99.77
620-00-57854-000-000	Employee Pensions & Benefits	1,088.45	11,275.05	61,210.00	49,934.95	18.42
620-00-57855-000-000	Payroll Tax - FICA	992.26	5,520.33	14,058.00	8,537.67	39.27
620-00-57856-000-000	Miscellaneous General Expense	897.77	2,302.39	10,000.00	7,697.61	23.02
620-00-57870-000-000	Interest Expense - CWF Loan	1,483.00	9,457.00	18,810.00	9,353.00	50.28
620-00-57875-000-000	Amortization Expense-CWF Loan	6,580.00	43,594.00	77,460.00	33,866.00	56.28
620-00-57950-000-000	Depreciation Expense	0.00	0.00	307,300.00	307,300.00	0.00
CAPITAL OUTLAY		56,654.56	365,354.33	1,190,348.00	824,993.67	30.69
Total Expenses		56,654.56	365,354.33	1,190,348.00	824,993.67	30.69
Net Totals		70,839.39	226,619.81	175,932.00	-50,687.81	128.81

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Vicki Tessen, Treasurer

Meeting Date:
June 25, 2024

Title:
Bills and Claims

Issue:
The bills and claims are presented to the Board for consideration.

Background and Additional Information:

Budget Impacts:

Recommended Action:
Approve bills and claims for May 2024 as presented.

Attachments:
- Bills & Claims - May 2024.pdf

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ACCT

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee			Amount
EFT	5/01/2024	DELTA DENTAL			
CLERK MANAGER OFFICE ASST MAY				Manual Check	
100-02-51400-200-000		Gen. Admin - Benefits			554.21
CLERK MANAGER OFFICE ASST MAY			2129322		
100-09-53311-200-000		Hwy Dept - Benefits			801.96
HWY DEPT MAY			2129322		
100-01-51101-200-000		Planning - Benefits			0.00
PLANNER MAY			2129322		
100-06-52200-200-000		Fire Dept - Benefits			120.57
FIRE MAY			2129322		
100-00-14500-000-000		Due from Special Purpose Dist.			400.42
UTILITIES MAY 2024 DELTA DENTAL			791948		
				Total	1,877.16
EFT	5/03/2024	VOXTELESYS, LLC			
TRUNK UNLMTD SRVR HOST LOCALE911				Manual Check	
100-02-51400-400-006		Gen. Admin - Service Contracts			244.26
TRUNK UNLMTD SRVR HOST LOCALE911			340498		
				Total	244.26
EFT	5/09/2024	WI DEPT OF REVENUE-PAYROLL TAXES			
STATE TAXES WT-6 FOR PAYROLL 4/25/24				Manual Check	
100-00-21040-000-000		State Withholding Tax Payable			2,689.98
STATE TAXES WT-6 FOR PAYROLL 4/25/24					
				Total	2,689.98
EFT	5/10/2024	UNITED HEALTHCARE			
SHOP MAY 2024 HEALTH INSURANCE				Manual Check	
100-09-53311-200-000		Hwy Dept - Benefits			13,644.19
SHOP MAY 2024 HEALTH INSURANCE			890634369029		
100-02-51400-200-000		Gen. Admin - Benefits			9,980.07
OFFICE MAY 2024 HEALTH INSURANCE			890634369029		
100-01-51101-200-000		Planning - Benefits			0.00
PLANNER MAY 2024 HEALTH INSURANCE			890634369029		
100-06-52200-200-000		Fire Dept - Benefits			1,999.10
FIRE MAY 2024 HEALTH INSURANCE			890634369029		
100-00-14500-000-000		Due from Special Purpose Dist.			4,796.74
UTILITIES MAY 2024 HEALTH INSURANCE			890634369029		
				Total	30,420.10

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NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
EFT	5/08/2024	CHARTER COMMUNICATIONS- 78701		
ACC 153078701 SERVICE 4/24-5/23			Manual Check	
100-02-51400-400-006		Gen. Admin - Service Contracts		359.93
ACC 153078701 SERVICE 4/24-5/23			153078701042124	
			Total	359.93
EFT	5/08/2024	CHARTER COMMUNICATIONS- 97501		
SERVICE PERIOD 4/24/24-5/23/24			Manual Check	
100-02-51400-400-006		Gen. Admin - Service Contracts		131.98
SERVICE PERIOD 4/24/24-5/23/24			152897501042124	
			Total	131.98
EFT	5/08/2024	CHARTER COMMUNICATIONS- 78401		
SERVICE PERIOD 4/24-5/23			Manual Check	
100-02-51400-400-006		Gen. Admin - Service Contracts		119.99
SERVICE PERIOD 4/24-5/23			153078401042124	
			Total	119.99
EFT	5/06/2024	FSA DEPENDENT CARE ACCOUNT		
B BARLOW 2024 FSA DEP CARE REIMBURSEMENT			Manual Check	
100-00-21045-000-000		Health Insurance Payable		192.30
B BARLOW 2024 FSA DEP CARE REIMBURSEMENT				
			Total	192.30
EFT	5/02/2024	MERCHANT CHOICE CARD SERVICES		
4/1 - 4/30 CREDIT CARD PROCESSING FEES			Manual Check	
100-02-51400-400-006		Gen. Admin - Service Contracts		143.67
4/1 - 4/30 CREDIT CARD PROCESSING FEES				
			Total	143.67
EFT	5/20/2024	FSA DEPENDENT CARE ACCOUNT		
B BARLOW 2024 FSA DEP CARE REIMBURSEMENT			Manual Check	
100-00-21045-000-000		Health Insurance Payable		192.30
B BARLOW 2024 FSA DEP CARE REIMBURSEMENT				
			Total	192.30
EFT	5/16/2024	VERIZON WIRELESS		
IPAD FOR STATION 60			Manual Check	
100-06-52200-500-022		Fire Station 60 - Telephone		10.15
IPAD FOR STATION 60			9962669164	

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NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-07-52200-500-022		Fire Station 70 - Telephone		10.15
IPAD FOR STATION 70			9962669164	
100-02-51400-400-006		Gen. Admin - Service Contracts		27.65
PLAN ACCOUNT CHARGES 4/27-5/26			9962669164	
			Total	47.95

EFT 5/22/2024 RELIANCE STANDARD LIFE INSURANCE COMPANY
JUNE 2024 LIFE & DISABILITY HWY DEPT Manual Check

100-09-53311-200-000	Hwy Dept - Benefits		345.29
JUNE 2024 LIFE & DISABILITY HWY DEPT			
100-02-51400-200-000	Gen. Admin - Benefits		318.20
JUNE 2024 LIFE & DISABILITY OFFICE			
100-01-51101-200-000	Planning - Benefits		42.90
JUNE 2024 LIFE & DISABILITY PLANNER			
100-06-52200-200-000	Fire Dept - Benefits		62.36
JUNE 2024 LIFE & DISABILITY FIRE			
		Total	768.75

EFT 5/28/2024 WE ENERGIES
ACCT 0716666446-00001 FIRE DEPT #2 ELEC Manual Check

100-07-52200-500-020	Fire Station 70 - Electric	171.66
ACCT 0716666446-00001 FIRE DEPT #2 ELEC		
100-00-53420-004-000	Street Lighting - HAA	828.33
ACCT 0716666446-00003 General Lights		
100-00-53420-001-000	Street Lighting - North Shore	15.38
ACCT 0716666446-3 NorthShore Golf Course		
100-00-53420-006-000	Street Lighting - NS Woods	93.82
ACCT 0716666446-3 NorthShore Woods Sub.		
100-00-53420-000-000	Street Lighting - General	72.01
ACCT 0716666446-00003 Harrisville Court		
100-00-51600-500-021	Municipal Bldg - Heat	379.52
ACCT 0716666446-00004 HALL/SHOP GAS HEAT		
100-00-55200-000-000	Parks - Maint. and Utilities	313.06
ACCT 0716666446-6 COMMUNITY PARK LIGHTS		
100-09-53311-500-020	Hwy Dept - Electric	667.25
ACCT 0716666446-00007 ELECTRIC SHOP 60%		
100-00-51600-500-020	Municipal Bldg - Electric	444.84
ACCT 0716666446-00007 TOWN HALL ELEC 40%		

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NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-06-52200-500-021		Fire Station 60 - Heat	153.48
ACCT 0716666446-00008 FIRE DEPT #1 HEAT			
100-00-53420-000-000		Street Lighting - General	326.83
ACCT 0716666446-9 LED STREET LIGHTING			
100-00-55200-000-000		Parks - Maint. and Utilities	43.07
ACCT 0716666446-00010 Shelter-Noe Road			
100-07-52200-500-021		Fire Station 70 - Heat	131.64
ACCT 0716666446-00011 FIRE DEPT #2 GAS			
100-00-55200-000-000		Parks - Maint. and Utilities	15.23
ACCT0716666446-12 COMMPARK SPECIALEVENTS			
100-06-52200-500-020		Fire Station 60 - Electric	158.81
ACCT 0716666446-00013 FIRE DEPT #1 ELEC			
100-00-53635-100-000		Compost Site	24.57
ACCT 0716666446-00016 YARD WASTE			
100-00-53420-000-000		Street Lighting - General	0.00
SERVICE CREDIT			
		Total	3,839.50
EFT	5/24/2024	WI DEPT OF REVENUE-PAYROLL TAXES	
STATE TAXES WT-6 FOR PAYROLL 5/9/24		Manual Check	
100-00-21040-000-000		State Withholding Tax Payable	2,570.67
STATE TAXES WT-6 FOR PAYROLL 5/9/24			
		Total	2,570.67
EFT	5/13/2024	INTERNAL REVENUE SERVICE-PAYROLL TAXES	
EMPLOYEE SOCIAL SECURITY 5/9/24		Manual Check	
100-00-21020-000-000		Social Security Taxes Payable	5,583.56
EMPLOYEE SOCIAL SECURITY 5/9/24			
100-00-21020-000-000		Social Security Taxes Payable	1,305.85
EMPLOYEE MEDICARE 5/9/24			
100-00-21020-000-000		Social Security Taxes Payable	5,583.56
EMPLOYER LIABILITY SOCIAL SEC 5/9/24			
100-00-21020-000-000		Social Security Taxes Payable	1,305.85
EMPLOYER LIABILITY MEDICARE 5/9/24			
100-00-21030-000-000		U.S. Withholding Taxes Payable	5,187.19
FED INCOME TAXES 5/9/24			
		Total	18,966.01

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
EFT	5/09/2024	WI DEFERRED COMP		
UTILITIES DEF COMP PAYROLL 5/9/24			Manual Check	
100-00-21525-000-000		Wisc Deferred Comp Payable		430.00
UTILITIES DEF COMP PAYROLL 5/9/24				
100-00-21525-000-000		Wisc Deferred Comp Payable		825.00
VILLAGE DEF COMP PAYROLL 5/9/24				
			Total	1,255.00
EFT	5/31/2024	WISCONSIN EMPLOYEE TRUST FUND (ETF)		
VOH RETIREMENT APR			Manual Check	
100-00-21520-000-000		Wisconsin Retirement Payable		13,971.62
VOH RETIREMENT APR		303584		
100-00-21520-000-000		Wisconsin Retirement Payable		4,310.88
UTILITIES RETIREMENT APR		303584		
			Total	18,282.50
EFT	5/28/2024	INTERNAL REVENUE SERVICE-PAYROLL TAXES		
EMPLOYEE SOCIAL SECURITY 5/23/24			Manual Check	
100-00-21020-000-000		Social Security Taxes Payable		3,671.36
EMPLOYEE SOCIAL SECURITY 5/23/24				
100-00-21020-000-000		Social Security Taxes Payable		858.62
EMPLOYEE MEDICARE 5/23/24				
100-00-21020-000-000		Social Security Taxes Payable		3,671.36
EMPLOYER LIABILITY SOCIAL SEC 5/23/24				
100-00-21020-000-000		Social Security Taxes Payable		858.62
EMPLOYER LIABILITY MEDICARE 5/23/24				
100-00-21030-000-000		U.S. Withholding Taxes Payable		4,138.86
FED INCOME TAXES 5/23/24				
			Total	13,198.82
EFT	5/23/2024	WI DEFERRED COMP		
UTILITIES DEF COMP PAYROLL 5/23/24			Manual Check	
100-00-21525-000-000		Wisc Deferred Comp Payable		430.00
UTILITIES DEF COMP PAYROLL 5/23/24				
100-00-21525-000-000		Wisc Deferred Comp Payable		825.00
VILLAGE DEF COMP PAYROLL 5/23/24				
			Total	1,255.00
15182	5/08/2024	ANGELA VANDERZANDEN		
GRADING ESCROW RETURN N8782 CONNOR CIR				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-00-21060-000-000		Building Escrows Payable		1,500.00
GRADING ESCROW RETURN N8782 CONNOR CIR				
			Total	1,500.00
15183	5/08/2024	ANNE ZAMORA		
STATE PARK ROAD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		200.00
STATE PARK RD RIGHT OF WAY ACQ PARCEL 17				
			Total	200.00
15184	5/08/2024	BEN LEROY		
STATE PARK ROAD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		200.00
STATE PARK RD RIGHT OF WAY ACQ PARCEL 23				
			Total	200.00
15185	5/08/2024	CALUMET COUNTY TREASURER-SHERIFFS DEPT CONTRA		
9910680				
100-00-52100-000-000		Law Enforcement - Contract		71,846.47
MAY 2024		9910680		
			Total	71,846.47
15186	5/08/2024	CORPORATE NETWORK SOLUTIONS, INC		
76236				
100-02-51400-400-006		Gen. Admin - Service Contracts		1,937.00
MICROSOFT 365 BUS STAND 1 YR 13 LICENSES		76236		
			Total	1,937.00
15187	5/08/2024	DENNIS JANSEN		
STATE PARK ROAD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		3,000.00
STATE PARK RD RIGHT OF WAY ACQ PARCEL 13				
			Total	3,000.00
15188	5/08/2024	GFL ENVIRONMENTAL		
U30000143212				
100-00-53620-000-000		Refuse and Garbage Services		34,245.40
RES TRASH FOR APR		U30000143212		
100-00-53635-000-000		Recycling Services		22,807.14
RES RECYCLING FOR APR		U30000143212		

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-00-53620-000-000		Refuse and Garbage Services		89.59
COMMERCIAL TRASH DUMPSTER VHALL APR			U30000143212	
100-00-53635-000-000		Recycling Services		61.13
COMMERCIAL RECYCLING DUMPSTER VHALL APR			U30000143212	
100-00-53620-000-000		Refuse and Garbage Services		0.00
DAMAGED CARTS			N/A	
100-00-53620-000-000		Refuse and Garbage Services		0.00
FUEL SURCHARGE RESIDENT PICKUP			U30000140051	
100-00-53620-000-000		Refuse and Garbage Services		34.83
FUEL SURCHARGE VILLAGE HALL PICKUP			U30000143212	
100-00-53620-000-000		Refuse and Garbage Services		25.00
CONTAMINATION CHRG - CUMBERLAND			U30000143212	
100-00-53620-000-000		Refuse and Garbage Services		0.00
BULKY ITEM PICKUP -			NA	
100-00-53620-000-000		Refuse and Garbage Services		0.00
FALL YARD PICKUP			NA	
100-00-53620-000-000		Refuse and Garbage Services		0.00
BULKY ITEM PICKUP -			NA	
100-00-53620-000-000		Refuse and Garbage Services		0.00
SPRING YARD PICKUP			N/A	
100-00-53620-000-000		Refuse and Garbage Services		0.00
BULKY ITEM PICKUP -			NA	
100-00-53620-000-000		Refuse and Garbage Services		0.00
BULKY ITEM PICKUP -			NA	
			Total	57,263.09
15189	5/08/2024	GORDON FLESCH CO. INC		
IN14673708				
100-02-51400-400-006		Gen. Admin - Service Contracts		583.27
BILL PERIOD 3/28-4/29/24 IMAGES			IN14673708	
			Total	583.27
15190	5/08/2024	GRUETT'S		
98010P				
100-09-53311-700-000		Hwy Dept - Equip Maintenance		48.48
FROM 5/2/24 FERRIS BLADES			98010P	
			Total	48.48

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
15191	5/08/2024	JOHN AND DEBRA PROBST		
STATE PARK ROAD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		1,600.00
STATE PARK RD RIGHT OF WAY ACQ PARCEL 6				
			Total	1,600.00
15192	5/08/2024	KAATS WATER CONDITIONING INC		
55065TN				
100-09-53311-400-000		Hwy Dept - Supplies		30.27
CHARGES FROM 4/23/24			55065TN	
			Total	30.27
15193	5/08/2024	KENNETH AND DIANE MADER LIVING TRUST		
STATE PARK ROAD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		3,000.00
STATE PARK RD RIGHT OF WAY ACQ PARCEL 1				
			Total	3,000.00
15194	5/08/2024	KEYSTONE HOMES & REMODELING LLC		
ESCROW RETURN N9263 LAURA ST				
100-00-21060-000-000		Building Escrows Payable		1,500.00
ESCROW RETURN N9263 LAURA ST				
			Total	1,500.00
15195	5/08/2024	KITZ & PFEIL - OSHKOSH		
40057/2				
100-09-53311-505-000		Hwy Dept - Building Maint		70.54
CUST 812330 BEDSCAPER RENTAL, LINK CHAIN			40057/2	
			Total	70.54
15196	5/08/2024	LEXINGTON HOMES INC		
ESCROW RTNS W6509,6515,6525 STEAMBOAT				
100-00-21060-000-000		Building Escrows Payable		1,500.00
ESCROW RETURN W6509 STEAMBOAT				
100-00-21060-000-000		Building Escrows Payable		1,500.00
ESCROW RETURN W6515 STEAMBOAT				
100-00-21060-000-000		Building Escrows Payable		1,500.00
ESCROW RETURN W6525 STEAMBOAT				
			Total	4,500.00

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
15197	5/08/2024	MENARDS-APPLETON EAST		
55541, 55571, 55918				
100-09-53311-505-000		Hwy Dept - Building Maint		20.14
FROM 4/15/24 PLUNGERS, ADAPTOR			55541	
100-09-53311-505-000		Hwy Dept - Building Maint		503.57
FROM 4/16/24 TOILETS, FLOOR SQUEEGEES			55571	
100-09-53311-900-000		Hwy Dept - Road Maintenance		190.95
FROM 4/23/24 MAILBOX, MOUNT, LETTERS			55918	
			Total	714.66
15198	5/08/2024	MGD INDUSTRIAL CORPORATION		
225786				
100-09-53311-400-000		Hwy Dept - Supplies		451.88
FRM 4/29/24 CABLESTRAP,AEROSOL,DEGREASER			225786	
			Total	451.88
15199	5/08/2024	MIDWEST WORKWEAR		
SI-118622, SI-118623, SI-118624				
100-09-53311-400-000		Hwy Dept - Supplies		295.54
FROM 5/1/24 CLOTHING R WETTSTEIN			SI-118622	
100-09-53311-400-000		Hwy Dept - Supplies		53.58
FROM 5/1/24 CLOTHING J FUNK			SI-118623	
100-09-53311-400-000		Hwy Dept - Supplies		354.25
FROM 5/1/24 MESH VESTS WITH DOT STRIPING			SI-118624	
			Total	703.37
15200	5/08/2024	PITNEY BOWES BANK INC RESERVE ACCOUNT		
ADDING MONEY POSTAGE ACCOUNT 15025158				
100-02-51400-400-005		Gen. Admin - Postage		2,000.00
ADDING MONEY POSTAGE ACCOUNT 15025158				
			Total	2,000.00
15201	5/08/2024	RALPH AND SUZANNE HOPFENSPERGER		
STATE PARK ROAD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		2,800.00
STATE PARK RD RIGHT OF WAY ACQ PARCEL 4				
			Total	2,800.00
15202	5/08/2024	REDEVELOPMENT RESOURCES LLC		
1080				

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NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
405-00-51500-000-000		Professional Services-TID #5		2,137.41
FROM 5/5/24 ECON DEV STRAT PLAN - FINAL			1080	
406-00-51500-000-000		Professional Services-TID #6		2,202.18
FROM 5/5/24 ECON DEV STRAT PLAN - FINAL			1080	
240-00-51400-000-000		ARPA Expenses		2,137.41
FROM 5/5/24 ECON DEV STRAT PLAN 6.1.02			1080	
			Total	6,477.00
15203	5/08/2024	ROGER BOWERS CONSTRUCTION CO INC		
4/30/24 FOR 4/16 & 4/22				
100-09-53311-900-000		Hwy Dept - Road Maintenance		540.00
FROM 4/30/24 TOP SOIL FIX PLOW DAMAGE				
			Total	540.00
15204	5/08/2024	S & A SEPTIC SERVICES		
1379				
100-09-53311-505-000		Hwy Dept - Building Maint		130.00
PUMP HOLDING TANK 4/2/24			1379	
100-09-53311-505-000		Hwy Dept - Building Maint		260.00
PUMP HOLDING TANKS 4/11/24			1379	
100-09-53311-505-000		Hwy Dept - Building Maint		130.00
PUMP HOLDING TANK 4/17/24			1379	
100-09-53311-505-000		Hwy Dept - Building Maint		260.00
PUMP HOLDING TANKS 4/24/24			1379	
			Total	780.00
15205	5/08/2024	SARA SCHINKE		
STATE PARK ROAD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		1,800.00
STATE PARK RD RIGHT OF WAY ACQ PARCEL 19				
			Total	1,800.00
15206	5/08/2024	SERVICEMASTER BUILDING MAINTENANCE		
44972				
100-02-51400-400-006		Gen. Admin - Service Contracts		1,083.00
FROM 5/1/24 JANITORIAL MAY			44972	
			Total	1,083.00
15207	5/08/2024	SHERWOOD WATER & SEWER		
000-3050-00, 000-3055-00				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-06-52200-500-023		Fire Station 60 - Water/Sewer		180.18
ACCOUNT NUMBER 000-3055-00 STATION 60				
100-06-52200-500-023		Fire Station 60 - Water/Sewer		81.46
ACCOUNT NUMBER 000-3050-00 TOWN				
			Total	261.64
15208	5/08/2024	STUMPF IRREVOCABLE REAL ESTATE TRUST		
STATE PARK ROAD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		3,500.00
STATE PARK RD RIGHT OF WAY ACQ PARCEL 22				
			Total	3,500.00
15209	5/08/2024	T-MOBILE		
982400447				
100-07-52200-500-022		Fire Station 70 - Telephone		25.40
FROM 3/21/24-4/20/24 FIRE				
			Total	25.40
15210	5/08/2024	TRACTOR SUPPLY CREDIT PLAN		
6035301107568212				
100-02-51400-400-000		Gen. Admin - Supplies		5.49
FROM 4/19/24 WATER BOTTLES				
			Total	5.49
15211	5/08/2024	WE ENERGIES ESSENTIAL SERVICES A299		
WORK REQUEST 4945826 FARMERS FIELD PARK				
201-00-57220-000-000		Capital Outlay - Park Impact		97,056.24
LIGHTING AT FARMERS FIELD PARK		4945826		
			Total	97,056.24
15212	5/08/2024	WI DEPT OF JUSTICE		
ACCT G2028 4/1 - 4/30 9 BARTENDERS				
100-02-51400-400-000		Gen. Admin - Supplies		63.00
ACCT G2028 4/1 - 4/30 9 BARTENDERS				
			Total	63.00
15213	5/08/2024	WI STATE LAB OF HYGIENE		
773598				
100-09-53311-505-000		Hwy Dept - Building Maint		35.00
WELL TEST FROM 4/18/24		773598		

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
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Check Nbr	Check Date	Payee		Amount
			Total	35.00
15214	5/15/2024	ANTHONY STUMPF		
STATE PARK RD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		2,800.00
STATE PARK RD RIGHT OF WAY PARCEL 12				
			Total	2,800.00
15215	5/15/2024	BIRSCHBACH INSPECTION SERVICE INC		
BUILDING INSPECTIONS FOR APRIL 2024				
100-00-52400-000-000		Building Inspector - Contract		16,861.94
BUILDING INSPECTIONS FOR APRIL 2024				
			Total	16,861.94
15216	5/15/2024	CAROL STUMPF		
STATE PARK RD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		666.67
STATE PARK RD RIGHT OF WAY PARCEL 21 1/3				
			Total	666.67
15217	5/15/2024	FRANKS RADIO SERVICE INC		
125331				
100-06-52200-400-000		Fire Dept - Supplies/Services		155.52
FROM 5/6/24 POWER SUPPLY SWITCH MODE			125331	
			Total	155.52
15218	5/15/2024	HARWELL HOMES INC		
ESCROW RETURN N8774 CONNOR CIR				
100-00-21060-000-000		Building Escrows Payable		1,500.00
ESCROW RETURN N8774 CONNOR CIR				
			Total	1,500.00
15219	5/15/2024	INTERSTATE BATTERY OF GREEN BAY		
90151779,4248,4854,6531,7811,9773,9976				
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance		-348.66
2023-2024 CREDIT BAL ON ACCOUNT			2023-2024 CREDIT BAL	
100-09-53311-400-000		Hwy Dept - Supplies		86.75
FROM 4/25/24 BATTERIES			90159773	
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance		446.85
FROM 4/25/24 BATTERIES			90159773	

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
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Check Nbr	Check Date	Payee		Amount
100-09-53311-400-000		Hwy Dept - Supplies		93.85
FROM 5/8/24 BATTERIES			90159976	
			Total	278.79
15220	5/15/2024	JEANNIE HANNEMANN		
GRADING ESCROW RETURN N6477 HARRISON RD				
100-00-21060-000-000		Building Escrows Payable		1,500.00
GRADING ESCROW RETURN N6477 HARRISON RD				
			Total	1,500.00
15221	5/15/2024	JOE'S POWER CENTER INC		
163399, 163400				
100-09-53311-700-000		Hwy Dept - Equip Maintenance		104.37
FROM 5/2/24 BLADE HI-LEFT 25"			163399	
100-09-53311-700-000		Hwy Dept - Equip Maintenance		13.98
FROM 5/2/24 STIHL FILING GAUGE			163400	
			Total	118.35
15222	5/15/2024	KEYSTONE HOMES & REMODELING LLC		
ESCROW RETURN LESS DEDUCT W5546 TONYS				
100-00-21060-000-000		Building Escrows Payable		1,400.00
ESCROW RETURN LESS DEDUCT W5546 TONYS				
			Total	1,400.00
15223	5/15/2024	KITZ & PFEIL - OSHKOSH		
40275/2				
100-00-53635-100-000		Compost Site		10.99
CUST 812330 LOCK/CABLE COMBO			40275/2	
			Total	10.99
15224	5/15/2024	LISOWE OIL DIV OF ADVANCED FUEL SERV		
76929				
100-09-53311-600-030		Hwy Dept - Fuel		1,990.92
FROM 5/10/24			76929	
			Total	1,990.92
15225	5/15/2024	LYNN KOPITZKE		
STATE PARK RD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		5,000.00
STATE PARK RD RIGHT OF WAY PARCEL 11				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
		Total	5,000.00
15226	5/15/2024	MARGARET KRAMER	
STATE PARK RD RIGHT OF WAY ACQUISITION			
100-09-57330-000-000		Capital Outlay - Road Projects	666.67
STATE PARK RD RIGHT OF WAY PARCEL 21 1/3			
		Total	666.67
15227	5/15/2024	MARY DELFORGE	
STATE PARK RD RIGHT OF WAY ACQUISITION			
100-09-57330-000-000		Capital Outlay - Road Projects	200.00
STATE PARK RD RIGHT OF WAY PARCEL 18			
		Total	200.00
15228	5/15/2024	MGD INDUSTRIAL CORPORATION	
226237			
100-09-53311-400-000		Hwy Dept - Supplies	178.48
FROM 5/13/24 GEL, PIPE, GLOVES, BLADES 226237			
		Total	178.48
15229	5/15/2024	NICOLET NATIONAL BANK	
CORP 233893, ACCT 8831			
100-09-53311-505-000		Hwy Dept - Building Maint	72.18
FROM 4/3/24 TRI CITY ADDTL KEYS POWEROUT			
100-02-51400-400-000		Gen. Admin - Supplies	21.06
FRM 4/17 WALMART FRAME J WISNET RETIRE			
100-02-51400-400-000		Gen. Admin - Supplies	39.99
FROM 4/17/24 FESTIVAL J WISNET RETIRE			
100-09-53311-505-000		Hwy Dept - Building Maint	14.82
FROM 4/17 UPS STORE SHIP WATER SAMPLES			
100-02-51400-400-000		Gen. Admin - Supplies	147.98
FROM 4/18/24 OUTPOST J WISNET RETIRE			
100-02-51400-400-000		Gen. Admin - Supplies	21.10
FRM 4/25 APPLETON TROPHY J WISNET RETIRE			
100-00-51440-400-000		Elections - Supplies	49.97
FROM 3/31/24 FESTIVAL ELECTION FOOD			
100-00-51440-400-000		Elections - Supplies	240.90
FROM 3/31/24 FESTIVAL ELECTION FOOD			
100-00-51440-400-000		Elections - Supplies	22.59
FROM 4/2/24 WALMART ELECTION FOOD			

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-02-51400-305-000		Gen. Admin - Training/Conf.	499.00
FRM 4/8 LOCAL GOVT ED M WINKLER 2024 CTI			
100-02-51400-305-000		Gen. Admin - Training/Conf.	20.00
FRM 4/8 WISC MUN CLRKS DISTRICT 6 MTG MW			
100-02-51400-305-000		Gen. Admin - Training/Conf.	20.00
FRM 4/8 WISC MUN CLRKS DISTRICT 6 MTG VT			
100-02-51400-400-000		Gen. Admin - Supplies	73.51
FROM 4/22/24 AMAZON OFFICE SUPPLIES			
100-02-51400-400-000		Gen. Admin - Supplies	20.99
FRM 4/23/24 ADOBE ACROBAT PRO OFFICE COM			
100-09-53311-400-000		Hwy Dept - Supplies	1,376.68
FROM 4/2/24 GME SUPPLY SAFETY HELMETS			
100-09-53311-400-000		Hwy Dept - Supplies	20.99
FROM 4/3/24 ADOBE ACROBAT PRO CODE ENF			
100-00-55200-000-000		Parks - Maint. and Utilities	9.00
FROM 4/8/24 REVEAL XTRA APR 8 -MAY 8			
100-06-52200-405-000		Fire Dept - 2% Dues Expenses	-10.79
FROM 4/24/24 CANVA SALES TAX CREDIT			
100-06-52200-400-000		Fire Dept - Supplies/Services	143.58
FROM 4/2/24 WALMART HART 27 GALLON			
100-06-52200-400-000		Fire Dept - Supplies/Services	12.97
FROM 4/2/24 HOME DEPOT CABLE TIES			
100-06-52200-305-000		Fire Dept - Training/Mem	725.00
FROM 4/9/24 FDIC JEMS FDIC INTERNTL CONF			
100-06-52200-400-000		Fire Dept - Supplies/Services	193.54
FROM 4/10/24 CROWN AWARDS SERVICE AWARDS			
100-06-52200-305-000		Fire Dept - Training/Mem	7.63
FRM 4/17/24 INDIANAPOLIS CONV CONF LUNCH			
100-06-52200-305-000		Fire Dept - Training/Mem	40.00
FRM 4/17 IDOA WASHING PARK CONF PARKING			
100-06-52200-700-030		Fire Dept - Fuel	56.49
FROM 4/17/24 PILOT CONF FUEL			
100-06-52200-305-000		Fire Dept - Training/Mem	19.62
FROM 4/18/24 LUCAS OIL STAD CONF LUNCH			
100-06-52200-305-000		Fire Dept - Training/Mem	25.00
FROM 4/18/24 WHITE RIVER CONF PARKING			
100-06-52200-305-000		Fire Dept - Training/Mem	6.54
FRM 4/19/24 INDIANAPOLIS CONV CONF LUNCH			

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-06-52200-305-000		Fire Dept - Training/Mem		20.00
FROM 4/19/24 WHITE RIVER CONF PARKING				
100-06-52200-305-000		Fire Dept - Training/Mem		465.18
FROM 4/20/24 BAYMONT CONF HOTEL				
100-06-52200-305-000		Fire Dept - Training/Mem		-18.61
FROM 4/24/24 BAYMONT CONF HOTEL CREDIT				
100-06-52200-700-030		Fire Dept - Fuel		45.17
FROM 4/20/24 SPEEDWAY CONF FUEL				
			Total	4,402.08
15230	5/15/2024	NUTRITION SERVICE COMPANY		
140657, 140803				
100-00-55200-000-000		Parks - Maint. and Utilities		779.98
FROM 4/27/24 FERTILIZER, HERBICIDE			140657	
100-00-55200-000-000		Parks - Maint. and Utilities		1,322.98
FRM 4/30 ROUNDUP,STUMP TREAT,HERBICIDE			140803	
			Total	2,102.96
15231	5/15/2024	PHILIP AND SUSAN BEHLING		
STATE PARK RD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		666.66
STATE PARK RD RIGHT OF WAY PARCEL 21 1/3				
			Total	666.66
15232	5/15/2024	PIONEER RESCUE & OUTFITTERS LLC		
1843				
100-06-52200-305-000		Fire Dept - Training/Mem		2,250.00
REMAINING BAL ROPES CLASS 5- 4 & 5 -2024			1843	
			Total	2,250.00
15233	5/15/2024	SHORT ELLIOT HENDRICKSON, INC		
466354				
100-06-57220-000-000		Fire Dept - Capital Outlay		2,858.24
FACILITY ASSESSMENT REMAINING BALANCE			466354	
			Total	2,858.24
15234	5/15/2024	SRF CONSULTING GROUP INC		
17329.00-3				
240-00-51400-000-000		ARPA Expenses		279.36
COMPREHENSIVE PLAN UPDATE 6.1.023			17329.00-3	

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
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Check Nbr	Check Date	Payee		Amount
			Total	279.36
15235	5/15/2024	TECC SECURITY SYSTEMS INC		
61288, 61316				
100-02-51400-400-006		Gen. Admin - Service Contracts		825.87
FRM 4/15/24 SERVCE 4/3 POWER FAIL REPAIR			61288	
100-02-51400-400-006		Gen. Admin - Service Contracts		186.75
FROM 4/22/24 SERVICE 4/19 PANEL BATTERY			61316	
			Total	1,012.62
15236	5/15/2024	TRICIA LAND FARMS LLC		
STATE PARK RD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		19,400.00
STATE PARK RD RIGHT OF WAY PAR 2,3,14,16				
			Total	19,400.00
15237	5/15/2024	WESLEY AND MICHELLE KEMPEN		
STATE PARK RD RIGHT OF WAY ACQUISITION				
100-09-57330-000-000		Capital Outlay - Road Projects		6,100.00
STATE PARK RD RIGHT OF WAY PARCELS 7-9				
			Total	6,100.00
15238	5/15/2024	WIL-KIL PEST CONTROL		
4868944, 4869228, 4869229				
100-02-51400-400-006		Gen. Admin - Service Contracts		56.04
FIRE STATION 60			4869228	
100-02-51400-400-006		Gen. Admin - Service Contracts		56.04
FIRE STATION 70			4869229	
100-02-51400-400-006		Gen. Admin - Service Contracts		97.73
VILLAGE HALL			4868944	
			Total	209.81
15239	5/15/2024	WINNEBAGO PEST CONTROL LLC		
19461				
100-09-53311-505-000		Hwy Dept - Building Maint		223.52
APPLICATION - TOWN HALL, FIRE STATIONS			19461	
100-00-55200-000-000		Parks - Maint. and Utilities		50.00
APPLICATION - PARK PAVILLION			19461	
			Total	273.52

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
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Check Nbr	Check Date	Payee		Amount
15240	5/22/2024	ALAN MOEHN		
DIRECT DEPOSIT REPLACEMENT A MOEHN				
100-06-52200-100-000		Fire Dept - Wages		77.35
DIRECT DEPOSIT REPLACEMENT A MOEHN				
			Total	77.35
15241	5/22/2024	ANDY WOLDT		
GRADING ESCROW RETURN N8748 ZIRBEL DR				
100-00-21060-000-000		Building Escrows Payable		1,500.00
GRADING ESCROW RETURN N8748 ZIRBEL DR				
			Total	1,500.00
15242	5/22/2024	BOUND TREE MEDICAL LLC		
85340697				
100-08-52300-000-000		1st Responders - Operating Exp		412.75
FROM 5/7/24 COLD PACK, SUCTION, CATHETER 85340697				
			Total	412.75
15243	5/22/2024	BRIAN WARNER CONSTRUCTION		
GRADING ESCROW RETURN N8771 CONNOR CIR				
100-00-21060-000-000		Building Escrows Payable		1,500.00
GRADING ESCROW RETURN N8771 CONNOR CIR				
			Total	1,500.00
15244	5/22/2024	CALMES VERKUILEN CONSTRUCTION		
GRADING ESCROW RTN W5940,5959,5962 DELTA				
100-00-21060-000-000		Building Escrows Payable		1,500.00
GRADING ESCROW RETURN W5940 DELTA DR				
100-00-21060-000-000		Building Escrows Payable		1,500.00
GRADING ESCROW RETURN W5959 DELTA DR				
100-00-21060-000-000		Building Escrows Payable		1,500.00
GRADING ESCROW RETURN W5962 DELTA DR				
			Total	4,500.00
15245	5/22/2024	CARSTENS ACE HARDWARE		
262935				
100-09-53311-900-000		Hwy Dept - Road Maintenance		149.38
FROM 5/14/24 MAILBOX COMBO W5424 FARO 262935				
			Total	149.38

NICOLET (INVESTORS) BANK VOH Accounting Checks

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Check Nbr	Check Date	Payee		Amount
15246	5/22/2024	GANNETT WISCONSIN LOCALiQ		
6350544				
100-01-51101-800-000		Planning - Publications		77.36
		BILLING 4/1-4/30 PLAN COMM COND USE	6350544	
100-00-46105-000-000		Publication Fee - Liquor		55.97
		BILLING 4/1-4/30 HARRISON ATHLETIC ASSOC	6350544	
			Total	133.33
15247	5/22/2024	GEOFFREY BERGWALL		
GRADING ESCROW RETURN W5946 EDGEWOOD DR				
100-00-21060-000-000		Building Escrows Payable		1,500.00
		GRADING ESCROW RETURN W5946 EDGEWOOD DR		
			Total	1,500.00
15248	5/22/2024	GFC LEASING - WI		
i00920687				
100-02-51400-400-006		Gen. Admin - Service Contracts		274.96
		COVERAGE PERIOD 6/05/24 - 7/04/24	i00920687	
			Total	274.96
15249	5/22/2024	HARWELL HOMES INC		
GRADE ESC 5996RYFORD,8738CONNOR,6001ZACH				
100-00-21060-000-000		Building Escrows Payable		1,500.00
		GRADE ESCROW RETURN W5996 RYFORD ST		
100-00-21060-000-000		Building Escrows Payable		1,500.00
		GRADE ESCROW RETURN N8738 CONNOR CIR		
100-00-21060-000-000		Building Escrows Payable		1,500.00
		GRADE ESCROW RETURN W6001 ZACH ST		
			Total	4,500.00
15250	5/22/2024	JACK DIEDRICH CONSTRUCTION		
GRADING ESCROW RETURN N7387 HARWOOD RD				
100-00-21060-000-000		Building Escrows Payable		1,500.00
		GRADING ESCROW RETURN N7387 HARWOOD RD		
			Total	1,500.00
15251	5/22/2024	JOE'S POWER CENTER INC		
165113				
100-09-53311-700-000		Hwy Dept - Equip Maintenance		35.99
		FROM 5/16/24 MOWING HEAD AUTOCUT	165113	

NICOLET (INVESTORS) BANK VOH Accounting Checks

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Check Nbr	Check Date	Payee		Amount
			Total	35.99
15252	5/22/2024	KLINK HYDRAULICS LLC		
38007				
100-09-53311-400-000		Hwy Dept - Supplies		1,233.72
FROM 5/14/24 HOSE, CRIMP FITTINGS, MISC			38007	
			Total	1,233.72
15253	5/22/2024	KM CONSTRUCTION		
ESCROW RETURN N9038 SOUTHTOWNE DR				
100-00-21060-000-000		Building Escrows Payable		1,500.00
ESCROW RETURN N9038 SOUTHTOWNE DR				
			Total	1,500.00
15254	5/22/2024	LANGE ENTERPRISES INC		
87446				
100-09-53315-902-000		Hwy Dept - Signs		316.80
FROM 5/10/24 SPEED LIMIT SIGNS			87446	
			Total	316.80
15255	5/22/2024	LEXINGTON HOMES INC		
ESCROW RETURN W6552 STEAMBOAT LN				
100-00-21060-000-000		Building Escrows Payable		1,500.00
ESCROW RETURN W6552 STEAMBOAT LN				
			Total	1,500.00
15256	5/22/2024	LINDE GAS & EQUIPMENT INC		
42927989				
100-09-53311-400-000		Hwy Dept - Supplies		26.88
FROM 5/18/24 WIRE			42927989	
			Total	26.88
15257	5/22/2024	MCMAHON		
934931 - 934938, 935011				
100-09-57330-000-000		Capital Outlay - Road Projects		1,323.17
STATE PK RESRFCNG BIKE LNS SCMIDT-US10			934931	
405-00-51500-000-000		Professional Services-TID #5		455.00
CTH N SITE			934932	
100-00-57220-000-000		Capital Outlay - Parks		175.00
RENNWOOD PARK MASTER CONCEPT PLAN			934933	

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
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Check Nbr	Check Date	Payee		Amount
403-00-51500-000-000		Professional Services-TID #3		350.00
MANITOWOC RD SIDEWALK TO WOODLAND SCHOOL			934934	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant		543.00
2024GEN ENG N COOP RD SPEED LIMIT REVIEW			934935	
100-09-53311-000-000		Hwy Dept - Engineer/Consultant		350.00
2024 GEN ENGINEER MONTHLY STAFF MEETING			934935	
100-09-57330-000-000		Capital Outlay - Road Projects		1,959.65
2024 ASPHALT RESURFACING PROGRAM			934936	
230-00-53441-200-000		Stormwater Plan / Munic Fees		2,600.00
2024 STORMWATER GIS MAPPING CONVERSION			934937	
100-00-52400-200-000		Inspections - Grade Checks		4,733.85
2024 LOT GRADE REVIEW & CHECK			934938	
230-00-53441-200-000		Stormwater Plan / Munic Fees		2,120.00
2024 ECOLOGICAL SERVICES 4 PONDS			935011	
			Total	14,609.67
15258	5/22/2024	MONROE TRUCK EQUIPMENT, INC		
R41100				
100-09-53311-600-600		Hwy Dept - Vehicle Maintenance		1,795.51
FROM 5/13/24 TRUCK #22 PRE-WET REPAIR			R41100	
			Total	1,795.51
15259	5/22/2024	SCHMIDT BROS CUSTOM HOMES INC		
GRADING ESCROW RETURN N9241 TOUCHDOWN DR				
100-00-21060-000-000		Building Escrows Payable		1,500.00
GRADING ESCROW RETURN N9241 TOUCHDOWN DR				
			Total	1,500.00
15260	5/22/2024	SERWE IMPLEMENT MUNICIPAL SALES LLC		
11066				
100-09-53311-700-000		Hwy Dept - Equip Maintenance		544.77
FROM 5/17/24 PTO SHAFT			11066	
			Total	544.77
15261	5/22/2024	SUPERIOR VISION INSURANCE		
823799				
100-09-53311-200-000		Hwy Dept - Benefits		161.16
SHOP VISION INSURANCE JUN 24			823799	
100-02-51400-200-000		Gen. Admin - Benefits		119.15
OFFICE VISION INSURANCE JUN 24			823799	

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-01-51101-200-000		Planning - Benefits		0.00
PLANNER VISION INSURANCE JUN 24			823799	
100-06-52200-200-000		Fire Dept - Benefits		25.64
FIRE VISION INSURANCE JUN 24			823799	
100-00-14500-000-000		Due from Special Purpose Dist.		91.56
UTILITIES VISION INSURANCE JUN 24			823799	
			Total	397.51
15262	5/22/2024	TASC		
IN3102845				
100-02-51400-400-006		Gen. Admin - Service Contracts		39.62
MAY 2024 BILLING			IN3102845	
			Total	39.62
15263	5/22/2024	W.S. DARLEY & CO		
17528968				
100-06-52200-400-000		Fire Dept - Supplies/Services		291.95
FROM 5/8/24 ADAPTER			17528968	
			Total	291.95
15264	5/22/2024	WISCONSIN MUNICIPAL CLERKS ASSOCIATION		
M WINKLER PROF EDUCATION POINTS APP				
100-02-51400-305-000		Gen. Admin - Training/Conf.		20.00
M WINKLER PROF EDUCATION POINTS APP				
			Total	20.00
15265	5/28/2024	CALUMET COUNTY TREASURER-SHERIFFS DEPT CONTRA		
9910719				
100-00-52100-000-000		Law Enforcement - Contract		71,846.47
JUNE 2024			9910719	
			Total	71,846.47
15266	5/28/2024	FIREPENNY		
72030				
100-06-52200-700-000		Fire Dept - Equip Maintenance		87.91
ALUMINUM CHROME CAP, CHAIN			72030	
			Total	87.91
15267	5/28/2024	FOX VALLEY HUMANE ASSOCIATION LTD		
5751, 5775				

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NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-02-51400-400-006		Gen. Admin - Service Contracts		240.00
FROM 10/31/23 ANIMALS HANDLED 4 BILL 3			5751	
100-02-51400-400-006		Gen. Admin - Service Contracts		160.00
FROM 11/30/23 ANIMALS HANDLED 2 BILL 2			5775	
			Total	400.00
15268	5/28/2024	GFL ENVIRONMENTAL		
U30000146210				
100-00-53620-000-000		Refuse and Garbage Services		79.00
COMMUNITY PARK TRASH PICKUP JUN			U30000146210	
			Total	79.00
15269	5/28/2024	GFL ENVIRONMENTAL		
U30000146423				
100-00-53620-000-000		Refuse and Garbage Services		34,293.52
RES TRASH FOR MAY			U30000146423	
100-00-53635-000-000		Recycling Services		22,839.18
RES RECYCLING FOR MAY			U30000146423	
100-00-53620-000-000		Refuse and Garbage Services		89.59
COMMERCIAL TRASH DUMPSTER VHALL MAY			U30000146423	
100-00-53635-000-000		Recycling Services		61.13
COMMERCIAL RECYCLING DUMPSTER VHALL MAY			U30000146423	
100-00-53620-000-000		Refuse and Garbage Services		0.00
DAMAGED CARTS			N/A	
100-00-53620-000-000		Refuse and Garbage Services		0.00
FUEL SURCHARGE RESIDENT PICKUP			U30000140051	
100-00-53620-000-000		Refuse and Garbage Services		35.36
FUEL SURCHARGE VILLAGE HALL PICKUP			U30000146423	
100-00-53620-000-000		Refuse and Garbage Services		0.00
CONTAMINATION CHRG -			NA	
100-00-53620-000-000		Refuse and Garbage Services		50.00
BULKY ITEM PICKUP - W6013 MOONFLOWER			U30000146423	
100-00-53620-000-000		Refuse and Garbage Services		0.00
FALL YARD PICKUP			NA	
100-00-53620-000-000		Refuse and Garbage Services		50.00
BULKY ITEM PICKUP - N9682 HOPFENSPERGER			U30000146423	
100-00-53620-000-000		Refuse and Garbage Services		4,624.00
SPRING YARD PICKUP			U30000146423	

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-00-53620-000-000		Refuse and Garbage Services		50.00
BULKY ITEM PICKUP - W5892 BLUE BONNET			U30000146423	
100-00-53620-000-000		Refuse and Garbage Services		50.00
BULKY ITEM PICKUP - N9678 SHEPHERD			U30000146423	
100-00-53620-000-000		Refuse and Garbage Services		50.00
BULKY ITEM PICKUP - N8945 SPRING VALLEY			U30000146423	
100-00-53620-000-000		Refuse and Garbage Services		100.00
BULKY ITEM PICKUP - N6593 HARRISON RD			U30000146423	
100-00-53620-000-000		Refuse and Garbage Services		100.00
BULKY ITEM PICKUP - W5849 BLUE BONNET			U30000146423	
			Total	62,392.78
15270	5/28/2024	MENARDS-APPLETON EAST		
56636, 56734				
100-00-55200-000-000		Parks - Maint. and Utilities		72.37
FROM 5/7/24 DARBOY PARK SUPPLIES			56636	
100-00-55200-000-000		Parks - Maint. and Utilities		6.32
FROM 5/9/24 DARBOY PARK TENT STAKES			56734	
			Total	78.69
15271	5/28/2024	OFFICE DEPOT BUSINESS CREDIT - VOH		
6011568517636189				
100-02-51400-400-000		Gen. Admin - Supplies		105.03
FROM 4/17- 5/2 ENVELOPES, PAPER, CARDSTK				
			Total	105.03
15272	5/28/2024	POSTMASTER		
POSTAGE FOR NEWSLETTER SUMMER 2024				
100-02-51400-800-005		Gen. Admin - Newsltr & Postage		1,305.07
POSTAGE FOR NEWSLETTER SUMMER 2024				
			Total	1,305.07
15273	5/28/2024	STAPLES		
6002068876				
100-02-51400-400-000		Gen. Admin - Supplies		117.26
OFFICE SUPPLIES 5/2/24			6002068876	
			Total	117.26
15274	5/28/2024	ULINE		
178481130				

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
100-09-53311-505-000		Hwy Dept - Building Maint		223.03
FROM 5/22/24 CARPET MAT			178481130	
			Total	223.03
15275	5/30/2024	CALUMET COUNTY REGISTER OF DEEDS		
RECORDING FEES STATE PARK RD ROW ACQ				
100-09-57330-000-000		Capital Outlay - Road Projects		570.00
RECORDING FEES STATE PARK RD ROW ACQ				
			Total	570.00
15276	5/30/2024	COMPEER FINANCIAL		
PART RELEASES MORTGAGE KEMPEN PARC 7,8,9				
100-09-57330-000-000		Capital Outlay - Road Projects		300.00
PART RELEASES MORTGAGE KEMPEN PARC 7,8,9				
			Total	300.00
15277	5/30/2024	WE ENERGIES ESSENTIAL SERVICES A299		
LINE EXTENSN REQ 4916610 W5807 MANITOWOC				
201-00-57220-000-000		Capital Outlay - Park Impact		15,424.95
LIGHTING LINE EXTENSION FARMERS FIELD			4916610	
			Total	15,424.95
			Grand Total	627,805.63

NICOLET (INVESTORS) BANK VOH Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	503,043.08
Total Expenditure from Fund # 201 - PARK IMPACT FEES	112,481.19
Total Expenditure from Fund # 230 - STORM WATER UTILITY FEES	4,720.00
Total Expenditure from Fund # 240 - FEDERAL FUNDS - ARPA	2,416.77
Total Expenditure from Fund # 403 - TAX INCREMENTAL DISTRICT #3	350.00
Total Expenditure from Fund # 405 - TAX INCREMENTAL DISTRICT #5	2,592.41
Total Expenditure from Fund # 406 - TAX INCREMENTAL DISTRICT #6	2,202.18
Total Expenditure from all Funds	627,805.63

NICOLET (INVESTORS) BANK VOH Payroll Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	95,873.83
Total Expenditure from Fund # 610 - WATER UTILITY	13,927.28
Total Expenditure from Fund # 620 - SEWER UTILITY	14,298.92
Total Expenditure from all Funds	124,100.03

Bills & Claims - Harrison Utilities

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UTILITIES EXPENSE NICOLET Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
EFT	5/02/2024	PSN INVOICE - UTILITIES		
April 2024 PSN Monthly Fee			Manual Check	
610-00-57923-000-000		Outside Services Employed		24.97
April 2024 PSN Monthly Fee		293448		
620-00-57852-000-000		Outside Services Employed		24.98
April 2024 PSN Monthly Fee		293448		
			Total	49.95
			Grand Total	49.95

Bills & Claims - Harrison Utilities

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
EFT	5/08/2024	WE ENERGIES - 00003		
0705461764-00003 | COA Mtr #2 - Electric			Manual Check	
610-00-57641-000-000		Operation Supplies & Expenses		269.71
0705461764-00003 | COA Mtr #2 - Electric			05082024-00003	
			Total	269.71
EFT	5/10/2024	THE HOME DEPOT - UTILITIES		
5093575 4/11/24 Light Bulbs for Building			Manual Check	
610-00-57935-000-000		Maintenance of General Plant		12.65
5093575 4/11/24 Light Bulbs for Building				
620-00-57834-000-000		Maintenance of General Plant		12.65
5093575 4/11/24 Light Bulbs for Building				
			Total	25.30
EFT	5/10/2024	MARCO TECHNOLOGIES LLC - UTILITIES		
04/25/24 Copier Lease & Usage			Manual Check	
610-00-57921-000-000		Office Supplies & Expenses		123.10
04/25/24 Copier Lease & Usage			36437984	
620-00-57851-000-000		Office Supplies & Expenses		123.10
04/25/24 Copier Lease & Usage			36437984	
			Total	246.20
EFT	5/14/2024	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			05142024-00006	
			Total	16.25
EFT	5/14/2024	WE ENERGIES - 00010		
0705461764-00010 | LS#4 - Gas			Manual Check	
620-00-57821-000-000		Fuel/Power Purchase - Pumping		53.49
0705461764-00010 | LS#4 - Gas			05142024-00010	
			Total	53.49
EFT	5/15/2024	KWIK TRIP - UTILITIES		
04/29/24- FUEL			Manual Check	
610-00-57933-000-000		Transportation Expense		357.68
04/29/24- FUEL			NP66324033	
620-00-57828-000-000		Transportation Expense		357.69
04/29/24- FUEL			NP66324033	

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
620-00-57821-000-000		Fuel/Power Purchase - Pumping		226.84
04/29/24- FUEL			NP66324033	
			Total	942.21
EFT	5/23/2024	WE ENERGIES - 00004		
0705461764-00004 | LS#3 Electric			Manual Check	
620-00-57821-000-000		Fuel/Power Purchase - Pumping		96.95
0705461764-00004 | LS#3 Electric			05232024-00004	
			Total	96.95
EFT	5/22/2024	RELIANCE STANDARD LIFE INSURANCE COMPANY		
UTILITIES JUNE 2024 LIFE & DISABILITY			Manual Check	
610-00-57926-000-000		Employee Pensions & Benefits		101.81
UTILITIES JUNE 2024 LIFE & DISABILITY				
620-00-57854-000-000		Employee Pensions & Benefits		101.82
UTILITIES JUNE 2024 LIFE & DISABILITY				
			Total	203.63
EFT	5/24/2024	CHARTER COMMUNICATIONS - UTILITIES		
Acct# 8348 10 427 0026135 Internet			Manual Check	
610-00-57921-000-000		Office Supplies & Expenses		64.99
Acct# 8348 10 427 0026135 Internet			153078301050724	
620-00-57851-000-000		Office Supplies & Expenses		65.00
Acct# 8348 10 427 0026135 Internet			153078301050724	
			Total	129.99
EFT	5/24/2024	MENASHA UTILITIES		
ACCT#3266037-00 |Elec Plank Rd-Meter Pit			Manual Check	
620-00-57827-000-000		Operation Supplies & Expenses		11.34
ACCT#3266037-00 |Elec Plank Rd-Meter Pit				
610-00-57641-000-000		Operation Supplies & Expenses		71.68
ACCT#3265998-00 | COA Water #1 Electric				
620-00-57821-000-000		Fuel/Power Purchase - Pumping		1,280.10
ACCT#3265946-00 | LS #4 Electric				
620-00-57827-000-000		Operation Supplies & Expenses		11.39
ACCT#3265946-00 | Storm Water Charge				
			Total	1,374.51
EFT	5/28/2024	AT&T - UTILITIES		
ACCT#920-380-0991 MTR STN #2 DIALER			Manual Check	

Bills & Claims - Harrison Utilities

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
610-00-57641-000-000		Operation Supplies & Expenses		25.69
ACCT#920-380-0991		MTR STN #2 DIALER	920380099105-24	
620-00-57827-000-000		Operation Supplies & Expenses		42.59
ACCT#920-380-0977		LS#3 DIALER	920380099105-24	
620-00-57827-000-000		Operation Supplies & Expenses		42.59
ACCT#920-380-0982		LS#2 DIALER	920380099105-24	
620-00-57827-000-000		Operation Supplies & Expenses		42.59
ACCT#920-380-0987		LS#1 DIALER	920380099105-24	
610-00-57641-000-000		Operation Supplies & Expenses		42.53
ACCT#920-380-0992		MTR STN #1 DIALER	920380099105-24	
620-00-57827-000-000		Operation Supplies & Expenses		0.00
ACCT#920-380-0996		LS#4 DIALER	920380099105-24	
			Total	195.99
EFT	5/28/2024	WE ENERGIES - 00001		
0705461764-00001		LS#1 Electric & Gas	Manual Check	
620-00-57821-000-000		Fuel/Power Purchase - Pumping		392.72
0705461764-00001		LS#1 Electric & Gas	05282024-00001	
			Total	392.72
EFT	5/28/2024	WE ENERGIES - 00007		
0705461764-00007		LS#6 Electric & Gas	Manual Check	
620-00-57821-000-000		Fuel/Power Purchase - Pumping		193.89
0705461764-00007		LS#6 Electric & Gas	05282024-00007	
			Total	193.89
EFT	5/28/2024	WE ENERGIES - 00002		
0705461764-00002		LS#2 Electric	Manual Check	
620-00-57821-000-000		Fuel/Power Purchase - Pumping		92.56
0705461764-00002		LS#2 Electric	05282024-00002	
			Total	92.56
EFT	5/28/2024	WE ENERGIES - 00009		
0705461764-00009		HU Main - Electric	Manual Check	
610-00-57921-000-000		Office Supplies & Expenses		331.62
0705461764-00009		HU Main - Electric	05282024-00009	
620-00-57851-000-000		Office Supplies & Expenses		331.63
0705461764-00009		HU Main - Electric	05282024-00009	
			Total	663.25

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
EFT	5/28/2024	WE ENERGIES - 00005		
0705461764-00005 | HU Main - Gas			Manual Check	
610-00-57921-000-000		Office Supplies & Expenses		34.20
0705461764-00005 | HU Main - Gas			05282024-00005	
620-00-57851-000-000		Office Supplies & Expenses		34.20
0705461764-00005 | HU Main - Gas			05282024-00005	
			Total	68.40
EFT	5/29/2024	VERIZON WIRELESS - UTILITIES		
SHARE OF EMERGENCY PHONE			Manual Check	
610-00-57641-000-000		Operation Supplies & Expenses		17.21
SHARE OF EMERGENCY PHONE			9963632090	
620-00-57827-000-000		Operation Supplies & Expenses		42.47
LS6 DIALER & SHARE OF EMERGENCY PHONE			9963632090	
			Total	59.68
10713	5/08/2024	AIT BUSINESS TECHNOLOGIES, LLC		
10/31/23 DNS Update Tech Support				
610-00-57921-000-000		Office Supplies & Expenses		17.80
10/31/23 DNS Update Tech Support			47030	
620-00-57851-000-000		Office Supplies & Expenses		17.81
10/31/23 DNS Update Tech Support			47030	
			Total	35.61
10714	5/08/2024	CLEAN WATER TESTING LLC		
4/26/24 Quarterly Water DBP Tests				
610-00-57641-000-000		Operation Supplies & Expenses		360.00
4/26/24 Quarterly Water DBP Tests			9008794890	
			Total	360.00
10715	5/08/2024	COMMUNITY FIRST CU - VISA		
4/28/24 Card *7123				
610-00-57641-000-000		Operation Supplies & Expenses		44.28
3/27/24 Stoney Creek Inn - GTL Hotel				
620-00-57827-000-000		Operation Supplies & Expenses		44.28
3/27/24 Stoney Creek Inn - GTL Hotel				
610-00-57921-000-000		Office Supplies & Expenses		6.82
4/22/24 ADOBE MONTHLY SUBSCRIPTION				
620-00-57851-000-000		Office Supplies & Expenses		6.82
4/22/24 ADOBE MONTHLY SUBSCRIPTION				

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
610-00-57641-000-000		Operation Supplies & Expenses		22.69
4/23/24 Waverly Beach Operator Lunch				
620-00-57827-000-000		Operation Supplies & Expenses		22.69
4/23/24 Waverly Beach Operator Lunch				
610-00-57641-000-000		Operation Supplies & Expenses		16.87
4/24/24 Outpost Operator Lunch				
620-00-57827-000-000		Operation Supplies & Expenses		16.87
4/24/24 Outpost Operator Lunch				
			Total	181.32
10716	5/08/2024	GFL ENVIRONMENTAL		
U30000143212				
610-00-57930-000-000		Miscellaneous General Expense		62.93
COMMERCIAL TRASH DUMPSTER/RECY MAY			U30000143212	
620-00-57856-000-000		Miscellaneous General Expense		62.93
COMMERCIAL TRASH DUMPSTER/RECY MAY			U30000143212	
			Total	125.86
10717	5/08/2024	MORTON SAFETY		
4/23/24 Various Saftey Supplies				
610-00-57641-000-000		Operation Supplies & Expenses		294.19
4/23/24 Various Saftey Supplies			228361	
620-00-57827-000-000		Operation Supplies & Expenses		294.20
4/23/24 Various Saftey Supplies			228361	
			Total	588.39
10718	5/08/2024	SERVICEMASTER BUILDING MAINTENANCE		
4/1/24 - APR 2024 CLEANING SERVICE				
610-00-57935-000-000		Maintenance of General Plant		162.50
5/1/24 - MAY 2024 CLEANING SERVICE			44978	
620-00-57834-000-000		Maintenance of General Plant		162.50
5/1/24 - MAY 2024 CLEANING SERVICE			44978	
			Total	325.00
10719	5/15/2024	CALUMET COUNTY REGISTER OF DEEDS		
Southfield Lot 30 Easement Amendment Rec				
610-00-57930-000-000		Miscellaneous General Expense		15.00
Southfield Lot 30 Easement Amendment Rec				
620-00-57856-000-000		Miscellaneous General Expense		15.00
Southfield Lot 30 Easement Amendment Rec				

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
			Total	30.00
10720	5/15/2024	EAGLE GRAPHICS, LLC		
5/7/24 2024 JMF Clothing Allowance				
610-00-57930-000-000		Miscellaneous General Expense		106.50
5/7/24 2024 JMF Clothing Allowance			292365	
620-00-57856-000-000		Miscellaneous General Expense		106.50
5/7/24 2024 JMF Clothing Allowance			292365	
			Total	213.00
10721	5/15/2024	US POSTAL SERVICE		
7/1/24 PERMIT 68 FIRST CLASS PRESORT				
610-00-57921-000-000		Office Supplies & Expenses		160.00
7/1/24 PERMIT 68 FIRST CLASS PRESORT				
620-00-57851-000-000		Office Supplies & Expenses		160.00
7/1/24 PERMIT 68 FIRST CLASS PRESORT				
			Total	320.00
10722	5/15/2024	WISCONSIN RURAL WATER ASSOCIATION		
5/22/24 DWD Cross Connection Training				
610-00-57930-000-000		Miscellaneous General Expense		120.00
5/22/24 DWD Cross Connection Training			Pre-Registration	
			Total	120.00
10723	5/22/2024	CLEAN WATER TESTING LLC		
5/16/24 Monthly Water Bacteria Tests				
610-00-57641-000-000		Operation Supplies & Expenses		96.00
5/16/24 Monthly Water Bacteria Tests			9008880313	
			Total	96.00
10724	5/22/2024	JACOBS CONCRETE LLC		
5/10/24 RESTORATION AT W6675 FL#6				
610-00-57652-000-000		Maintenance of Services		2,074.00
5/10/24 RESTORATION AT W6675 FL#6			12-1567	
			Total	2,074.00
10725	5/22/2024	NEENAH-MENASHA SEWERAGE COMMISSION		
JUN 2024 Bill Based on APR 2024 Measures				
620-00-57829-000-000		Sewerage Treatment Charges		21,755.70
JUN 2024 Bill Based on APR 2024 Measures			2024-185	

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
620-00-57870-000-000		Interest Expense - CWF Loan		1,154.00
JUN 2024 CWF Loan - Interest			2024-191	
620-00-57875-000-000		Amortization Expense-CWF Loan		4,750.00
JUN 2024 CWF Loan - Debt			2024-191	
620-00-57870-000-000		Interest Expense - CWF Loan		329.00
JUN 2024 SLDG BLDG LOAN INTEREST			2024-191	
620-00-57875-000-000		Amortization Expense-CWF Loan		1,830.00
JUN 2024 SLDG BLDG LOAN DEBT			2024-191	
			Total	29,818.70
10726	5/22/2024	SEILER INSTRUMENT & MANUFACTURING CO. INC.		
5/3/24 GIS EQUIP & SUBSCRIPTION				
610-00-57921-000-000		Office Supplies & Expenses		1,137.50
5/3/24 CAT10 ANNUAL SUBSCRIPTION			29165	
620-00-57851-000-000		Office Supplies & Expenses		1,137.50
5/3/24 CAT10 ANNUAL SUBSCRIPTION			29165	
610-00-57930-000-000		Miscellaneous General Expense		650.21
5/3/24 DA2 EQUIPMENT & SHIPPING			29165	
620-00-57856-000-000		Miscellaneous General Expense		650.22
5/3/24 DA2 EQUIPMENT & SHIPPING			29165	
			Total	3,575.43
10727	5/22/2024	SUPERIOR CHEMICAL LLC		
GENERAL MAINT. SUPPLIES				
610-00-57935-000-000		Maintenance of General Plant		149.80
5/15/24 AERO KNOCK OUT (5GAL)			391330	
620-00-57834-000-000		Maintenance of General Plant		149.80
5/15/24 AERO KNOCK OUT (5GAL)			391330	
610-00-57935-000-000		Maintenance of General Plant		54.44
5/15/24 AERO KLEEN (1CS)			391330	
620-00-57834-000-000		Maintenance of General Plant		54.45
5/15/24 AERO KLEEN (1CS)			391330	
610-00-57935-000-000		Maintenance of General Plant		75.98
5/15/24 LEMON LITE (1CS)			391330	
620-00-57834-000-000		Maintenance of General Plant		75.99
5/15/24 LEMON LITE (1CS)			391330	
610-00-57935-000-000		Maintenance of General Plant		39.01
5/15/24 AERO TITANIC AQUATIC (1GAL)			391330	

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

Check Nbr	Check Date	Payee		Amount
620-00-57834-000-000		Maintenance of General Plant		39.01
5/15/24 AERO TITANIC AQUATIC (1GAL)			391330	
			Total	638.48
10728	5/28/2024	GFL ENVIRONMENTAL		
U30000146423				
610-00-57930-000-000		Miscellaneous General Expense		63.11
COMMERCIAL TRASH DUMPSTER/RECY JUN			U30000146423	
620-00-57856-000-000		Miscellaneous General Expense		63.12
COMMERCIAL TRASH DUMPSTER/RECY JUN			U30000146423	
			Total	126.23
10729	5/28/2024	MARTENSON & EISELE INC		
Engineering Services Through 4/30/24				
610-00-57923-000-000		Outside Services Employed		262.50
General Requests through 4/30/24			64075	
620-00-57852-000-000		Outside Services Employed		862.50
General Requests through 4/30/24			64075	
620-00-57852-000-000		Outside Services Employed		774.00
LS3 FM Project through 3/31/24			64074	
620-00-57852-000-000		Outside Services Employed		2,130.75
LT Planning through 4/30/24			64073	
			Total	4,029.75
			Grand Total	47,682.50

UTILITIES EXPENSE COMM FIRST CU Accounting Checks

Posted From: 5/01/2024 From Account:
Thru: 5/31/2024 Thru Account:

	Amount
Total Expenditure from Fund # 610 - WATER UTILITY	7,461.25
Total Expenditure from Fund # 620 - SEWER UTILITY	40,221.25
Total Expenditure from all Funds	47,682.50

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Vicki Tessen, Treasurer

Meeting Date:
June 25, 2024

Title:
Review of the 2023 Financial Statements and Draft Audit by CLA.

Issue:
2023 Village Audit Report - Draft

Background and Additional Information:
Assistant Manager Pelishek, Treasurer Tessen, Accountant Knapp, and HU Office Manager Barlow met with Village Auditor Lenell on June 19th to discuss the 2023 audit.

Lenell informed the village staff that the audit staff is in the final stages of drafting the audit report and would contact staff by June 21st if anything more was needed from them.

The auditor said the draft would not be completed in time to be included in the meeting packet, but would email it to the treasurer by Monday, June 24th. The treasurer will then forward it to the Board and append it to the online packet as Addendum A.

Auditor Lenell requests the Board to delay any action regarding the audit until the July board meeting. He recommends allowing time for the board and staff to thoroughly review the entire report for any discrepancies or concerns before formal acceptance is had.

Budget Impacts:
none

Recommended Action:
Request to postpone acceptance of the audit report until the July meeting to allow staff time to review the statements.

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Brandon Barlow, Utilities Office Manager & Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
Resolution V2024-06 to accept the Harrison Utilities Compliance Maintenance Annual Report (CMAR) for the reporting period of 2023.

Issue:
Should the Village Board adopt Resolution V2024-06 authorizing submittal of the CMAR?

Background and Additional Information:
Each year Harrison Utilities must file a Compliance Maintenance Annual Report (CMAR) for the wastewater collection system in accordance with Wis. Admin. Code NR 208. This report is broken into two main sections, financial management and collection system. Each section is scored against criteria listed in the report and given a letter grade A-F and grade points, which along with weighting factors result in a Grade Point Average (GPA).

If the report indicates a grade of "C" or lower, then the Village Board must adopt a set of actions or recommendations to be taken in order to address items raised within the report. The CMAR for the 2023 reporting year has a grade of "C" for the financial management section and "A" collection system section, with a GPA 3.50 based on weighting factors.

The section grade of "C" for the financial management section is a result of the response on question 2.2 which asks "When was the User Charge System or other revenue sources(s) last reviewed and/or revised?" The sanitary sewer rates were last reviewed in 2019, resulting in points against the Utilities for that review having taken place "3 or more years ago". Staff had identified this issue in 2023 and in response brought a proposal to the Village Board to contract Ehlers & Associates to conduct a Financial Planning Review of the Utilities. This proposal was approved by the Board on 11/28/23 and the results were presented to the Board on 2/27/24. The review found the user sewer user rates to be sufficient to meet the needs of the Utilities.

As the review was completed and presented in 2024 it will be reflected in subsequent CMARs, but was not completed in time for inclusion in the 2023 CMAR.

Budget Impacts:
None

Recommended Action:
Motion to approve V2024-06 accepting the Harrison Utilites CMAR Report.

Attachments:
- 2024.06.14 - 2023 CMAR.pdf
- V2024-06 DNR Compliance Maintenance Annual Report for 2023 for Harrison Utilities.pdf

Compliance Maintenance Annual Report

Harrison Utilities

Last Updated: 6/13/2024 Reporting For: **2023**

Financial Management

1. Provider of Financial Information

Name: Brandon Barlow

Telephone: (920) 989-1062 (XXX) XXX-XXXX

E-Mail Address (optional): bbarlow@harrisonutilities.org

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- ● Yes (0 points) ☐☐
- ○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?

Year: 2019

- ○ 0-2 years ago (0 points) ☐☐
- ● 3 or more years ago (20 points)☐☐
- ○ N/A (private facility)

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- ● Yes (0 points)
- ○ No (40 points)

20

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year: 2022

- ○ 1-2 years ago (0 points)☐☐
- ○ 3 or more years ago (20 points)☐☐
- ● N/A

If N/A, please explain:

The Equipment Replacement Fund was eliminated as of the end of Fiscal Year 2022. As noted under General Comments (5), the Sewer Utility has sufficient financial resources to meet equipment replacement needs.

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR		$ 0.00
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		$ 0.00
3.2.3 Adjusted January 1st Beginning Balance		$ 0.00
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	$ 0.00

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - $ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year $ 0.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Auditor advised that the fund is not needed.

3.3 What amount should be in your Replacement Fund? $ 0.00 **0**

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- ● Yes
- ○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- ● Yes - If Yes, please provide major project information, if not already listed below.☐☐
- ○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Lift Station #3 Forcemain Replacement. Replace approx. 2,600' of ductile forcemain.	$600,000	2024

5. Financial Management General Comments

As of the most recently completed audit financial statements, for the period ending 12/31/22, the Sewer Utility has an Unrestricted Net Position of $4,166,363. The Sewer Utility has Cash and Cash Equivalents of $4,124,088 as of 12/31/22. The funds are available to meet the operational, maintenance, equipment replacement, and capital improvement needs of the Utility. The User Charge System is being reviewed in 2024.

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 5

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	15,629	118
February	13,621	111
March	16,259	101
April	14,614	69
May	15,272	30
June	12,910	13
July	12,533	13
August	12,432	13
September	11,868	11
October	12,908	12
November	12,910	29
December	13,429	81
Total	**164,385**	**601**
Average	**13,699**	**50**

6.1.2 Comments:

Energy use totals exclude the main office/shop, as this is a mixed use facility.

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☐ SCADA System
- ☒ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

The 2024 Capital Improvement Plan includes budgeted funds to purchase and install Variable Speed/Frequency Drives on the pumps at Lift Stations 1, 2, 3, and 4.

6.3 Has an Energy Study been performed for your pump/lift stations?

- ○ No
- ● Yes

Year: 2016

By Whom: Menasha Utilities

Describe and Comment:

The energy study was stated on the 2017 CMAR. An energy study was not done during the period 2018-2023 as there were not any issues reported during those years. The pumps at Lift Station #1 were replaced in 2023, which allows the station to continue to accommodate increased flows at an improved energy efficiency.

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

The 2024 Capital Improvement Plan includes budgeted funds to purchase and install Variable Speed/Frequency Drives on the pumps at Lift Stations 1, 2, 3, and 4 as well as funds to replace the pumps at Lift Station 2. These upgrades should result in more energy efficient lift station operations.

Total Points Generated	20
Score (100 - Total Points Generated)	80
Section Grade	**C**

Compliance Maintenance Annual Report

Harrison Utilities

Last Updated: 6/13/2024 Reporting For: **2023**

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ● Yes
- ○ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ● Yes
- ○ No (30 points)
- ○ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Replace sampling manhole on Plank Rd. Rehab 3 sanitary manholes along south side of Plank/114. Continue activities to reduce I/I, including replacing 13 manhole lid seals and 8 chimney seals. Replaced the wet well pumps at Lift Station #1 in order to ensure continued reliability and increase efficiency.

Did you accomplish them?

- ● Yes
- ○ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)]☐☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☐ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2019-05-01

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☐ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories

- ☒ Up-to-date sewer system map
- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)]☐☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)]☐☐ **0**

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]☐☐

☐ Special Studies Last Year (check only those that apply):

- ☒ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Managment Plan (SECAP)
- ☒ Lift Station Evaluation Report
- ☐ Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	33	% of system/year
Root removal	0	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	1	% of system/year
Manhole inspections	11	% of system/year
Lift station O&M	5	# per L.S./year
Manhole rehabilitation	1	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections		

	0	% of system/year
Private sewer I/I removal	0	% of private services
River or water crossings	0	% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

29.63	Total actual amount of precipitation last year in inches
33.85	Annual average precipitation (for your location)
47.27	Miles of sanitary sewer
5	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
.46	Average daily flow in MGD (if available)
.60	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
1.3	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **				
	Date	Location	Cause	Estimated Volume
None reported				

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ○ Yes
- ● No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ○ Yes
- ● No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Total I/I continues to be reduced by repairing manholes, checking sewer cleanouts, and eliminating sump pump discharge contributions.

5.4 What is being done to address infiltration/inflow in your collection system?

Monitoring pumping records to check for spikes potentially tied to I/I. Ensuring that new construction is built to our standard specifications. Collection mains, manholes, and laterals are inspected, televised, or repaired as required.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

Compliance Maintenance Annual Report

Harrison Utilities

Last Updated: 6/13/2024 Reporting For: **2023**

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	C	2	1	2
Collection	A	4	3	12
TOTALS			**4**	**14**
GRADE POINT AVERAGE (GPA) = 3.50				

Notes:
A = Voluntary Range (Response Optional)
B = Voluntary Range (Response Optional)
C = Recommendation Range (Response Required)
D = Action Range (Response Required)
F = Action Range (Response Required)

Compliance Maintenance Annual Report

Harrison Utilities

Last Updated: 6/13/2024 Reporting For: **2023**

Resolution or Owner's Statement

Name of Governing Body or Owner:

Date of Resolution or Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = C

Collection Systems: Grade = A
(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)
G.P.A. = 3.50

RESOLUTION V2024-06

VILLAGE OF HARRISON
Calumet and Outagamie Counties, Wisconsin

WISCONSIN DEPARTMENT OF NATURAL RESOURCES NR 208 COMPLIANCE MAINTENANCE RESOLUTION FOR HARRISON UTILITIES

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report (CMAR) for the Harrison Utilities' wastewater collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades of "C" or less and/or an overall grade point average (<3.00); and

WHEREAS, the CMAR reporting for 2023 has section grades of "C" for the Financial Section and "A" for the Collection Section and an overall grade point average of 3.50; and

WHEREAS, the Village Board approved a contract with Ehlers & Associates, Inc. for a Utility Financial Planning Review at the public meeting held November 28, 2023; and

WHEREAS, the results of the Utility Financial Planning Review were presented to the Village Board at the public meeting held February 27, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Village of Harrison Village Board that the Village Board has reviewed the Compliance Maintenance Annual Report (CMAR) and that the Village Board authorizes the submittal of the eCMAR form to the Wisconsin Department of Natural Resources.

Adopted by the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, this _____ day of _____, 2024.

VILLAGE OF HARRISON

By: _____
Allison Blackmer, Village President

Attest: _____
Vicki Tessen, Village Clerk

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
TID Annual Reports for Districts 1, 2, 3, 4, 5, and 6.

Issue:
Discussion only.

Background and Additional Information:
The Joint Review Boards including Appleton, Kimberly and Kaukauna School Districts occurred on Monday June 17, 2024. The board approved the annual reports. Staff will submit to the DOR by the deadline of July 1, 2024.

Budget Impacts:
None

Recommended Action:
Discussion only.

Attachments:
- TID_ANNUAL_REPORT_SUMMARY_FOR_JRB1.pdf

VILLAGE OF HARRISON TAX INCREMENTAL FINANCE DISTRICT ANNUAL REPORT

TID Annual Report	Lake Park Road Premier	County KK	Driscoll Properties	Lexington (Renn)	Village Center	Former Darboy Club
Information Reported Year	2023	2023	2023	2023	2023	2023
TID #	**1**	**2**	**3**	**4**	**5**	**6**
Type of TID	Mixed Use	Mixed Use	Mixed Use	Mixed Use	Mixed Use	Mixed Use
Creation Date	8/13/2013	1/29/2019	7/14/2020	9/8/2020	1/1/2023	1/1/2023
Termination Date	8/13/2033	1/29/2040	7/14/2040	9/8/2040	1/1/2043	1/1/2043
School District	Kimberly	Kaukauna	Kimberly	Appleton	Kimberly	Kimberly
Revenues						
Tax Increment	$947,412	$126,364	$128,432	$268,063	$0	$0
Other guarantees						
Misc Revenue						
Long Term Debt						
Total Revenues	$947,412	$126,364	$128,432	$268,063	$0	$0
Expenditures						
Developer grants	$564,443.00	$96,904	$38,933	$182,350		$250,000
Capital Expenditures						
DOR Fees	$150	$150	$150	$150	$1,000	$1,000
Administration						
Misc Expenses					$743	
Professional services					$9,302	
Debt issuance costs						
Principal on Long Term Debt						
Total Expenditures	$564,593.00	$97,054	$39,083	$182,500	$11,045	$251,000
Net Change in Fund Balances	$382,819	$29,310	$0.00	$85,563	-$11,045	($251,000)
Fund Balances- Beginning of Year	$449,639	$182,450	($4,560)	($3,077)	($583,357)	$0
Balance at end of Fiscal Year	$832,458	$211,760	$84,789	$82,486	($594,402)	($251,000)

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING	**VILLAGE OF HARRISON**
From: Chad Pelishek, Assistant Village Manager	**Meeting Date:** June 25, 2024

Title:
Resolution V2024-07, Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 5.

Issue:
Should the Village Board approve TID 5 Project Plan Amendment?

Background and Additional Information:
The project plan amendment adds territory for commercial development south of the Schmidt Road along CTH N as well as the Luniak Meadows 2 subdivision to the District as previously discussed with the Village Board.

Budget Impacts:
None

Recommended Action:
Motion to approve Resolution V2024-07 Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 5.

Attachments:
- V2024-07 TID 5 Project Plan Amendment.pdf
- Harrision TID #5 PPB Amend Project Plan - 6.20.24.pdf

RESOLUTION NO. V2024-07

VILLAGE OF HARRISON
Calumet and Outagamie Counties

RESOLUTION APPROVING AN AMENDMENT TO THE PROJECT PLAN AND BOUNDARIES OF TAX INCREMENTAL DISTRICT NO. 5

WHEREAS, the Village of Harrison (the "Village") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the Village; and

WHEREAS, Tax Incremental District No. 5 (the "District") was created by the Village on November 15, 2022; and

WHEREAS, the Village now desires to amend the Project Plan of the District (the "Amendment") in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, such Amendment will:

a. Add territory from the District as permitted under Wisconsin Statutes Section 66.1105(4)(h)2.
b. Amend the categories, locations, or costs of project costs to be made as permitted under Wisconsin Statutes Section 66.1105(4)(h)1.

WHEREAS, an amended Project Plan for the District has been prepared that includes:

a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
b. An economic feasibility study;
c. A detailed list of estimated project costs;
d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
e. A map showing existing uses and conditions of real property in the District;
f. A map showing proposed improvements and uses in the District;
g. Proposed changes of zoning ordinances, master plan, map, building codes and Village ordinances;
h. A list of estimated non-project costs;
i. A statement of the proposed plan for relocation of any persons to be displaced;
j. A statement indicating how the amendment of the District promotes the orderly development of the Village;
k. An opinion of the Village Attorney or of an attorney retained by the Village advising that the Project Plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Calumet County, the Kimberly Area School District, and the Fox Valley Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on June 18, 2024 held a public hearing concerning the proposed amendment to the Project

Plan and boundaries of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the amended district, adopted the Project Plan, and recommended to the Village Board that it amend the Project Plan and boundaries for the District.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Harrison that:

1. The boundaries of the District named "Tax Incremental District No. 5, Village of Harrison", are hereby amended as identified in Exhibit A of this Resolution.

2. The territory being added shall become part of the District effective as of January 1, 2024.

4. The Village Board finds and declares that:

   (a) Not less than 50% by area of the real property within the District, as amended, is suitable for mixed-use development as defined by Wisconsin Statutes Section 66.1105(2)(cm).

   (b) Based upon the finding stated in 3.a. above, the District was declared to be, and remains, a mixed-use district based on the identification and classification of the property included within the District.

   (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.

   (e) The equalized value of the taxable property within the territory to be added to the District plus the value increment of all other existing tax incremental districts within the Village, does not exceed 12% of the total equalized value of taxable property within the Village.

   (f) That there are no parcels to be added to the District that were annexed by the Village within the preceding three-year period.

   (g) The Village estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).

   (g) The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created..

   (g) Lands proposed for newly platted residential development comprise no more than 35% of the real property area within the District, as amended.

   (h) Costs related to newly-platted residential development may be incurred based on the proposed development having a density of at least three (3) units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.

4. The Project Plan for "Tax Incremental District No. 5, Village of Harrison" (see Exhibit B), as amended, is approved, and the Village further finds the Project Plan is feasible and in conformity with the master plan of the Village.

BE IT FURTHER RESOLVED THAT the Village Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2024, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the Village Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the Village Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this _____ day of _____, 2024.

_____
Village President

_____
Village Clerk

EXHIBIT A -

LEGAL BOUNDARY DESCRIPTION
OR
MAP OF
TAX INCREMENTAL DISTRICT NO. 5
VILLAGE OF HARRISON

[INCLUDED WITHIN PROJECT PLAN]

EXHIBIT B -

PROJECT PLAN

[DISTRIBUTED SEPARATELY]

June 20, 2024

PROJECT PLAN AMENDMENT

Village of Harrison, Wisconsin

Tax Incremental District No. 5

EHLERS
PUBLIC FINANCE ADVISORS

Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

BUILDING COMMUNITIES. IT'S WHAT WE DO.

KEY DATES

Organizational Joint Review Board Meeting Held:	June 17, 2024
Public Hearing Held:	June 18, 2024
Consideration by Plan Commission:	June 18, 2024
Consideration by Village Board:	June 25, 2024
Consideration by the Joint Review Board:	July 23, 2024

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SECTION 1:

Executive Summary

DESCRIPTION OF DISTRICT

Tax Incremental District ("TID") No. 5 ("District") was a 40-acre Mixed Use District created on November 15, 2023. The District is located along the east side of County Road N north of Manitowoc Rd. The District was created to advance the Village's vision to achieve well-planned, high quality growth, economic diversification, and development at a prominent location in the Village.

Purpose of Amendment

The purpose of this amendment, referred to hereafter as the Plan, the Amendment, or the Plan Amendment, is to:

- Add territory to the District as permitted under Wis. Stat. § 66.1105(4)(h)2. Specifically, the Village will add two parcels to the District, totaling approximately 28 acres. Post-Amendment, the District will contain approximately 68 acres. This is the first of four permitted territory amendments available to the District.

- Amend the categories, locations or costs of project costs to be made as permitted under Wis. Stat. § 66.1105(4)(h)1. ("Project"). Specifically, the Village will add approximately $4.5 million in total potential project costs to the Plan.

Estimated Total Project Cost Expenditures

The original project plan included approximately $5 million of project costs for infrastructure, land acquisition, pedestrian facilities and development incentives. This amendment includes an addition of approximately $4.5 million of projects costs for additional infrastructure, land acquisition and financing costs. The total project costs remaining is approximately $9 million.

Incremental Valuation

The Village projects that new land and improvements value of approximately $43.5 million occur within the District (original and amended boundary). Creation of this additional value will be made possible by the Project Costs made within the District. A table detailing assumptions as to the development timing and associated values is included in the Economic Feasibility Study located within this Plan.

Expected Termination of District

Based on the Economic Feasibility Study located within Section 9 of this Plan, the Village anticipates that the District will generate sufficient tax increment to pay all Project Costs by 2037.

Summary of Findings

As required by Wis. Stat. § 66.1105, and as documented in this Plan and the exhibits contained and referenced herein, the following findings are made:

1. That "but for" the creation of this District, the development projected to occur as detailed in this Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the Village. In reaching this determination, the Village has considered:
    - The substantial investment needed to provide the public infrastructure necessary to allow for development within the District. Absent the use of tax incremental financing, the Village is unable to fully fund this program of infrastructure improvements.
2. **The economic benefits of the District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements. In making this determination, the Village has considered the following information:**
    - Development within the District is likely to purchase goods and services from local suppliers and induced effects of employee households spending locally for goods and services from retailers, restaurants and service companies.

3. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.** As required by Wis. Stat. § 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been prepared and can be found in this Plan. However, because the Project would not occur without the use of tax incremental financing, these tax increments would not be paid but for creation of the District. Accordingly, the Village finds that the benefits expected to be realized as set forth in this Plan outweigh the value of the tax increments to be invested in the Project.

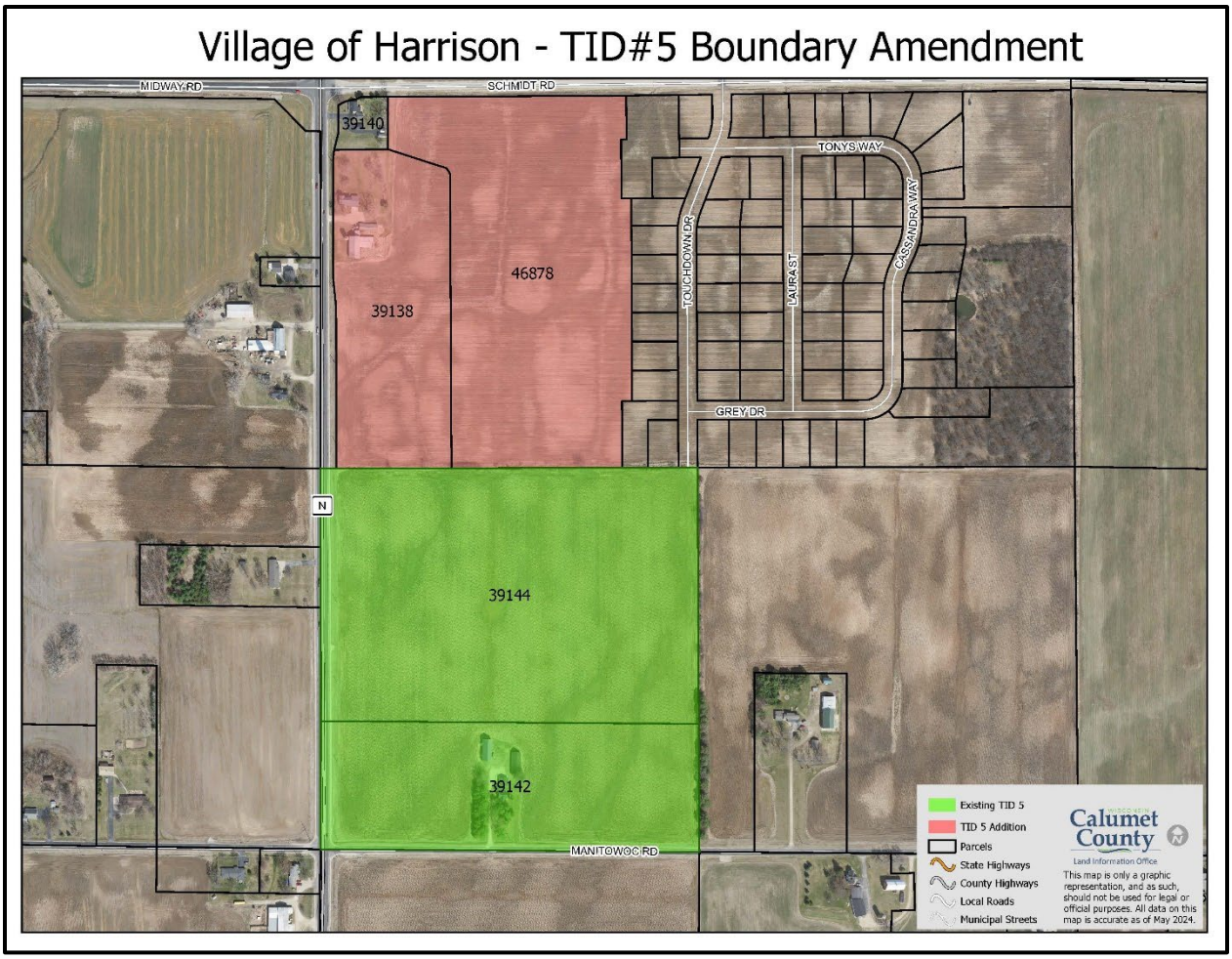
4. Not less than 50% by area of the real property within the District, as amended, is suitable for mixed use development as defined by Wis. Stat. § 66.1105(2)(cm).

5. Based on the foregoing finding, the District remains designated as a mixed-use district.
6. The Project Costs relate directly to promoting mixed use development in the District, consistent with the purpose for which the District is created. Lands proposed for newly-platted residential development comprise no more than 35% of the real property area within the amended District. Costs related to newly-platted residential development may be incurred based on the proposed development having a density of at least three (3) units per acre as defined in Wis. Stat. § 66.1105(2)(f)3.a.
7. Improvements to be made in the District are likely to significantly enhance the value of substantially all of the other real property in the District.
8. The equalized value of taxable property within the territory to be added to the District, plus the incremental value of all existing tax incremental districts within the Village does not exceed 12% of the total equalized value of taxable property within the Village.
9. The Plan for the District is feasible and is in conformity with the Master Plan of the Village.
10. The Village estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wis. Stat. § 66.1105(5)(b).
11. That there are no parcels to be included within the District that were annexed by the Village within the preceding three-year period.

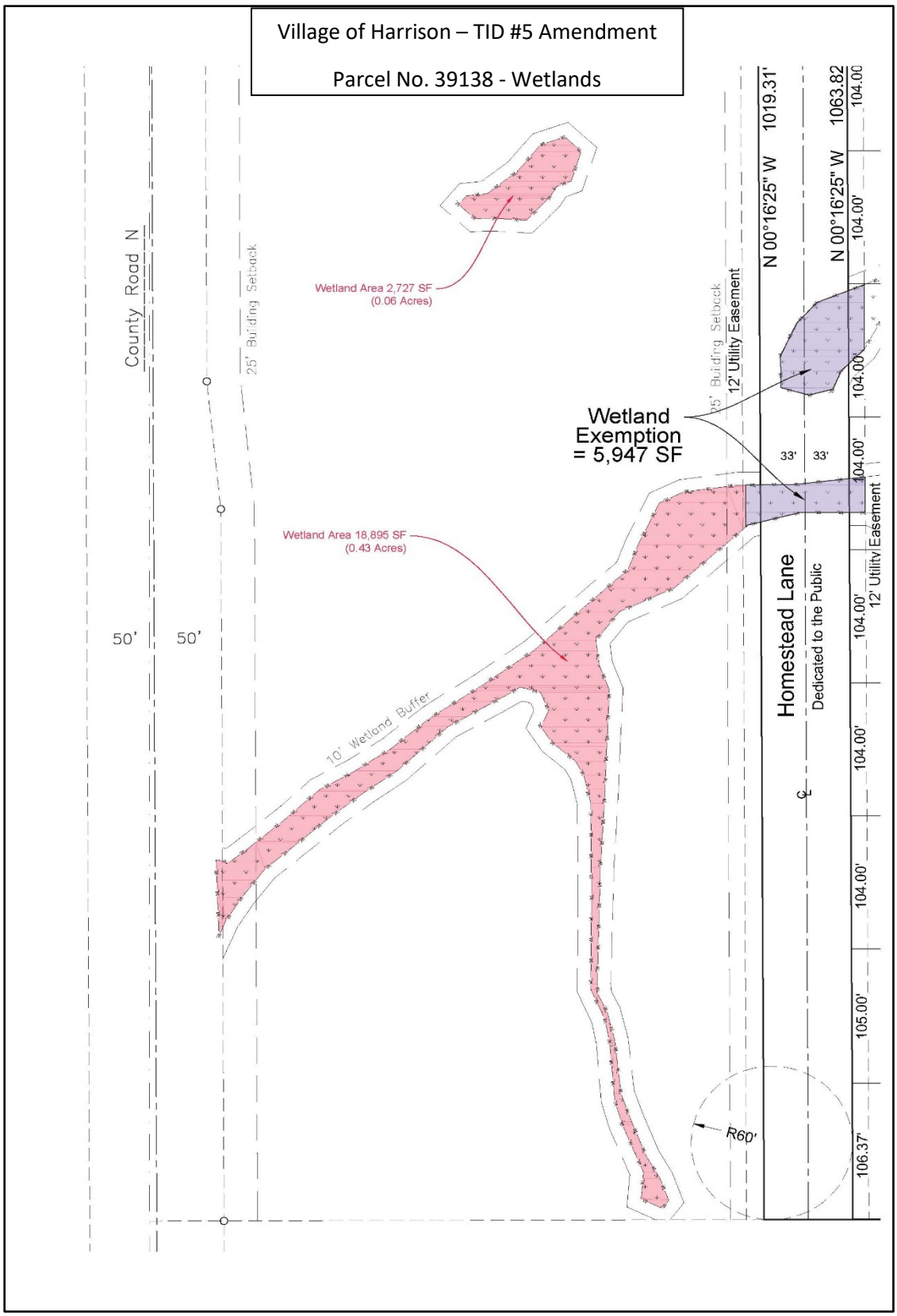
SECTION 2:
Preliminary Map of Original District Boundary and Territory to be Added

Maps found on following pages.

To the extent District boundaries include wetlands identified on a map prepared under Wis. Stat. § 23.32, the wetlands are excluded from the District. Map on page 8 shows the wetlands located within parcel 39138.



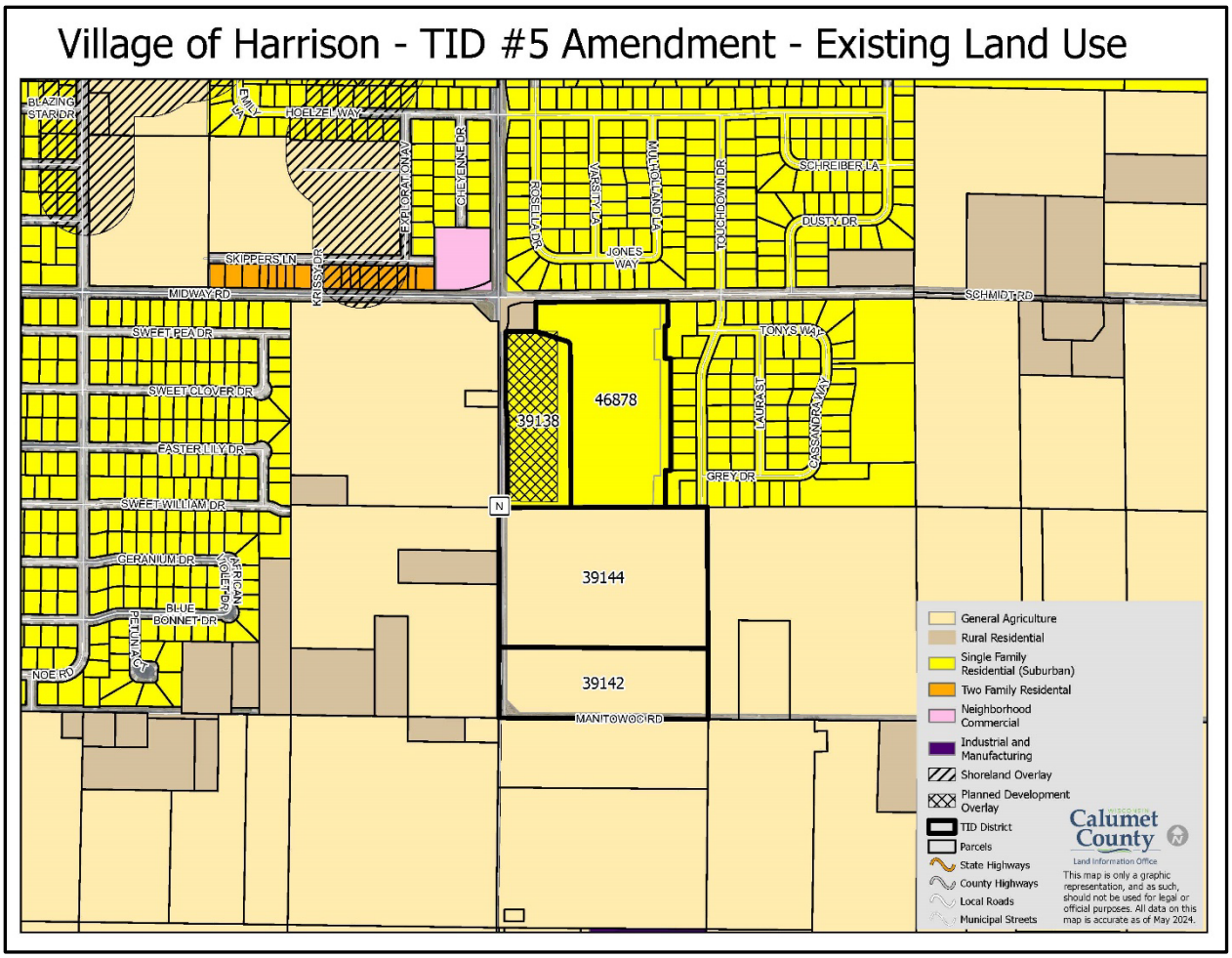
Boundary 1/1/2024


Village of Harrison – TID #5 Amendment
Parcel No. 39138 - Wetlands
County Road N
25' Building Setback
Wetland Area 2,727 SF
(0.06 Acres)
Wetland Area 18,895 SF
(0.43 Acres)
10' Wetland Buffer
50'
50'
Wetland
Exemption
= 5,947 SF
25' Building Setback
12' Utility Easement
N 00°16'25" W 1019.31'
N 00°16'25" W 1063.82
33'
33'
Homestead Lane
Dedicated to the Public
12' Utility Easement
R60'
104.00'
105.00'
106.37'

SECTION 3:

Map Showing Existing Uses and Conditions Within the Territory to be Added

Map found on following page.


Village of Harrison - TID #5 Amendment - Existing Land Use
BLAZING STAR DR
EMU
HOELZEL WAY
CHEYENNE DR
EXPLORATION AV
ROSELLA DR
VARSITY LA
MULHOLLAND LA
TOUCHDOWN DR
SCHREIBER LA
DUSTY DR
JONES WAY
SKIPPERS LN
KRISSY DR
MIDWAY RD
SCHMIDT RD
SWEET PEA DR
SWEET CLOVER DR
EASTER LILY DR
SWEET WILLIAM DR
GERANIUM DR
AFRICAN VIOLET DR
BLUE BONNET DR
PETUNIA CT
NOE RD
TONYS WAY
LAURA ST
CASSANDRA WAY
GREY DR
46878
39138
39144
39142
N
MANITOWOC RD
General Agriculture
Rural Residential
Single Family Residential (Suburban)
Two Family Residental
Neighborhood Commercial
Industrial and Manufacturing
Shoreland Overlay
Planned Development Overlay
TID District
Parcels
State Highways
County Highways
Local Roads
Municipal Streets
Calumet County
Land Information Office
This map is only a graphic representation, and as such, should not be used for legal or official purposes. All data on this map is accurate as of May 2024.

SECTION 4:
Preliminary Identification of Parcels to be Added

Parcel Data

Map Reference Number	Parcel Number	Address	Owner	Acres	Suitable Acres			
					Commercial/ Business	Previously-Platted Residential	Newly-Platted Residential	Industrial
Existing TID Area				37.17	31.17	0.00	6.00	0.00
N/A	ROW Areas			5.00				
N/A	39138	N9266 CTH N	Delilas Luniak	8.34	8.34			
N/A	46878	SCHMIDT RD	Delilas Luniak	17.72			17.72	
TOTALS				68.23	39.51	0.00	23.72	0.00

Percentage of TID Area Suitable for Mixed Use Development (at least 50%)	93%
Percentage of TID Area Not Suitable for Development	7%
Total Area	100%
Percentage of TID Area Suitable for Newly Platted Residential Development (no more than 35%)	34.76%
Wetland Acreage Removed from District Boundaries	0.49

Calculation of Estimated Base Value[1]

	Assessed Value			Equalized Value[2]			Overlapping TID
Parcel	Land	Improvement	Total	Land	Improvement	Total	
39138	42,700	91,000	133,700	58,500	124,600	183,100	No
46878	0	0	0	0	0	0	No
TOTALS	42,700	91,000	133,700	58,500	124,600	183,100	

1) Estimated based on values as of January 1, 2023. Actual base value will be as of January 1, 2023.

2) Calculation based on aggregate assessment ratio of 73.01%.

SECTION 5:
Equalized Value Test

The following calculations demonstrate that the Village expects to be in compliance with Wis. Stat. § 66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property proposed to be added to the District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the Village.

The equalized value of the increment of existing tax incremental districts within the Village, plus the value of the territory proposed to be added to the District, totals $159,507,300. This value is less than the maximum of $228,823,476 in equalized value that is permitted for the Village.

Village of Harrison, Wisconsin

Tax Increment District No. 5 Amendment

Valuation Test Compliance Calculation

Calculation of Village Equalized Value Limit		
Village TID IN Equalized Value (Jan. 1, 2023)	$	1,906,862,300
TID Valuation Limit @ 12% of Above Value	**$**	**228,823,476**
Calculation of Value Subject to Limit		
Estimated Base Value of Territory to be Included in District	$	183,100
Plus: Assumed change for Jan. 1, 2024 assessment	$	-
Incremental Value of Existing Districts (Jan. 1, 2023)	$	159,507,300
Less: Value of Parcels Removed from District	$	-
Less: Value of Underlying TID Parcels	$	-
Total Value Subject to 12% Valuation Limit	**$**	**159,690,400**
Total Percentage of TID IN Equalized Value		8.37%
Residual Value Capacity of TID IN Equalized Value	$	69,133,076

SECTION 6:
Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges, other than tax increments, received or reasonably expected to be received in connection with the implementation of the Plan. If Project Costs incurred benefit territory outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning, design and construction is completed.

With all Project Costs, the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs. The map found in Section 7 of this Plan along with the Detailed List of Project Costs found in Section 8 provide additional information as to the kind, number and location of potential Project Costs.

The "Statement of Kind, Number and Location of Proposed Public Works and Other Projects" set forth in the original District Project Plan approved on November 15, 2022 is amended to add the following Project Costs that the Village has made, expects to make, or may need to make, in conjunction with the implementation of the District's Plan or this Plan Amendment.

Property, Right-of-Way and Easement Acquisition

Property Acquisition for Development

To promote and facilitate development the Village may acquire property within the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred to make the property suitable for development. Any revenue received by the Village from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the Village to acquire property and make it suitable for development exceed the revenues or other consideration received from the

sale or lease of that property, the net amount shall be considered "real property assembly costs" as defined in Wis. Stat. § 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

Property Acquisition for Conservancy

To promote the objectives of this Plan, the Village may acquire property within the District that it will designate for conservancy. These conservancy objectives include: preserving historic resources or sensitive natural features; protection of scenic and historic views; maintaining habitat for wildlife; maintaining adequate open space; reduction of erosion and sedimentation by preserving existing vegetation; and providing adequate areas for management of stormwater. The cost of property acquired for conservancy, and any costs associated with the transaction, are eligible Project Costs.

Acquisition of Rights-of-Way

The Village may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the Village to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The Village may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the Village to identify, negotiate and acquire easement rights are eligible Project Costs.

Relocation Costs

If relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include but are not limited to: preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

Site Preparation Activities

Environmental Audits and Remediation

If it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the Village related to environmental audits, testing, and remediation are eligible Project Costs.

Demolition

To make sites suitable for development, the Village may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

Site Grading

Land within the District may require grading to make it suitable for development, to provide access, and to control stormwater runoff. The Village may need to remove and dispose of excess material, or bring in fill material to provide for proper site elevations. Expenses incurred by the Village for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

To allow development to occur, the Village may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; pumping stations; lift stations; wastewater treatment facilities; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand sanitary sewer infrastructure located outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Water System Improvements

To allow development to occur, the Village may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; wells; water treatment facilities; storage tanks and reservoirs; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the

implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand water system infrastructure located outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Stormwater Management System Improvements

Development within the District will cause stormwater runoff. To manage this stormwater runoff, the Village may need to construct, alter, rebuild or expand stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; bridges; stabilization of stream and river banks; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the Village will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Village construct, alter, rebuild or expand stormwater management infrastructure located outside of the District. That portion of the costs of stormwater management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Electric Service

To create sites suitable for development, the Village may incur costs to provide, relocate or upgrade electric services. Relocation may require abandonment and removal of existing poles or towers, installation of new poles or towers, or burying of overhead electric lines. Costs incurred by the Village to undertake this work are eligible Project Costs.

Gas Service

To create sites suitable for development, the Village may incur costs to provide, relocate or upgrade gas mains and services. Costs incurred by the Village to undertake this work are eligible Project Costs.

Communications Infrastructure

To create sites suitable for development, the Village may incur costs to provide, relocate or upgrade infrastructure required for voice and data communications, including, but not limited to: telephone lines, cable lines and fiber optic cable. Costs incurred by the Village to undertake this work are eligible Project Costs.

Streets and Streetscape

Street Improvements

To allow development to occur, the Village may need to construct or reconstruct streets, highways, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, box culverts and bridges; rail crossings and signals; utility relocation, to include burying overhead utility lines; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

Streetscaping and Landscaping

To attract development consistent with the objectives of this Plan, the Village may install amenities to enhance development sites, rights-of-way and other public spaces. These amenities include but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the Village are eligible Project Costs.

Community Development

Cash Grants (Development Incentives)

The Village may enter into agreements with property owners, lessees, or developers of land located within the District for sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover Project Costs. No cash grants will be provided until the Village executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the Village are eligible Project Costs.

Revolving Loan/Grant Program (Development Incentives)

To encourage private development consistent with the objectives of this Plan, the Village, through its CDA (RDA), may provide loans or grants to eligible

property owners in the District. Eligible improvements will be those that are likely to improve the value of the property, enhance the visual appearance of the property and surrounding area, correct safety deficiencies, or as otherwise specified by the CDA (RDA) in the program manual. Any funds returned to the CDA (RDA) from the repayment of loans made are not considered revenues to the District and will not be used to offset District Project Costs. Instead, these funds may be placed into a revolving fund and will continue to be used for the program purposes stated above. Any funds provided to the CDA (RDA) for purposes of implementing this program are considered eligible Project Costs.

Miscellaneous

Rail Spur

To allow for development, the Village may incur costs for installation of a rail spur or other railway improvements to serve development sites located within the District.

Projects Outside the Tax Increment District

Pursuant to Wis. Stat. § 66.1105(2)(f)1.n, the Village may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the Village's corporate boundaries; and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs and may include any project cost that would otherwise be eligible if undertaken within the District. The Village does not intend to make project cost expenditures outside the District.

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include but are not limited to: architectural; environmental; planning; engineering; legal; audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

The Village may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by Village employees relating to the implementation of the Plan.

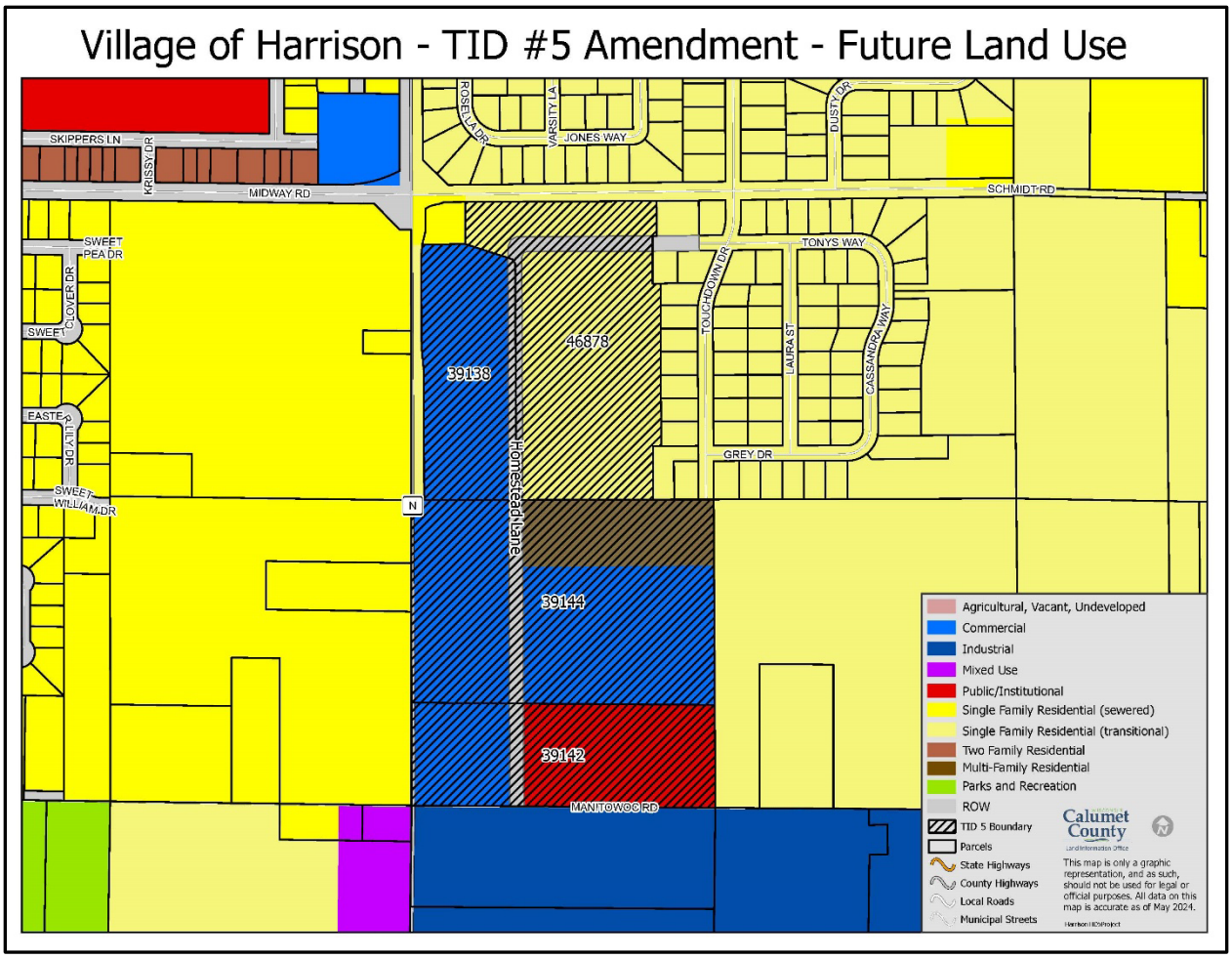
Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

SECTION 7:
Map Showing Proposed Improvements and Uses Within the Territory to be Added

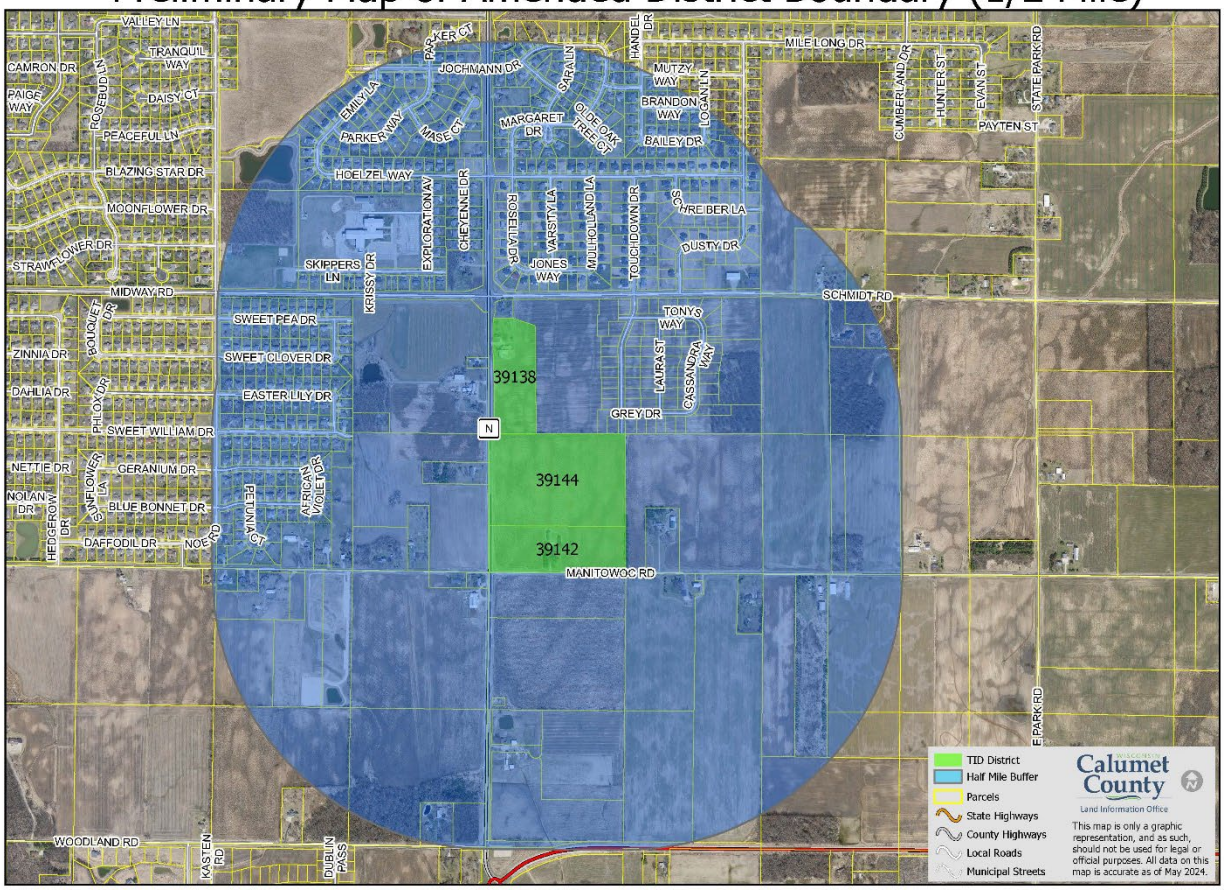
Maps Found on Following Pages.

The Village expects to pay development incentives to qualifying projects within the TID and will incur administrative and other professional services expenses in the implementation of the project plan.



Boundary Post 1/1/2024

Preliminary Map of Amended District Boundary (1/2 Mile)



Currently there are not half mile projects planned

SECTION 8:
Detailed List of Estimated Project Costs

The following list identifies the Project Costs that the Village has made, expects to make, or may need to make in conjunction with the implementation of the District's Plan or this Plan Amendment. All projects identified and related costs reflect the best estimates available as of the date of preparation of this Plan Amendment. All costs are preliminary estimates and may increase or decrease. Certain Project Costs listed may become unnecessary, and other Project Costs not currently identified may need to be made. (Section 6 details the general categories of eligible Project Costs). Changes in Project Cost totals or the types of Project Costs to be incurred will not require that this Plan be amended. This Plan is not meant to be a budget nor an appropriation of funds for specific Project Costs, but a framework within which to manage Project Costs.

Village of Harrison, Wisconsin

Tax Increment District No. 5 Amendment

Detailed List of Estimated Project Costs

Project ID	Project Name/Type	Remaining From Prior Plan(s)	Est. Cost Amended Project Costs	Totals	Est. Timing
1	Homestead Lane Improvements			**0**	
2	Sewer		190,880	**190,880**	2025
3	Water		178,090	**178,090**	2025
4	Storm		407,310	**407,310**	2025
5	Street Construction		423,000	**423,000**	2025
6	Future Roadway Improvements		494,420	**494,420**	2025
7	Enginnering Design, Bidding & Construction		338,740	**338,740**	2025
8	Construction Contingencies		254,055	**254,055**	2025
9	Land Acquisition/Write-Down		300,000	**300,000**	2024
10	Touchdown Drive - Street Extension[1]	600,000		**600,000**	TBD
11	Touchdown Drive - Sewer & Water Extension[1]	451,000		**451,000**	TBD
12	Land Acquisition (Parcel 39142)	3,386	(3,386)	**0**	Completed
13	Demolition (Parcel 39142)	73,257	(73,257)	**0**	Completed
14	Pedestrian Facilities[1]	300,000		**300,000**	TBD
15	General Administration, Planning, Legal, Engineering	210,000		**210,000**	On Going
16	Development Incentives[1]	500,000		**500,000**	TBD
17	New East/West Roadway[1]	900,000		**900,000**	TBD
18	Roadway Improvements[1]	1,400,000		**1,400,000**	TBD
19	Long Term Debt Interest		1,853,207	**1,853,207**	2024 - 2044
20	Financing Costs		116,963	**116,963**	2024
Total Projects		**4,437,643**	**4,480,021**	**8,917,664**	

Notes:
1) The Village will retain the identified projects from the original Project Plan but does not have current plans to fund such project.

SECTION 9:
Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred

This Section includes an updated forecast of the valuation increases expected within the District, the associated tax increment collections, a summary of how remaining Project Costs would be financed, and a projected cash flow demonstrating that the District remains economically feasible.

Key Assumptions

The Project Costs the Village plans to make are expected to create $43.5 million in incremental value. Estimated valuations and timing for construction of the Project are included in Table 1. Assuming the Village's current equalized TID Interim tax rate of $12.10 per thousand of equalized value with no economic appreciation or depreciation, the Project would generate $8.8 million in incremental tax revenue over the 20-year term of the District as shown in Table 2.

Based on the Project Cost expenditures as included within the cash flow exhibit (Table 3), the District is projected to accumulate sufficient funds by the year 2037 to pay off all Project cost liabilities and obligations. The projected closure is based on the various assumptions noted in this Plan and will vary dependent on actual Project Costs incurred and the actual amount of tax increments collected.

Table 1 – Development Assumptions

Village of Harrison, Wisconsin

Tax Increment District No. 5 Amendment

Development Assumptions

Construction Year		Actual	Senior/Assisted Living (portion of 39144)		Newly Platted Residential (46878)		Commercial Along CTH N		**Annual Total**	Construction Year	
			Units	Total Value	Units	Total Value	Units	Total Value			
Estimated Value per			$6,000,000		$500,000		$1,000,000				
1	2023								**0**	2023	1
2	2024								**0**	2024	2
3	2025		1	6,000,000	14	7,000,000	3	3,000,000	**16,000,000**	2025	3
4	2026				14	7,000,000	3	3,000,000	**10,000,000**	2026	4
5	2027				15	7,500,000	3	3,000,000	**10,500,000**	2027	5
6	2028						3	3,000,000	**3,000,000**	2028	6
7	2029						4	4,000,000	**4,000,000**	2029	7
8	2030								**0**	2030	8
9	2031								**0**	2031	9
10	2032								**0**	2032	10
11	2033								**0**	2033	11
12	2034								**0**	2034	12
13	2035								**0**	2035	13
14	2036								**0**	2036	14
15	2037								**0**	2037	15
16	2038								**0**	2038	16
17	2039								**0**	2039	17
18	2040								**0**	2040	18
19	2041								**0**	2041	19
20	2042								**0**	2042	20
	Totals	**0**	**1**	**6,000,000**	**43**	**21,500,000**	**16**	**16,000,000**	**43,500,000**		

Table 2 – Tax Increment Projection Worksheet

Village of Harrison, Wisconsin

Tax Increment District No. 5 Amendment

Tax Increment Projection Worksheet

Type of District	Mixed Use	
District Creation Date	November 15, 2022	
Valuation Date	Jan 1,	2023
Max Life (Years)	20	
Expenditure Period/Termination	15	11/15/2037
Revenue Periods/Final Year	20	2044
Extension Eligibility/Years	Yes	3
Eligible Recipient District	No	

Base Value	183,100
Economic Change Factor	0.00%
Apply to Base Value	
Base Tax Rate	$12.69
Rate Adjustment Factor	0.00%

	Construction Year	Value Added	Valuation Year	Economic Change	Total Increment	Revenue Year	Tax Rate[1]	Tax Increment
1	2023	0	2024	0	0	2025	$12.69	**0**
2	2024	0	2025	0	0	2026	$12.10	**0**
3	2025	16,000,000	2026	0	16,000,000	2027	$12.10	**193,679**
4	2026	10,000,000	2027	0	26,000,000	2028	$12.10	**314,729**
5	2027	10,500,000	2028	0	36,500,000	2029	$12.10	**441,831**
6	2028	3,000,000	2029	0	39,500,000	2030	$12.10	**478,145**
7	2029	4,000,000	2030	0	43,500,000	2031	$12.10	**526,565**
8	2030	0	2031	0	43,500,000	2032	$12.10	**526,565**
9	2031	0	2032	0	43,500,000	2033	$12.10	**526,565**
10	2032	0	2033	0	43,500,000	2034	$12.10	**526,565**
11	2033	0	2034	0	43,500,000	2035	$12.10	**526,565**
12	2034	0	2035	0	43,500,000	2036	$12.10	**526,565**
13	2035	0	2036	0	43,500,000	2037	$12.10	**526,565**
14	2036	0	2037	0	43,500,000	2038	$12.10	**526,565**
15	2037	0	2038	0	43,500,000	2039	$12.10	**526,565**
16	2038	0	2039	0	43,500,000	2040	$12.10	**526,565**
17	2039	0	2040	0	43,500,000	2041	$12.10	**526,565**
18	2040	0	2041	0	43,500,000	2042	$12.10	**526,565**
19	2041	0	2042	0	43,500,000	2043	$12.10	**526,565**
20	2042	0	2043	0	43,500,000	2044	$12.10	**526,565**
	Totals	**43,500,000**		**0**			**Future Value of Increment**	**8,800,296**

Notes:
1) Tax rates shown is actual per the 2023 DOR Form PC-202 (Tax Increment Collection Worksheet).
2) 2024 tax rate and beyond is an estimate.

Table 3 – Cash Flow

Village of Harrison, Wisconsin

Tax Increment District No. 5 Amendment

Cash Flow Projection

	Projected Revenues						Projected Expenditures								Balances			
							2024 G.O. Promissory Note $3,105,000											
							Dated Date:		10/10/24									
Year	Tax Increments	Interest Earnings	Debt Proceeds	GF Advance	Capitalized Interest	**Total Revenues**	Principal	Est. Rate	Interest	GF Advance Repayment	Capital Projects	Financing Costs	Ongoing Planning & Administration	**Total Expenditures**	Annual	Cumulative	Liabilities Outstanding	Year
2022				**583,357**		**583,357**					**583,357**			**583,357**	**0**	**0**	**673,704**	**2022**
2023						**0**					**1,743**		**9,302**	**11,045**	**(11,045)**	**(11,045)**	**673,704**	**2023**
2024		38,797	2,666,225		438,775	**3,143,797**					2,586,495	116,963	10,500	**2,713,958**	429,840	418,795	5,277,798	2024
2025	0					**0**	0	4.75%	143,800				10,500	**154,300**	(154,300)	264,495	5,133,998	2025
2026	0					**0**	0	4.75%	147,488				10,500	**157,988**	(157,988)	106,507	4,986,510	2026
2027	193,679					**193,679**	0	4.75%	147,488				10,500	**157,988**	35,692	142,199	4,839,023	2027
2028	314,729					**314,729**	105,000	4.75%	144,994	134,741			10,500	**395,235**	(80,506)	61,693	4,454,288	2028
2029	441,831					**441,831**	140,000	4.75%	139,175	134,741			10,500	**424,416**	17,415	79,108	4,040,372	2029
2030	478,145					**478,145**	145,000	4.75%	132,406	134,741			10,500	**422,647**	55,498	134,606	3,628,225	2030
2031	526,565					**526,565**	145,000	4.75%	125,519	134,741			10,500	**415,760**	110,806	245,412	3,222,966	2031
2032	526,565					**526,565**	145,000	4.75%	118,631	134,741			10,500	**408,872**	117,693	363,105	2,824,594	2032
2033	526,565					**526,565**	155,000	4.75%	111,506				10,500	**277,006**	249,559	612,664	2,558,088	2033
2034	526,565					**526,565**	160,000	4.75%	104,025				10,500	**274,525**	252,040	864,704	2,294,063	2034
2035	526,565					**526,565**	170,000	4.75%	96,188				10,500	**276,688**	249,878	1,114,581	2,027,875	2035
2036	526,565					**526,565**	180,000	4.75%	87,875				10,500	**278,375**	248,190	1,362,772	1,760,000	2036
2037	526,565					**526,565**	185,000	4.75%	79,206				10,500	**274,706**	**251,859**	**1,614,630**	**1,575,000**	2037
2038	526,565					**526,565**	195,000	4.75%	70,181				10,500	**275,681**	250,884	1,865,514	1,380,000	2038
2039	526,565					**526,565**	205,000	4.75%	60,681				10,500	**276,181**	250,384	2,115,898	1,175,000	2039
2040	526,565					**526,565**	215,000	4.75%	50,706				10,500	**276,206**	250,359	2,366,257	960,000	2040
2041	526,565					**526,565**	225,000	4.75%	40,256				10,500	**275,756**	250,809	2,617,066	735,000	2041
2042	526,565					**526,565**	235,000	4.75%	29,331				10,500	**274,831**	251,734	2,868,800	500,000	2042
2043	526,565					**526,565**	250,000	4.75%	17,813				10,500	**278,313**	248,253	3,117,053	250,000	2043
2044	526,565					**526,565**	250,000	4.75%	5,938					**255,938**	270,628	3,387,680	0	2044
Totals	**8,800,296**	**38,797**	**2,666,225**	**0**	**438,775**	**11,944,093**	**3,105,000**		**1,853,207**	**673,704**	**3,171,595**	**116,963**	**219,302**	**8,556,413**				Totals

Notes:

1) Estimated transfers to repay Village Governmental Funds par plus 5% interest (annual).

PROJECTED CLOSURE YEAR

LEGEND:

CALLABLE MATURITIES

END OF EXP. PERIOD

SECTION 10:

Annexed Property

A tax incremental district cannot include annexed territory unless at least three years have elapsed since the annexation, or certain other requirements are met. None of the territory proposed to be added to the District was annexed during the past three years.

SECTION 11:
Estimate of Property to be Devoted to Retail Business

Pursuant to Wis. Stat. § 66.1105(5)(b), the Village estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 12:
Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and Village Ordinances

Zoning Ordinances

The proposed Plan Amendment is in general conformance with the Village's current zoning ordinances. Individual properties may require rezoning at the time of development.

Master (Comprehensive) Plan and Map

The proposed Plan Amendment is in general conformance with the Village's Comprehensive Plan identifying the area as appropriate for a Mix-Used development.

Building Codes and Ordinances

Development within the District will be required to conform to State Building Codes and will be subject to the Village's permitting and inspection procedures. The proposed Plan Amendment conforms to all relevant State and local ordinances, plans, and codes. No changes to the existing regulations are proposed or needed.

SECTION 13:
Statement of the Proposed Method for the Relocation of any Persons to be Displaced

Should the continued implementation of this Plan require relocation of individuals or business operations, relocations will be handled in compliance with Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

SECTION 14:
How Amendment of the Tax Incremental District Promotes the Orderly Development of the Village

This Plan Amendment promotes the orderly development of the Village by creating opportunities for mixed use development, providing necessary public infrastructure improvements, and providing appropriate financial incentives for private development projects. Through use of tax increment financing, the Village can attract new investment that results in increased tax base. Development will occur in an orderly fashion in accordance with approved plans so that the Projects will be compatible with adjacent land uses. Development of new uses in the District will add to the tax base and will generate positive secondary impacts in the community such as increased employment and additional housing opportunities within the Village.

SECTION 15:
List of Estimated Non-Project Costs

Non-project costs are public works projects which only partly benefit the District. Costs incurred that do not benefit the District may not be paid with tax increments. Examples of non-project costs are:

- A public improvement made within the District that also benefits property outside the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.
- A public improvement made outside the District that only partially benefits property within the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.
- Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

No improvements to be made within the District will benefit property outside the District. Furthermore, there will be no improvements made outside the District that will only partially benefit the District.

SECTION 16:
Legal Opinion Advising Whether the Plan is Complete and Complies with Wis. Stat. § 66.1105(4)(f)

Legal Opinion found on following pages.

Herrling Clark
LAW FIRM LTD.

800 N. Lynndale Dr.
Appleton, WI 54914
920.739.7366
Fax: 920.739.6352

Green Bay
920.468.7366

Oshkosh
920.385.0616

June 19, 2024

Chad Pelishek
Village of Harrison
W5298 Hwy 114
Menasha, WI 54952

RE: Opinion of Village Attorney
Tax Incremental Financing District No. 5
Boundary Amendments and Amended Project Plan

Dear Chad:

Tax Incremental District ("TID") No. 5 (the "District") was a 40-acre mix used district created on November 15, 2023. The District is located along the east side of County Road N north of Manitowoc Road.

The original Project Plan for the District was presented to me in or about October of 2022. On or about October 7, 2022, I issued an initial Opinion Letter wherein I opined that the Project Plan met the criteria set forth in Wisconsin Statute §60.23(32), §66.1105(4)(f), and §66.1105(4)(h).

More recently, a proposal has been floated to amend the boundaries of the District. I have received and reviewed an Amended Project Plan including location maps, wetland maps, use maps, identification of parcels to be added, equalized value table, exhibit containing lists of proposed public improvements, additional improvements to be included in additional territory, project cost list, feasibility study, assumptions, pro forma, and other sections or exhibits.

I have examined said Amended Project Plan and find that it is complete and complies in all respects with requirements of §66.1105. In particular, it contains the following necessary information:

1) A statement as to how the creation of the District promotes orderly development within the Village.

2) A statement listing the kind, number, and location of all proposed public works or improvements within the District, or to the extent provided by law, outside of the District.

Adam D. BERNANDER
Tyler J. CLARINGBOLE
John D. CLAYPOOL
Gregory P. CURTIS
Richard T. ELROD
Gabe D. GRAHEK
Paula A. HAMER
Kelly S. KELLY
Charles D. KOEHLER
Kevin LONERGAN
Robert B. LOOMIS
Andrew C. MICHELETTI
Emily M. PINZL
Andrew J. ROSSMEISSL
Katelyn P. SANDFORT
Michael S. SIDDALL

OF COUNSEL
Roger W. CLARK

Donald R. HERRLING
(1928-2022)
Law Practice: 1952-1995

Charles J. HARTZHEIM
(1941-2021)
Law Practice: 1972-2021

3) An economic feasibility study.

4) A detailed list of estimated project costs.

5) A description of the methods of financing all estimated project costs and the time when costs or monetary obligations related thereto are to be incurred.

6) A map showing existing uses and conditions of real property in the District.

7) A map showing proposed improvements and uses in the District.

8) Proposed changes in zoning ordinances, master plan, building codes, and Village Ordinances.

9) A statement of the proposed method for the relocation of any persons to be displaced.

Although Section 6 contains a detailed description of the kind, number and location of all proposed public works or improvements within the District, it appears that one project cost component still may be cash grants to developers to encourage development. Be advised that the Village may only provide cash grants to developers if the Village and the developer enter into a Developer's Agreement. If and when this comes to fruition, please send any such proposed Developer Agreement to my office for review.

Thank you for referring this matter to our office. Please don't hesitate to be in touch with additional questions or concerns.

Thank you.

Very truly yours,

Andrew J. Rossmeissl
(920) 882-3219

AJR/ltm

SECTION 17:
Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

The following projection is provided to meet the requirements of Wis. Stat. § 66.1105(4)(i)4.

Village of Harrison, Wisconsin

Tax Increment District No. 5 Amendment

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.

Revenue Year	Calumet County	Heart of the Valley Metro	Village of Harrison	Kimberly School District	Fox Valley Technical	Total	Revenue Year
2025	0	0	0	0	0	0	2025
2026	0	0	0	0	0	0	2026
2027	67,607	0	45,207	67,634	13,230	193,679	2027
2028	109,862	0	73,462	109,906	21,499	314,729	2028
2029	154,229	0	103,129	154,291	30,181	441,831	2029
2030	166,906	0	111,605	166,972	32,662	478,145	2030
2031	183,807	0	122,907	183,881	35,970	526,565	2031
2032	183,807	0	122,907	183,881	35,970	526,565	2032
2033	183,807	0	122,907	183,881	35,970	526,565	2033
2034	183,807	0	122,907	183,881	35,970	526,565	2034
2035	183,807	0	122,907	183,881	35,970	526,565	2035
2036	183,807	0	122,907	183,881	35,970	526,565	2036
2037	183,807	0	122,907	183,881	35,970	526,565	2037
2038	183,807	0	122,907	183,881	35,970	526,565	2038
2039	183,807	0	122,907	183,881	35,970	526,565	2039
2040	183,807	0	122,907	183,881	35,970	526,565	2040
2041	183,807	0	122,907	183,881	35,970	526,565	2041
2042	183,807	0	122,907	183,881	35,970	526,565	2042
2043	183,807	0	122,907	183,881	35,970	526,565	2043
2044	183,807	0	122,907	183,881	35,970	526,565	2044
Totals	**3,071,909**	**0**	**2,054,104**	**3,073,135**	**601,148**	**8,800,296**	

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
Re-naming of Crossroads Development to Crossroads Business Park and the re-naming of streets.

Issue:
Does the Village Board approve the villages first business park to be named Crossroads Business Park and the streets to be Fieldcrest Drive and Crossroads Court?

Background and Additional Information:
The Village has an accepted offer for land south of CTH KK and northwest of the STH 55 to develop the Village's first business park. The preliminary plat by the Fredrickson's was named Crossroads Development. The roadway through the development was names Gene's Road and the road that ended with a cul-de-sac was named Crossroads Court. Village staff is working through securing the funds to close on the real estate. In order to keep the files accurate, Village staff suggesting the Board approve the name of the park and the road names.

Staff suggests the park being named "Crossroads Business Park". The main roadway would be name Fieldcrest Drive as that matches the name of the roadway to the north of CTH KK in the Town of Buchanan. The small street with a cul-de-sac would be name Crossroads Court as originally planned.

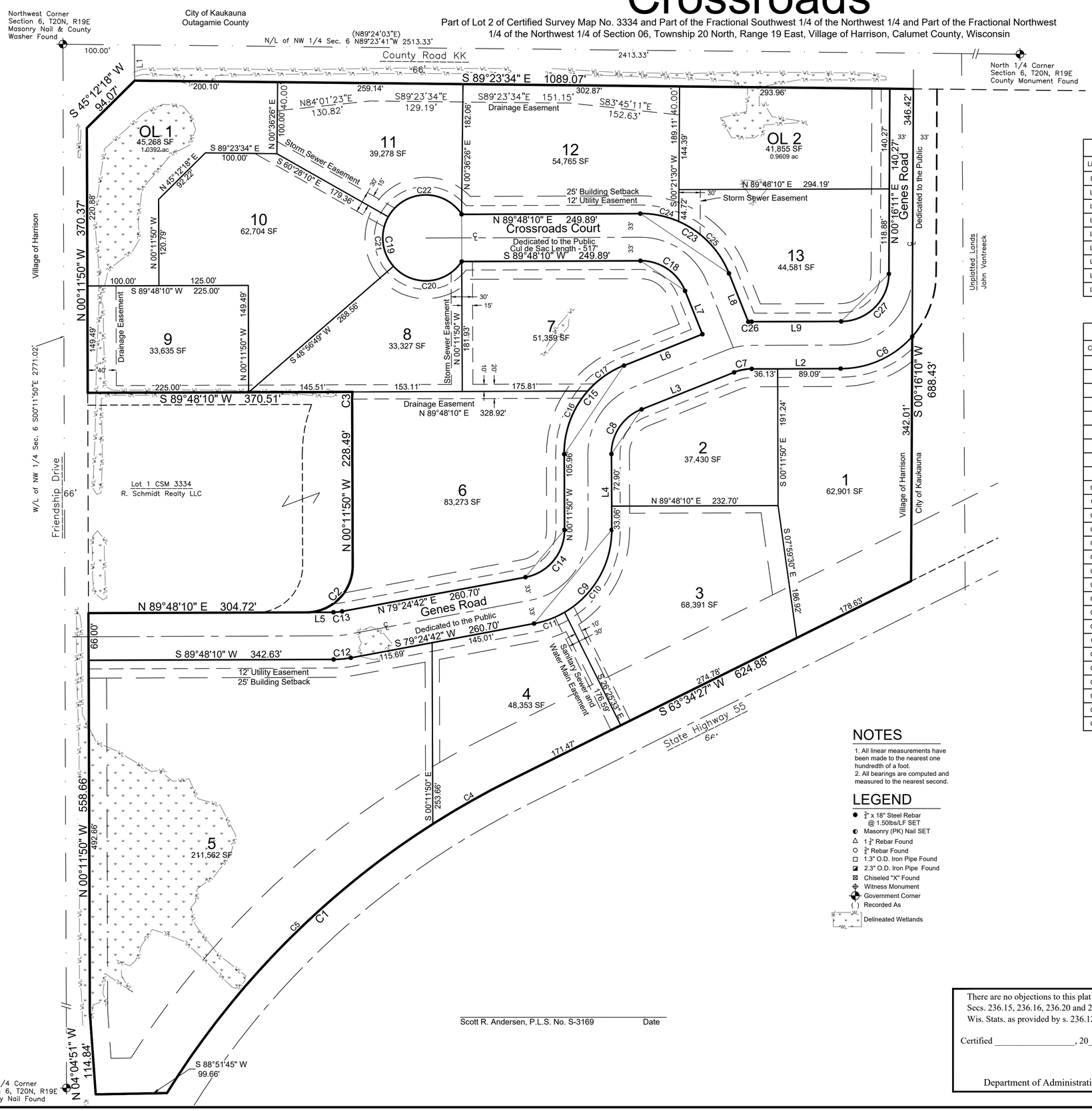
Budget Impacts:
None

Recommended Action:
Motion to approve names of "Crossroads Business Park" and "Fieldcrest Drive" and "Crossroads Court."

Attachments:
- Prelimin Plat.pdf

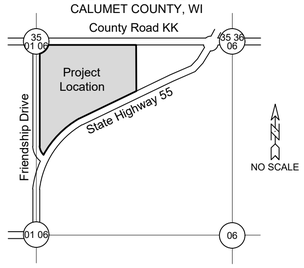
Crossroads

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



LOCATION MAP

NW 1/4 SEC 06, T 20 N, R 19 E,
VILLAGE OF HARRISON
CALUMET COUNTY, WI



LINE TABLE		
Line	Bearing	Length
L1	S 00°11'50" E	50.00'
L2	S 89°48'10" W	125.22'
L3	S 68°11'10" W	139.38'
L4	S 00°11'50" E	105.96'
L5	N 89°48'10" E	37.91'
L6	N 68°11'10" E	118.06'
L7	N 21°48'50" W	65.18'
L8	S 21°48'50" E	72.91'
L9	N 89°48'10" E	125.22'

CURVE TABLE							
Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle	Tangent Bearing-in	Tangent Bearing-out
C1	1187.16'	N 44°38'56" E	528.91'	533.38'	25°44'33"	N 31°46'39" E	N 57°31'12" E
C2	65.00'	S 44°48'10" W	91.92'	102.10'	89°59'59"	S 00°11'50" E	S 89°48'09" W
C3	135.01'	S 02°54'39" W	14.64'	14.65'	6°12'58"	S 06°01'08" W	S 00°11'50" E
C4	1187.16'	N 60°32'50" E	125.38'	125.44'	6°03'15"	N 57°31'12" E	N 63°34'27" E
C5	1187.16'	N 44°38'56" E	528.91'	533.38'	25°44'33"	N 31°46'39" E	N 57°31'12" E
C6	133.00'	N 65°39'34" E	108.80'	112.09'	48°17'12"	N 89°48'10" E	N 41°30'58" E
C7	67.00'	S 78°59'40" W	25.13'	25.28'	21°37'00"	S 89°48'10" W	S 68°11'10" W
C8	67.00'	S 33°59'40" W	75.30'	79.97'	68°23'00"	S 68°11'10" W	S 00°11'50" E
C9	133.00'	S 39°36'26" W	170.29'	184.80'	79°36'32"	S 00°11'50" E	S 79°24'42" W
C10	133.00'	S 29°47'53" W	132.98'	139.26'	59°59'26"	S 00°11'50" E	S 59°47'36" W
C11	133.00'	S 69°36'09" W	45.32'	45.54'	19°37'07"	S 59°47'36" W	S 79°24'42" W
C12	133.00'	S 84°36'26" W	24.09'	24.12'	10°23'28"	S 79°24'42" W	S 89°48'10" W
C13	67.00'	N 84°36'26" E	12.13'	12.15'	10°23'28"	N 89°48'10" E	N 79°24'42" E
C14	67.00'	N 39°36'26" E	85.78'	93.09'	79°36'32"	N 79°24'42" E	N 00°11'50" W
C15	133.00'	N 33°59'40" E	149.48'	158.74'	68°23'00"	N 00°11'50" W	N 68°11'10" E
C16	133.00'	N 20°33'04" E	94.23'	96.33'	41°29'47"	N 00°11'50" W	N 41°17'57" E
C17	133.00'	N 54°44'34" E	61.84'	62.41'	26°53'12"	N 41°17'57" E	N 68°11'10" E
C18	67.00'	N 56°00'20" W	75.30'	79.97'	68°23'00"	N 21°48'50" W	S 89°48'10" W
C19	60.00'	N 00°11'50" W	66.00'	307.11'	293°15'58"	S 33°10'11" W	S 33°33'51" E
C20	60.00'	S 86°03'30" W	95.70'	110.77'	105°46'38"	S 33°10'11" W	N 41°03'11" W
C21	60.00'	N 05°45'41" W	69.33'	73.91'	70°35'01"	N 41°03'11" W	N 29°31'50" E
C22	60.00'	N 87°58'59" E	102.26'	122.42'	116°54'19"	N 29°31'50" E	S 33°33'51" E
C23	133.00'	S 56°00'20" E	149.48'	158.74'	68°23'00"	N 89°48'10" E	S 21°48'50" E
C24	133.00'	S 78°17'48" E	54.85'	55.25'	23°48'04"	N 89°48'10" E	S 66°23'46" E
C25	133.00'	S 44°06'18" E	100.90'	103.49'	44°34'56"	S 66°23'46" E	S 21°48'50" E
C26	133.00'	N 88°48'41" E	4.60'	4.60'	1°58'59"	N 87°49'11" E	N 89°48'10" E
C27	67.00'	N 45°07'49" E	94.21'	104.48'	89°20'42"	N 89°48'10" E	N 00°27'28" E

NOTES

1. All linear measurements have been made to the nearest one hundredth of a foot.
2. All bearings are computed and measured to the nearest second.

LEGEND

- ● 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- ◐ Masonry (PK) Nail SET
- △ 1 1/4" Rebar Found
- ○ 3/4" Rebar Found
- □ 1.3" O.D. Iron Pipe Found
- ◪ 2.3" O.D. Iron Pipe Found
- ⊠ Chiseled "X" Found
- ⌖ Witness Monument
- Government Corner
- ( ) Recorded As
- Delineated Wetlands

80 0 80 160 240

Bearings are referenced to the West line of the Northwest 1/4, Section 06, T20N, R19E, assumed to bear S00°11'50"E, base on the Calumet County Coordinate System

Scott R. Andersen, P.L.S. No. S-3169 Date

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20_____

Department of Administration

File: 7662Final.dwg
Date: 12/13/2023
Drafted By: kristy
Sheet: 1 of 2

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

Dec 13,2023-2:24pm J:\Projects\7662gen\dwg\Civil 3D\7662Final.dwg Printed by: kristy

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Vicki Tessen, Clerk

Meeting Date:
June 25, 2024

Title:
Resolution 2024-08 Authorizing the Borrowing of $900,000 to Finance TID #2 Land Purchase for Business Park

Issue:
Does the Board want to borrow $900,000 for a land purchase on behalf of TID #2 for a business park?

Background and Additional Information:
The Board previously authorized staff to initiate the borrowing process with the State Trust Fund to finance the purchase of land in TID #2 for a business park. Current and future TID #2 increment revenues are expected to cover the refunding of the borrowing.

Budget Impacts:
none - financed by tax increment revenue

Recommended Action:
Approve the resolution as presented and circulated.

Attachments:
- Resolution V2024-08 State Trust Fund $900,000 Land TID 2.pdf

Resolution V2024-08

FORM OF RECORD

The following preamble and resolutions were presented by Trustee _____ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the Village of **Harrison**, in the County(ies) of **Calumet And Outagamie**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Nine Hundred Thousand And 00/100 Dollars ($900,000.00)** for the purpose of **financing TID land purchase for business park** and for no other purpose.

The loan is to be payable within **10** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **6.00** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the Village of **Harrison**, in the County(ies) of **Calumet And Outagamie**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the Village of **Harrison** by such loan from the state be applied or paid out for any purpose except **financing TID land purchase for business park** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the president and clerk of the Village of **Harrison**, in the County(ies) of **Calumet And Outagamie**, Wisconsin, are authorized and empowered, in the name of the Village to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the Village pursuant to this resolution. The president and clerk of the Village will perform all necessary actions to fully carry out the provisions of Chapter 24 Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this Village forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

Trustee _____ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

1. Trustee _____ voted _____
2. Trustee _____ voted _____
3. Trustee _____ voted _____
4. Trustee _____ voted _____
5. Trustee _____ voted _____
6. Trustee _____ voted _____
7. Trustee _____ voted _____
8. Trustee _____ voted _____
9. Trustee _____ voted _____
10. Trustee _____ voted _____

A majority of the members of the village board of the Village of **Harrison**, in the County(ies) of **Calumet And Outagamie**, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
Transportation Impact Fee Study Proposal by Ehlers.

Issue:
Should the Village Board approve a impact fee study for transportation facilities with Ehlers?

Background and Additional Information:
The Village Board requested staff to contact consultants that might be able to assist with developing an impact fee for transportation facilities. Ehlers has experience conducting these types of fees and provided the attached scope of services related to studying an impact fee and on implementation of the fee should it be deemed acceptable.

Budget Impacts:
$8,000- Capital Outlay

Recommended Action:
Motion to approve $8,000 to study impact fees for transportation facilities with Ehlers.

Attachments:
- Harrison_Village of_WI_Calumet County_ProjectDisclosure_2024 Transportation Impact Fee Study_06_18_2024_03_23_50.pdf

June 18, 2024

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

Re: Written Municipal Advisor Client Disclosure with the Village of Harrison ("Client") for 2024 Transportation Impact Fee Study ("Project" Pursuant to MSRB Rule G-42)

Dear Chad:

As a registered Municipal Advisor, we are required by Municipal Securities Rulemaking Board (MSRB) Rules to provide you with certain written information and disclosures prior to, upon or promptly, after the establishment of a municipal advisory relationship as defined in Securities and Exchange Act Rule 15Ba1-1. To establish our engagement as your Municipal Advisor, we must inform you that:

1. When providing advice, we are required to act in a fiduciary capacity, which includes a duty of loyalty and a duty of care. This means we are required to act solely in your best interest.
2. We have an obligation to fully and fairly disclose to you in writing all material actual or potential conflicts of interest that might impair our ability to render unbiased and competent advice to you. We are providing these and other required disclosures in **Appendix A** attached hereto.

As your Municipal Advisor, Ehlers shall provide this advice and service at such fees, as described within **Appendix B** attached hereto.

This documentation and all appendices hereto shall be effective as of its date unless otherwise terminated by either party upon 30 days written notice to the other party.

During the term of our municipal advisory relationship, this writing might be amended or supplemented to reflect any material change or additions.

We look forward to working with you on this Project.

Sincerely,

Ehlers & Associates

Jon Cameron
Senior Municipal Advisor/Managing Director

---

[1] This document is intended to satisfy the requirements of MSRB Rule G-42(b) and Rule G-42(c).

Appendix A

DISCLOSURE OF CONFLICTS OF INTEREST/OTHER REQUIRED INFORMATION

Actual/Potential Material Conflicts of Interest

Ehlers has no known actual or potential material conflicts of interest that might impair its ability either to render unbiased and competent advice or to fulfill its fiduciary duty to Client.

Other Engagements or Relationships Impairing Ability to Provide Advice

Ehlers is not aware of any other engagement or relationship Ehlers has that might impair Ehlers' ability to either render unbiased and competent advice to or to fulfill its fiduciary duty to Client.

Affiliated Entities

Ehlers offers related services through two affiliates of Ehlers, Bond Trust Service Corporation (BTSC) and Ehlers Investment Partners (EIP). BTSC provides paying agent services while Ehlers Investment Partners (EIP) provides investment related services and bidding agent service. Ehlers and these affiliates do not share fees. If either service is needed in conjunction with an Ehlers municipal advisory engagement, Client will be asked whether or not they wish to retain either affiliate to provide service. If BTSC or EIP are retained to provide service, a separate agreement with that affiliate will be provided for Client's consideration and approval.

Solicitors/Payments Made to Obtain/Retain Client Business

Ehlers does not use solicitors to secure municipal engagements; nor does it make direct or indirect payments to obtain or retain Client business.

Payments from Third Parties

Ehlers does not receive any direct or indirect payments from third parties to enlist Ehlers recommendation to the Client of its services, any municipal securities transaction or any financial product.

Payments/Fee-splitting Arrangements

Ehlers does not share fees with any other parties and any provider of investments or services to the Client. However, within a joint proposal with other professional service providers, Ehlers could be the contracting party or be a subcontractor to the contracting party resulting in a fee splitting arrangement. In such cases, the fee due Ehlers will be identified in a Municipal Advisor writing and no other fees will be paid to Ehlers from any of the other participating professionals in the joint proposal.

Municipal Advisor Registration

Ehlers is registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB).

Material Legal or Disciplinary Events

Neither Ehlers nor any of its officers or municipal advisors have been involved in any legal or disciplinary events reported on Form MA or MA-I nor are there any other material legal or disciplinary events to be reported. Ehlers' application for permanent registration as a Municipal Advisor with the (SEC) was granted on July 28, 2014 and contained the information prescribed under Section 15B(a)(2) of the Securities and Exchange Act of 1934 and rules thereunder. It did not list any information on legal or disciplinary disclosures.

Client may access Ehlers' most recent Form MA and each most recent Form MA-I by searching the Securities and Exchange Commission's EDGAR system (currently available at http://www.sec.gov/edgar/searchedgar/companysearch.html) and searching under either our Company Name (Ehlers & Associates, Inc.) or by using the currently available "Fast Search" function and entering our CIK number (0001604197).

Ehlers has not made any material changes to Form MA or Form MA-I since that date.

Conflicts Arising from Compensation Contingent on the Size or Closing of Any Transaction

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client. Compensation contingent on the size of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Compensation contingent on the closing of the transaction presents a conflict because the advisor may have an incentive to recommend unnecessary financings or recommend financings that are disadvantageous to the client. If the transaction is to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Any form of compensation due a Municipal Advisor will likely present specific conflict of interests with the Client. If a Client is concerned about the conflict arising from Municipal Advisor compensation contingent on size and/or closing of their transaction, Ehlers is willing to discuss and provide another form of Municipal Advisor compensation. The Client must notify Ehlers in writing of this request within 10 days of receipt of this Municipal Advisor writing.

MSRB Contact Information

The website address of the MSRB is www.msrb.org. Posted on the MSRB website is a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the financial regulatory authorities.

Appendix B
Impact Fee Study

Scope of Service

Client has requested that Ehlers prepare an impact fee study for a transportation facilities ("Project"). Ehlers proposes and agrees to provide the following scope of services:

1. Project Kickoff Meeting with Staff
    a. Prior to the kickoff meeting we will request and review the following:
        i. Any available cost and other information for project costs.
        ii. The Comprehensive Plan for the Village, including residential and non-residential land use projections. We can rely upon the recently adopted park impact fee study for population projections.
        iii. All available planning information on the upcoming road improvement and urbanization capital projects.
        iv. Any other available long-range capital improvement planning documents or other relevant information on upcoming capital improvement needs for the planning area that may be beneficial to complete the impact fee study.
    b. We will meet with Village staff and its engineer to discuss the nature of the urbanization of roads and other proposed road improvement projects for impact fee calculation purposes.
    c. We will also discuss the timing of the completion of the impact fee study and procedures for adopting the new fee.

2. Develop Impact Fee Methodology
    a. Prepare service level standards for road improvement costs assignable to new growth within the Village.
    b. Perform a deficiency/growth analysis to determine the proportionate share of the cost of new or improved roads attributable to new growth and recoverable through transportation impact fees.
    c. Allocate the growth-related costs between residential and non-residential development.

3. Impact Fee Calculation
    a. Based on the methodology developed above, calculate the impact fee for residential and non-residential development.
    b. Calculate the effect the impact fee has on housing affordability within the Village.

4. Prepare Impact Fee Report
    a. Prepare a draft written impact fee report that meets the requirements of Wisconsin Statute 66.0617 detailing the methodology and calculations of the impact fee.

b. Produce and electronic version (PDF) of both written reports and submit to the Village.
c. We will produce paper copies of the reports upon request.

The project scope will include meeting with Village staff as necessary, one meeting with the designated Village Committee or with the Village Board to present the results of the study, and attendance at the required public hearing for impact fee adoption.

Scope of Service Limitations
Notwithstanding the Scope of Services listed above, Ehlers' engagement related to Project is expressly limited as follows:

1. Ehlers will assist the Village by reviewing the required impact fee ordinance to be prepared by the Village Attorney.

Compensation
In return for the services set forth in the "Scope of Service," Client agrees to compensate Ehlers as follows:

Total Transportation Impact Fee Study*	$8,000

Payment for Services
Ehlers will invoice Client in full upon completion of the project. Our fees include our normal travel, printing, computer services, and mail/delivery charges. The invoice is due and payable upon receipt by the Client.

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING	**VILLAGE OF HARRISON**
From: Chad Pelishek, Assistant Village Manager	**Meeting Date:** June 25, 2024

Title:
Board Permission to Request WI Dept. of Transportation to Conduct a Speed Study along STH 114 from Pigeon Road to CTH N.

Issue:
Does the Village Board authorize staff to request a speed study along STH 114 from Pigeon Road to CTH N?

Background and Additional Information:
On 6/19/2024 there was another accident of STH 114 at Fire Lane 13. Village resident Christine Lehrer has contacted staff about a speed study. Based on the research that she shared with staff, the DOT needs the official request for a speed study to come from the municipality.

Staff is asking for approval from the Board to submit an official request to the DOT to complete a speed study from Pigeon Road to CTH N along STH 114.

Budget Impacts:
None

Recommended Action:
Motion to authorize staff to contact the WI DOT to conduct a speed study along STH 114 from Pigeon Road to CTH N.

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager, Jeff Funk, Operations Manager and Lee Reibold, Village Engineer

Meeting Date:
June 25, 2024

Title:
Update on the drainage issues in the Cottonwood Creek Subdivision.

Issue:
Does the Village Board approve staff recommendation to address drainage issues from last year's street reconstruction project?

Background and Additional Information:
Cottonwood Creek Subdivision was reconstructed last year. The project involved replacement of culvert pipes, re-grading the ditches, roadway resurfacing and new landscaping. Approximately three years ago, discussion occurred with the Village board about installing a mini storm sewer system in this area due to how flat the terrain is to handle sump pump discharges which are significant. The Board at time voted against the system due to costs.

With the amount of precipitation this spring and the continual discharge of sump pumps the ditches are not draining and are holding water. Village staff has received numerous complaints from residents along these streets. The Village Engineer and staff feel the only remedy to this problem without urbanizing the street, removing driveways and new roadway surface is too directional bore a mini storm sewer system in the ditches with laterals to connect to the sump pump discharge pipes.

The Village Engineer will be prepared at the meeting to discuss potential costs to remedy this situation at the meeting.

Provided there is support from the Village Board on the mini storm sewer plan, Village staff plan to have a neighborhood meeting with the residents to explain our plan to address their concerns moving forward.

Budget Impacts:
Storm Water Utility and 2024 unspent capital outlay funds

Recommended Action:
Staff recommends authorization to work with McMahon to design and bid a mini storm sewer system in the ditches to connect the sump pumps.

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING	**VILLAGE OF HARRISON**
From: Chad Pelishek, Assistant Village Manager	**Meeting Date:** June 25, 2024

Title:
Ordinance V24-08 - Zoning Map Amendment to Rezone Parcels 33408 & 33418 – LouMar Properties, LLC – Kimberly Trail

Issue:
Should the Village Board approve the zoning map amendment (rezoning)?

Background and Additional Information:
The applicant is proposing to rezone property located east of Southtowne Dr and west of Lilac Rd from General Agriculture [AG] to Single-Family Residential (Suburban) [RS-1]. The area of the rezone is wholly within parcels 33408 and 33418.

The purpose of the rezoning is to accommodate the Cedar View Subdivision preliminary plat, which consists of 12 new single-family residential lots. A separate memo for the preliminary plat is on the agenda.

The Comprehensive Plan and Future Land Use Map identifies this property as Single-Family Residential (sewered). The proposed rezoning is consistent with the Comprehensive Plan.

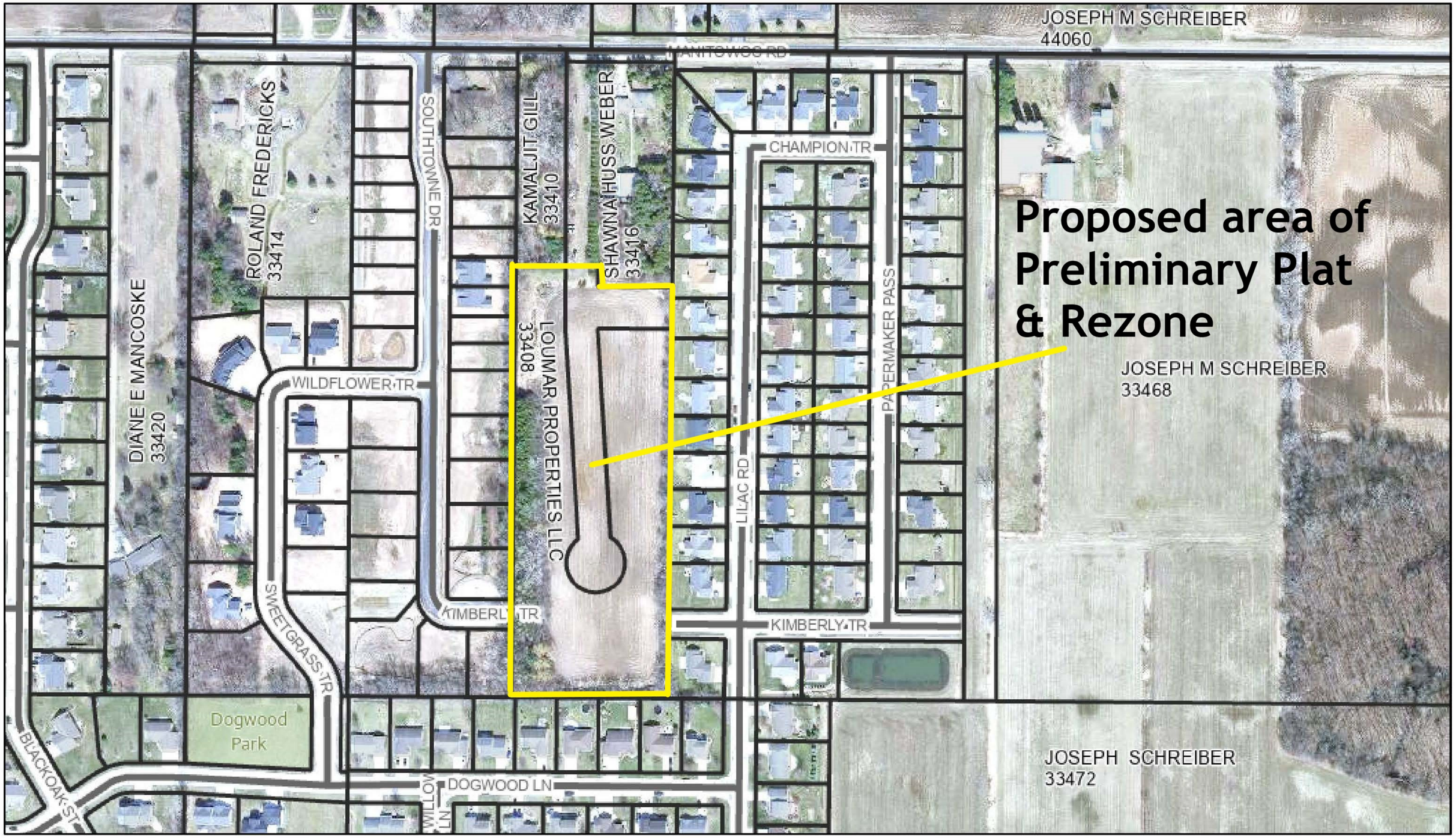
Findings of Fact:
- Staff finds that the Rezoning request complies with the Future Land Use Map as part of the Comprehensive Plan of the Village of Harrison.
- Property owners within 300-feet of the subject property have been notified via first-class mail for the Plan Commission meeting.

Budget Impacts:
None

Recommended Action:
Motion to approve the Zoning Map Amendments and Ordinance from General Agriculture [AG] to Single-Family Residential (Suburban) [RS-1]. as submitted.

Attachments:
- Aerial.pdf
- Calumet County Zoning Map.pdf
- V24-08 Zoning Map Amendment - Cedar View Sub - Parcels 33408 33418.pdf

ArcGIS Web Map



6/10/2024, 3:14:08 PM

Parcels

County Boundary

Parks Zoom

Building Footprint

Calumet Roads Cartographic

City Streets

Municipal Boundary

Village Boundary

Calumet County 2021 Orthophoto

Red: Band_1

Green: Band_2

Blue: Band_3

1:4,514

0 0.03 0.06 0.11 mi

0 0.04 0.09 0.17 km

Calumet County Land Information Office

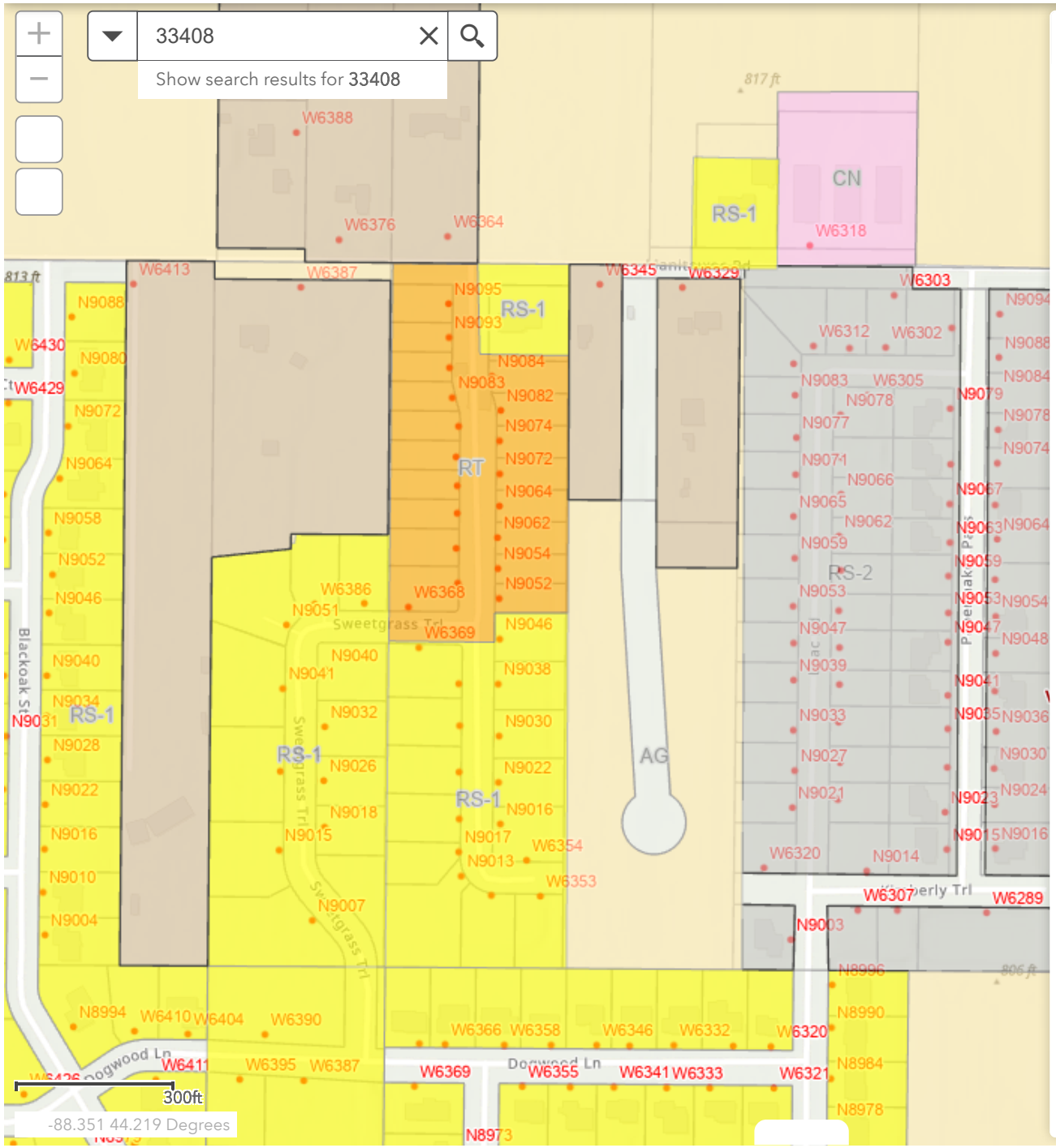
ArcGIS Web AppBuilder

Esri, NASA, NGA, USGS | County of Calumet, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS | Calumet County Land Information Office |

Calumet County

Calumet County Zoning Map

with ArcGIS Web AppBuilder



Legend

- Rural Character District
- Conservancy District

ZoningVillageofHarrison

- General Agriculture
- Rural Residential
- Single Family Residential (Suburban)
- Single Family Residential (Traditional)
- Two Family Residental
- Multiple Family Residential
- Neighborhood Commercial
- Office and Retail Commercial
- Community Commercial
- Business Park
- Industrial and Manufacturing
- Natural and Conservancy
- Shoreland Overlay
- Shoreland-Wetland Overlay
- Planned Development Overlay
- <Null>

ZoningTownshipofBrothertown

- Exclusive Agricultural
- General Agriculture
- Heartland
- Mixed Use Commercial
- Recreational Commercial
- Single Family Residential - 20,000
- Wetland

County Zoning

ORDINANCE V24-08

AN ORDINANCE AMENDING THE VILLAGE OF HARRISON OFFICIAL ZONING MAP. (Cedar View Subdivision, Parcels 33408 & 33418)

WHEREAS, a public hearing on the zoning map amendment was held by the Harrison Plan Commission on June 18, 2024; 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 Agriculture [AG] to Single-Family Residential (Suburban) [RS-1].

Land contained wholly within Parcels No. 33408 & 33418 and specifically described as:

A parcel of land being part of Lot One, Lot Two and Outlot One of Certified Survey Map #1096, in Volume 7 of Survey Maps on Page 342 as Document #176379, being part of the Northeast ¼ of the Southwest ¼ of Section 9, Township 20 North, Range 18 East, Village of Harrison, Calumet County more fully described as follows: Commencing at the West ¼ Corner of said Section 9, Thence South 89° 37’ 39” East, 2291.93 feet along the North line of the Southwest ¼ of Section 9. Thence South 00° 30’ 47” West, 480.63 feet along the East line of said Lot One of CSM #1096 to the POINT OF BEGINNING. Thence South 00°30'47" West, a distance of 835.02 feet; Thence North 89°40'51" West, a distance of 327.73 feet; Thence North 00°28'35" East, a distance of 876.02 feet; Thence South 89°37'39" East, a distance of 164.70 feet; Thence South 00°30'51" West, a distance of 40.70 feet; Thence South 89°37'39" East, a distance of 163.59 feet to the POINT OF BEGINNING. Said described tract containing 280632 Square Feet (6.44 Acres), more or less.

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 25th day of June 2024.

_____
Allison Blackmer, Village President

_____
Attest: Vicki L. Tessen, Village Clerk

Recorded Vote: ____ For ____ Against

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING	**VILLAGE OF HARRISON**
From:	**Meeting Date:**
Chad Pelishek, Assistant Village Manager	June 25, 2024

Title:
Preliminary Plat – Cedar View Subdivision– LouMar Properties, LLC - Parcels 33408 & 33418

Issue:
Should the Village Board approve the Preliminary Plat of the Cedar View subdivision?

Background and Additional Information:
The proposed single-family residential subdivision is located south of Manitowoc Rd and east of Southtowne Dr. The new subdivision would have access off of Kimberly Trl and would connect Kimberly Tr between Southtowne Place subdivision with Papermaker Ridge II subdivision. The area encompasses roughly 6.4 acres, all within parcels 33408 and 33418.

The area is zoned General Agriculture. The applicant has filed to rezone the area to Single-Family Residential (Suburban) [RS-1]. There are 12 residential lots and 1 Outlot that is located south of Kimberly Tril.

Lots average around 12,000 square feet with larger lots near the north end of Cedar Court, which ends in a cul-de-sac All lots meet the minimum size of the proposed zoning district.

All roadways are proposed to be dedicated to the public at a width of 60-feet for the right-of-way, mirroring the neighboring subdivisions. Sewer and water will be extended through the subdivision. Preliminary plansets and engineering are being reviewed.

The Village Board has approved a concept plan on February 27, 2024 similar to the proposed Preliminary Plat for Cedar View Subdivision

Budget Impacts:
None

Recommended Action:
Motion to approve the Preliminary Plat for Cedar View Subdivision with the following conditions:

1. The final plat, plansets, and record drawings are subject to the review and recommendations of the Village of Harrison's engineer(s) of record.
2. Wetland permits shall be obtained from the WI Department of Natural Resources and submitted to the Village.
3. To provide a fee in lieu of parkland dedication for an amount determined as part of the developers agreement.
4. The developers agreement will be finalized before or in conjunction with the final plat.
5. All lots shall have a storm sewer lateral provided for sump pump discharge.
6. All review comments from the Village staff shall be included in the Plan Commission discussion

and decision.
7. Erosion Control Silt Fence shall be installed, in accordance with State Specifications, along the right-of-way line of all streets prior to roadway acceptance.
8. A grading/drainage stormwater management plan and erosion control plan, along with application and fee, shall be reviewed and approved by the Village engineer and Village staff.
9. Final utility and street plans shall be reviewed and approved by the appropriate review authority prior to approval of the Final Plat and prior to utility and street construction.
10. Grading/Drainage Plan shall identify elevations of ground at the foundation.
11. All road names shall be approved by Calumet County E911.
12. Sidewalks, trails, street lighting, and laterals shall be indicated on the infrastructure plans.
13. There shall be notes to be added to the face of the final plat in accordance with Section 115-12(d)(1)(f).
14. The final plat and final grading/drainage plans shall include benchmarks for all fire hydrants. Benchmarks shall refer to hydrant tag bolts.
15. Plans shall be sent to the appropriate utility entities for review (ie phone, cable, gas/electric, sewer/water).
16. All easements shall be labeled with correct ownership and shall provide all benefits needed to the easement holder, including but not limited to access, maintenance, or other authority.

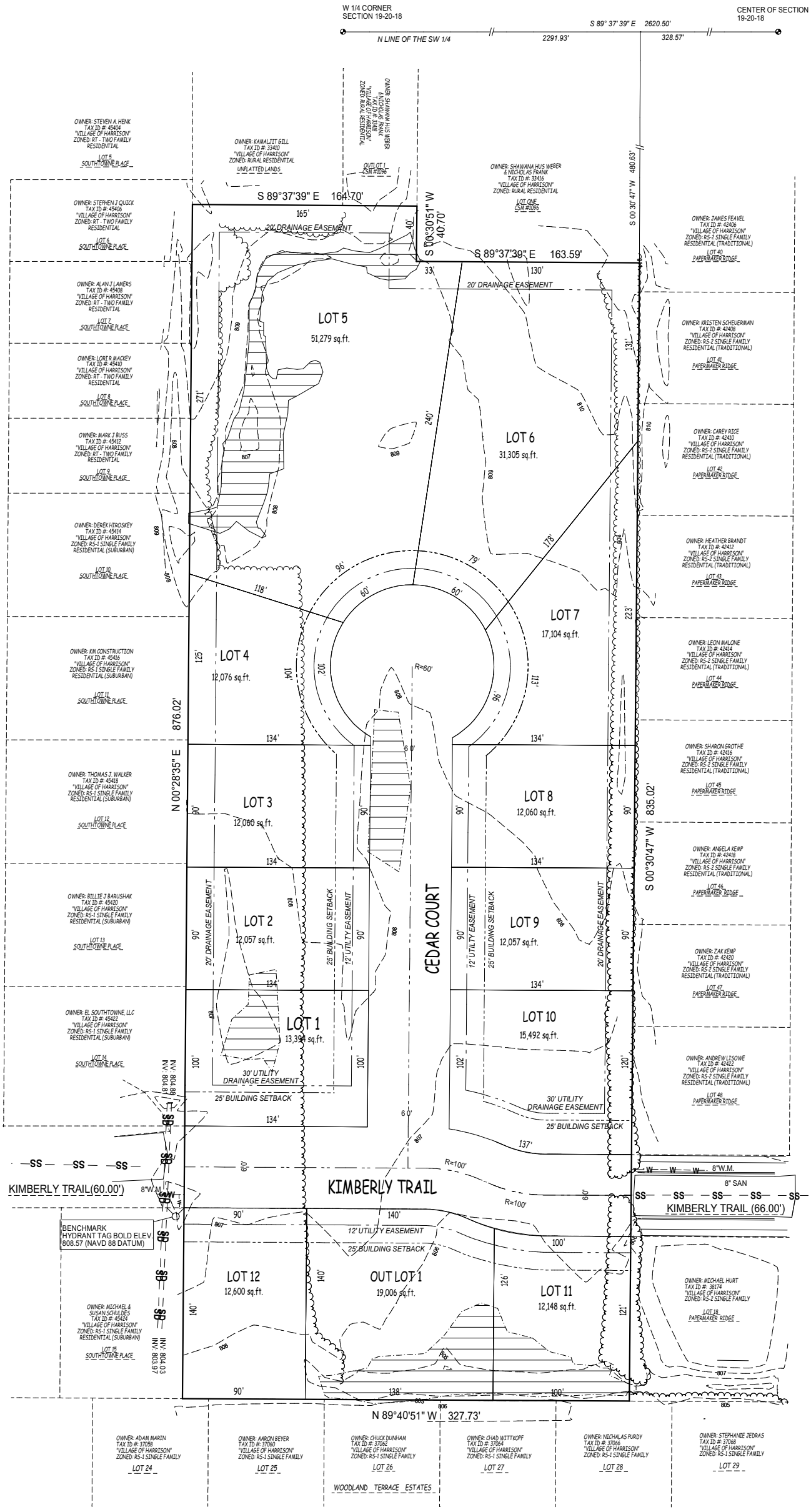
Attachments:

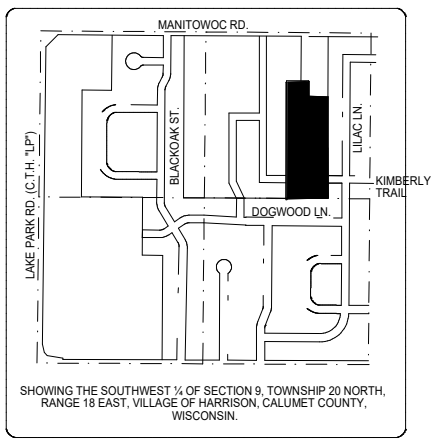
- 24-003-Cedar View - Preliminary Plat - STAMPED 6-2-24.pdf
- Aerial.pdf

PRELIMINARY PLAT

CEDAR VIEW SUBDIVISION

A parcel of land being part of Lot One, Lot Two, and part of Outlot One of Certified Survey Map #1096, in Volume 7 of Survey Maps on Page 342 as Document #176379, being part of the Northeast ¼ of the Southwest ¼ of Section 9, Township 20 North, Range 18 East, Village of Harrison, Calumet County, more fully described as follows.





SHOWING THE SOUTHWEST ¼ OF SECTION 9, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

NORTH IS REFERENCE TO THE NORTH LINE OF THE SOUTHWEST ¼ OF SECTION 9, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN, WHICH BEARD S 89°37'39" E PER THE WISCONSIN COUNTY COORDINATE SYSTEM, CALUMET COUNTY.

N

0 40 80 120 160

OWNER & SUBDIVIDER:

LOUMAR PROPERTIES, LLC
W6349 DOGWOOD LANE
MENASHA, WISCONSIN 54952

PRESENT ZONING:
AG - GENERAL AGRICULTURE

PROPOSED ZONING:
RS-1 SINGLE FAMILY RESIDENTIAL (SUBURBAN)

SURROUNDING ZONING:
RS-1 SINGLE FAMILY RESIDENTIAL (SUBURBAN)
RS-2 - SINGLE FAMILY RESIDENTIAL (TRADITIONAL)

REVIEWING AGENCIES:
DEPARTMENT OF ADMINISTRATION
VILLAGE OF HARRISON
CALUMET COUNTY
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
WISCONSIN ELECTRIC POWER COMPANY D/B/A WE ENERGIES
WISCONSIN GAS, LLC
AT&T
SPECTRUM

A parcel of land being part of Lot One, Lot Two, and part of Outlot One of Certified Survey Map #1096, in Volume 7 of Survey Maps on Page 342 as Document #176379, being part of the Northeast ¼ of the Southwest ¼ of Section 9, Township 20 North, Range 18 East, Village of Harrison, Calumet County, more fully described as follows.

Commencing at the West 1/4 corner of Said Section 9;
thence South 89°37'39" East, 2291.93' along the North line of the Southwest 1/4 of said Section 9;
thence South 00°30'47" West, a distance of 480.63' to the POINT OF BEGINNING:
thence South 00°30'47" West, a distance of 835.02';
thence North 89°40'51" West, a distance of 327.73';
thence North 00°28'35" East, a distance of 876.02';
thence South 89°37'39" East, a distance of 164.70';
thence South 00°30'51" West, a distance of 40.70';
thence South 89°37'39" East, a distance of 163.59' to the POINT OF BEGINNING;
said described tract containing 280632.04 Square Feet (6.4 Acres), more or less.

NOTES:
- THE UNDERGROUND UTILITY INFORMATION AS SHOWN HEREON IS BASED, IN PART, UPON INFORMATION FURNISHED BY THE UTILITY COMPANIES AND THE LOCAL MUNICIPALITY. WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE, ITS ACCURACY AND COMPLETENESS CANNOT BE GUARANTEED NOR CERTIFIED TO. PRIOR TO CONSTRUCTION, DIGGERS HOTLINE MUST BE CALL FOR FIELD LOCATION. DIGGERS HOTLINE WAS CONTACTED UNDER TICKET NO. 20241706494 AND 20241706495 AND THIS SURVEY DRAWING REPRESENTS THE LOCATION OF ALL UTILITIES MARKED.

WETLAND LOCATION DELINIATED BY DAVEL ENGINEERING & ENVIROMENTAL, INC PER WETLAND JURISDICTION REPORT PN#8227

SURVEYORS CERTIFICATION
I, CORMAC A. MCINNIS, CERTIFY THAT THIS PRELIMINARY PLAT IS A CORRECT REPRESENTATION OF ALL EXISTING LAND DIVISIONS AND FEATURES AND THAT I HAVE FULLY COMPLIED WITH THE SUBDIVISION ORDINANCES OF THE VILLAGE OF HARRISON.

CA McI 6-02-2024
CORMAC A. MCINNIS, PLS-2286 DATED

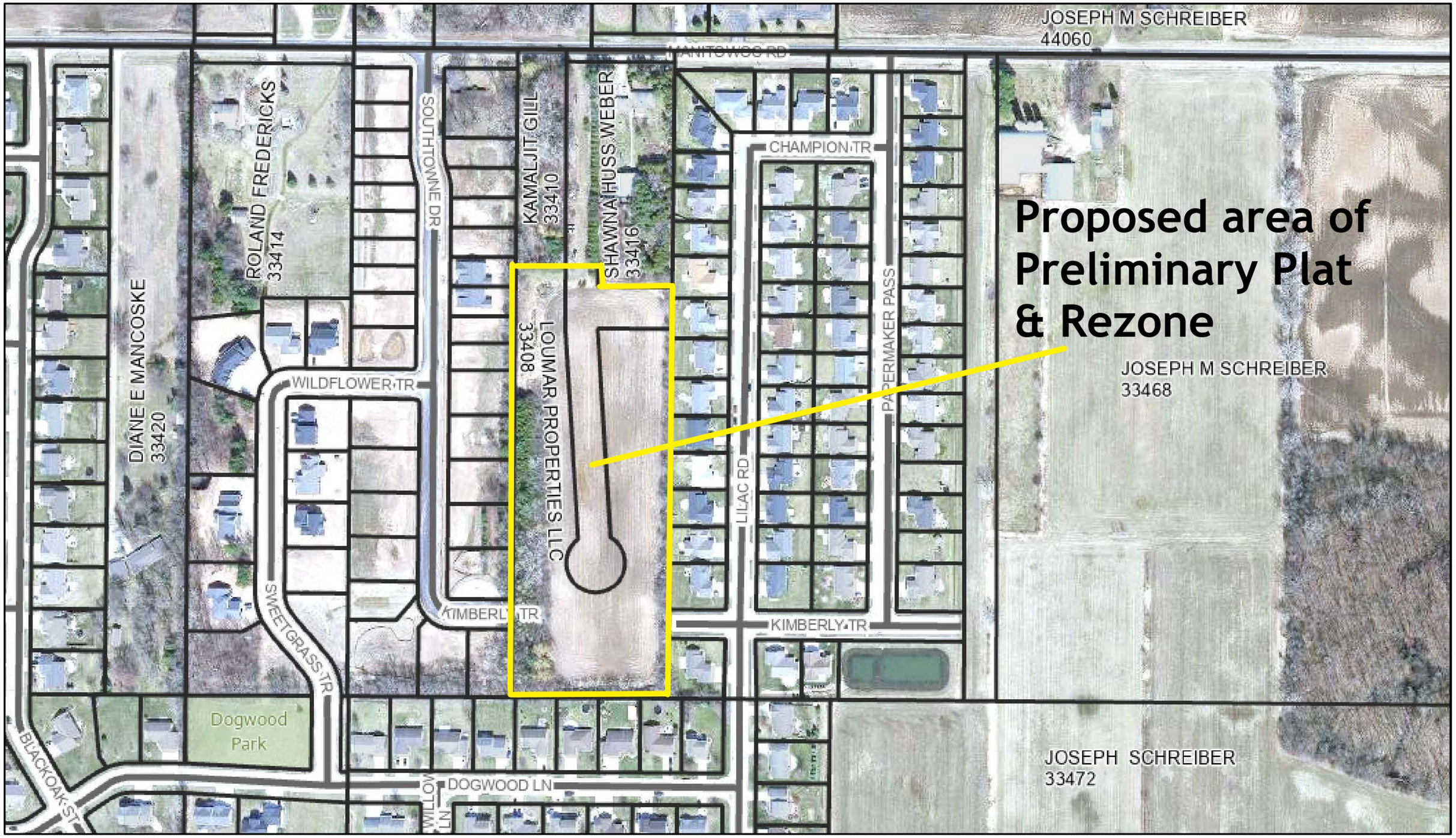
WISCONSIN CORMAC McINNIS PLS-2286 GREEN BAY WI LAND SURVEYOR

LEGEND
1 1/4" O.D. x 18" Iron Pipe Set 1.42 Lbs/Ft
1 1/4" O.D. Iron Pipe Fnd.
1" O.D. Iron Rebar Fnd.
2 3/8"" O.D. Iron Pipe Fnd.
County Monument Material as Noted

McInnis Land Surveying, LLC
2951 Timberline Dr.
Green Bay, WI 54313
920-737-8164
mcinnislandsurveying@gmail.com

Project #:	24-003
Drawing #:	CVP_Prelim 6-2-24
Date:	6-2-2024

ArcGIS Web Map



6/10/2024, 3:14:08 PM

Parcels

County Boundary

Parks Zoom

Building Footprint

Calumet Roads Cartographic

City Streets

Municipal Boundary

Village Boundary

Calumet County 2021 Orthophoto

Red: Band_1

Green: Band_2

Blue: Band_3

1:4,514

0 0.03 0.06 0.11 mi

0 0.04 0.09 0.17 km

Calumet County Land Information Office

ArcGIS Web AppBuilder

Esri, NASA, NGA, USGS | County of Calumet, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS | Calumet County Land Information Office |

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
Certified Survey Map (CSM) – Kathy Johnson – N8801 Coop Road – Parcel 33588

Issue:
Should the Village Board approve the Certified Survey Map for parcel 33588?

Background and Additional Information:
The applicant is proposing to split a parcel into 2-lots by a Certified Survey Map (CSM). The purpose of the CSM is to create a vacant residential parcel separated from an existing signal-family lot.

The CSM would split 1.643 acres (Lot 1) from existing parcel 33588, reducing the size of the parent parcel (Lot 2) to 3.167 acres. On Lot 2 there is a house, garage, and barn.

The area is zoned General Agriculture [AG]. The future land use map lists the property as Single Family Residential (sewered). The new lot has a width of 141.31 feet and does meet lot area and width requirements for potential residential rezoning.

There are established residential lots zoned Single-Family Residential [RS-1] directly east on Coop Road. The Kambura Acres subdivision is located southeast of the proposed parcel split.

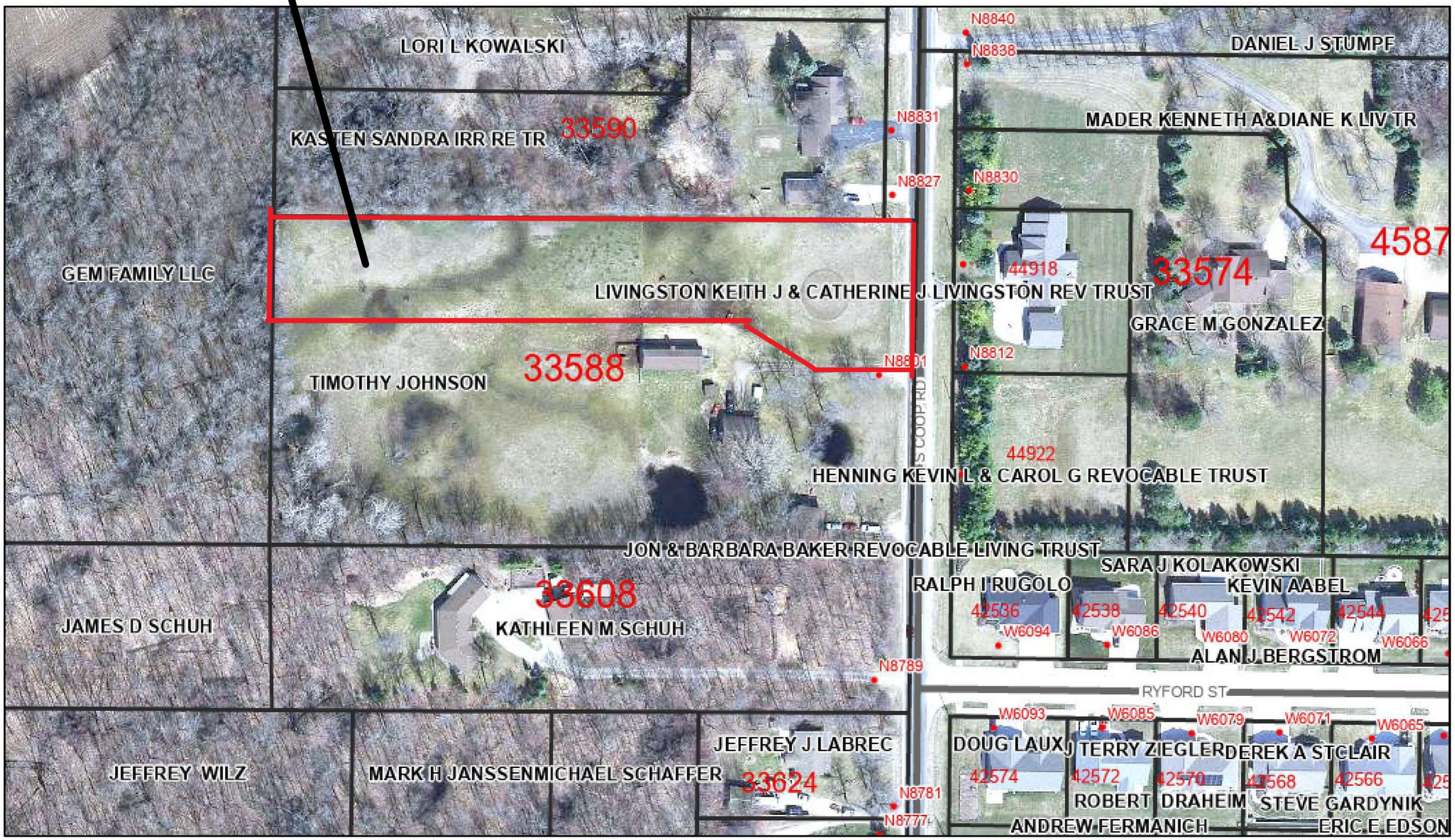
Budget Impacts:
None

Recommended Action:
Morion to approve the Certified Survey Map (CSM) request for parcel 33588 as submitted.

Attachments:
- Aerial.pdf
- K_J_CSM_0528_2024.pdf
- Zoning Map.pdf

Proposed New Lot

ArcGIS Web Map



6/10/2024, 12:32:47 PM

Parcels

Address Point

County Boundary

Building Footprint

Calumet Roads Cartographic

City Streets

Municipal Boundary

Village Boundary

Calumet County 2021 Orthophoto

Red: Band_1

Green: Band_2

Blue: Band_3

1:2,257

0 0.01 0.03 0.05 mi

0 0.02 0.04 0.08 km

Calumet County Land Information Office

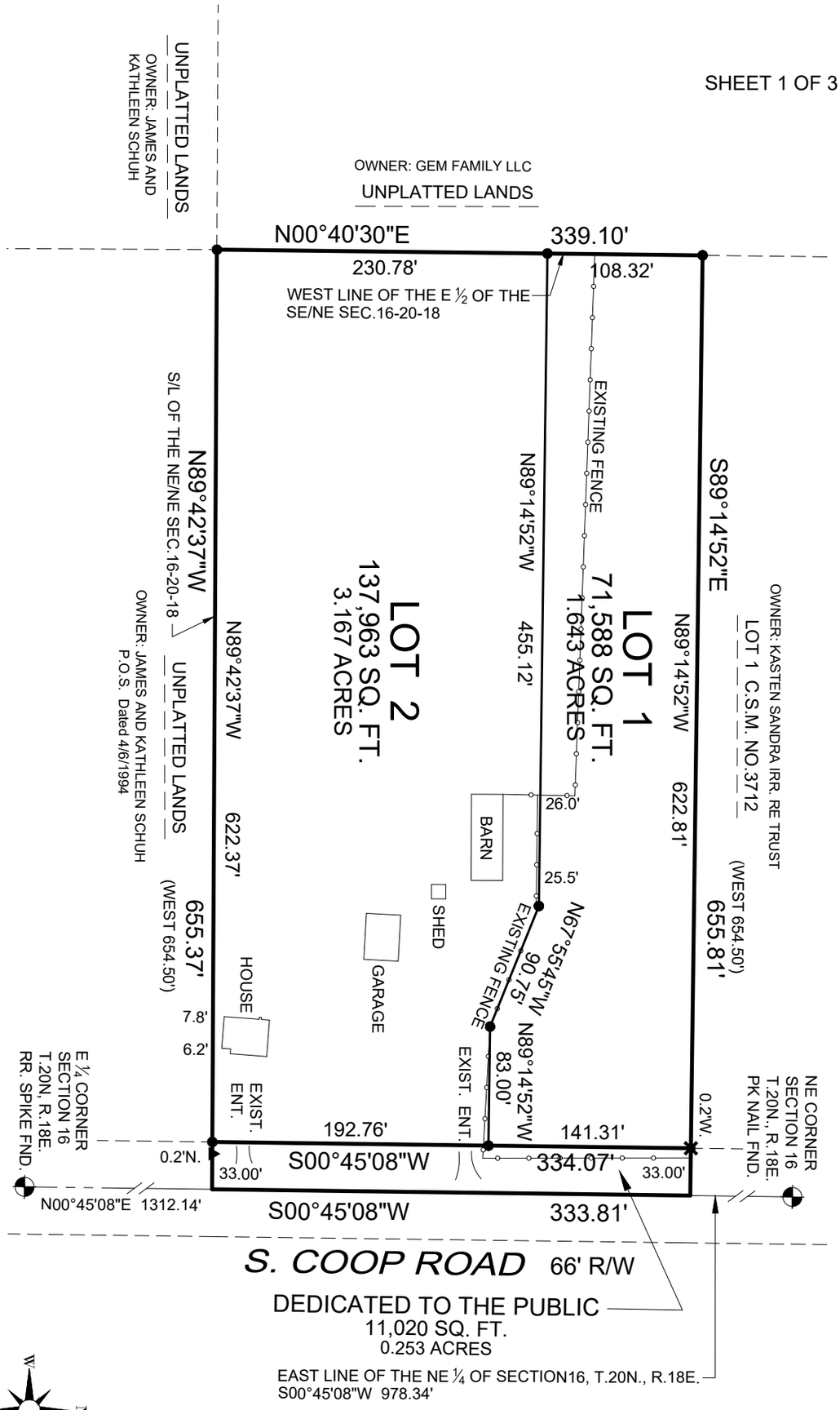
ArcGIS Web AppBuilder

Esri, NASA, NGA, USGS | County of Calumet, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, USFWS | Calumet County Land Information Office |

CERTIFIED SURVEY MAP NO. _____

Part of the East ½ of the Northeast ¼ of the Northeast ¼ of Section 16, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin.

SHEET 1 OF 3



-------LEGEND-------

- ● = 1.0" O.D. x 24" Iron Pipe weighing 1.13 lbs./ft. set
- ✖ = 3/4" Iron Rebar Found
- ▲ = 1.3" O.D. Iron Pipe Found
- ( ) = Measurements of Record
- ⊕ = Government Corner

SCALE IN FEET

0 100' 200'

NOTES:
1. WDNR MAPPING SHOWS WETLANDS ON THIS PROPERTY. PRIOR TO ANY DEVELOPMENT, A WETLAND DELINEATION MAY BE REQUIRED ON LOT(S) 1 AND 2.

BEARINGS ARE REFERENCED TO THE EAST LINE OF THE NE ¼ OF SECTION 16, T.20N., R18E., RECORDED AS N00°45'08"E, AND BEING REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, CALUMET COUNTY.

KROMM LAND SURVEYING LLC.
200 PROSPECTOR COURT
KAUKAUNA, WI 54130
920-996-9649
Kromm2062@gmail.com

L-3920

CERTIFIED SURVEY MAP NO. _____

PART OF THE EAST 1/2 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, Thomas M. Kromm, Wisconsin Professional Land Surveyor, certify that I have surveyed, divided, and mapped under the direction of Katie Johnson, a part of the East ½ of the Northeast ¼ of the Northeast ¼ of Section 16, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, containing 5.063 Acres (220,571 square feet) of land and being further described as follows:

Commencing at the E ¼ corner of said Section 16;

Thence North 00°45'08" East 1312.14 feet coincident with the East line of the NE ¼ of said Section 16 to the point of beginning;

Thence North 89°42'37" West 655.37 feet coincident with the South line of the Northeast ¼ of the Northeast ¼ of said Section 16;

Thence North 00°40'30" East 339.10 feet;

Thence South 89°14'52" East 655.81 feet to the East line of the NE ¼ of said Section 16;

Thence South 00°45'08" West 333.81 feet coincident with the East line of the NE ¼ of said Section 16 to the point of beginning.

Said lands subject to all easements and restrictions of record.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Village of Harrison ordinances in surveying, dividing, and mapping the same. That this map is a correct representation of all the exterior boundaries of the land surveyed and the division thereof.

Dated this _____ day of _____, 2024.

_____

Wisconsin Professional Land Surveyor: Thomas M. Kromm

This Certified Survey Map is all of tax parcel 33588.

This Certified Survey Map is fully contained within the property described in the following recorded instrument: Document #524175.

The property owner(s) of record is(are) Timothy Johnson.

All building setbacks and other land use requirements should be verified by the Village Zoning Department prior to any construction or other land use activity.

CERTIFIED SURVEY MAP NO. _____

PART OF THE EAST 1/2 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 16, TOWNSHIP 20 NORTH, RANGE 18 EAST, VILLAGE OF HARRISON, CALUMET COUNTY, WISCONSIN.

OWNER'S CERTIFICATE:

I (we), hereby certify that I (we) caused the land in this Certified Survey Map to be surveyed, divided, mapped, and dedicated, all as shown and represented on this map. We do further certify this Certified Survey Map is required by s.236.10 or 236.12 of the Wisconsin statutes to be submitted to the following for approval:
Village of Harrison

Dated this _____ day of _____, 2024.

_____ _____
Owner Name Owner Name

STATE OF WISCONSIN)
) SS
OUTAGAMIE COUNTY)
Personally came before me on this _____ day of _____, 2024, the above named owner(s), to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

_____

My commission expires _____

COUNTY TREASURER'S CERTIFICATE:

We hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands included in this Certified Survey Map.

_____ _____
Village Treasurer Date

_____ _____
County Treasurer: Date:

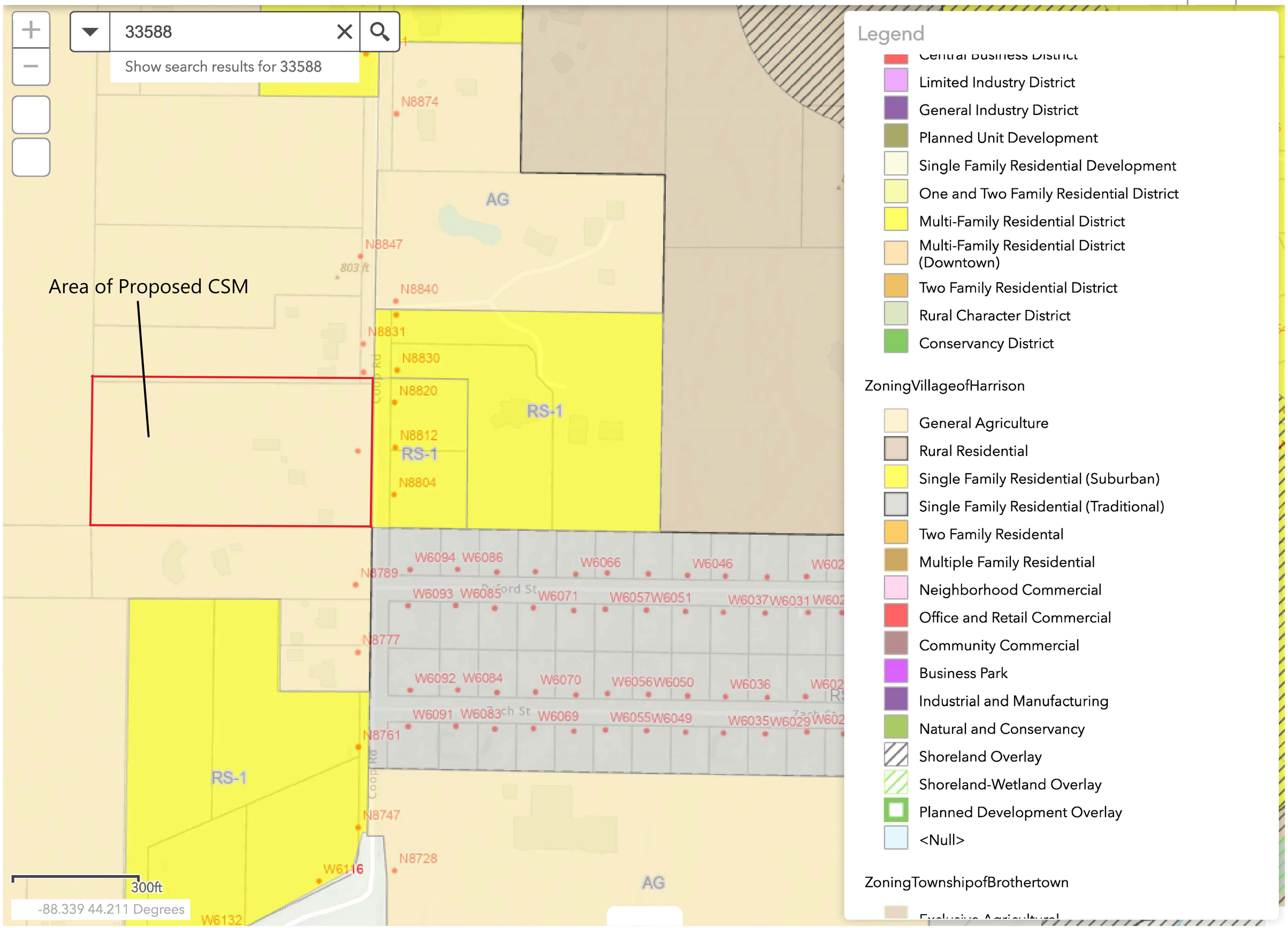
VILLAGE BOARD APPROVAL:

Resolved, that this Certified Survey Map located in the East 1/2 of the Northeast 1/4 of the Northeast 1/4 of Section 16, Township 20 North, Range 18 East, Village of Harrison, Calumet County, Wisconsin, is hereby approved.

_____ _____
Chairman Date

_____ _____
Village Clerk Date

Calumet County Zoning Map with ArcGIS Web AppBuilder



Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING	**VILLAGE OF HARRISON**
From: Chad Pelishek, Assistant Village Manager and Jarred Gerl, Fire Chief	**Meeting Date:** June 25, 2024

Title:
Staff Recommendation and Award of Contract with Five Bugles/Wendel for construction of the New Public Safety Building.

Issue:
Should the Village board approve the staff recommendation of Five Bugles as the consultant to lead the design, bidding and construction services related to the new Public Safety Building?

Background and Additional Information:

The Village Manager, Assistant Village Manager, and Fire Chief developed a Request for State of Qualifications on May 2, 2024. The request was sent out to the following 13 firms: Angus Young, Ayres, Bray, BRW, BWA, Keller, McMahon, OPN, PRA, Redstone, SEH, Strand, and Wendel Five Bugles.

The following 7 firms responded: Angus-Young, Keller, McMahon, Millis/Perspective Design, OPN, SEH, and Wendel Five Bugles.

The Assistant Manager and Fire Chief reviewed the seven Statement of Qualifications and narrowed the list to the following three firms based on fire station design experience, understanding of the project, and information related to technologies and trends: Wendel Five Bugles, SEH, and Keller.

Tours and inspections of newly designed public safety buildings were scheduled. This created an opportunity to objectively critique, first-hand the completed projects. It also allowed staff to ask open-ended questions from stakeholders regarding positives, struggles, and overall satisfaction of working with their representative firms.

Fort Atkinson

Firm: Keller

Year: 2019

Community Population: 12,412

Kaukauna

Firm: SEH

Year: 2017

Community Population: 17,372

Tomah

Firm: Keller

Year: 2023

Community Population: 9,459

Chilton

Firm: McMahon

Year: 2023

Community Population: 3,720

Greenville

Firm: Wendel Five Bugles

Year: 2019

Community Population: 12,264

Oconto Falls

Firm: Five Bugles/ Wendel

Year: 2024

Community Population: 2,996

Freedom

Firm: Keller

Year: 2021

Community Population: 6,208

Suamico

Firm: Wendel 5 Bugles

Year:2021

Community Population: 13,184

Based on the tours and feedback obtained from stakeholder visits, staff recommends Five Bugles/Wendel as the firm to lead the design of the Village's new public safety building. Five Bugles/Wendel specializes in fire station design and has numerous layouts that could be adapted to accommodate the needs of a new facility in Harrison.

Staff believes the facility needs to be constructed in a manner which is representative of community investment and pride. As a key component to facilitate commercial growth, the Village needs to showcase the value, potential, and opportunities Harrison has to offer. Having a public facility with curb appeal will also help “raise the bar” for surrounding building designs in the planned commercial infrastructure. Developers will realize the Village is committed to investing in their own facilities and is planning for substantial growth. This facility will be a key investment for the next 75-100 years.

Five Bugles/Wendel has provide the attached contract for Phase 1 Master Planning services including conceptual planning covering programming, conceptual architectural designs, conceptual site design, cost estimating. A review of the Station 70 will also be included as it relates to future usage by the

Police Department or whether space is included in the new building. Should the Village move forward with Five Bugles for final design, this $18,500 contract will be deducted from the final design contract.

Budget Impacts:
$18,500 - Capital Outlay

Recommended Action:
Motion to approve Five Bugles/Wendel Corporation as the firm to lead the design of the public safety building and approve the contract for conceptual design for $18,500.

Attachments:

- Village of Harrison Public Safety Building.pdf
- Village of Harrison - SOQ 05.20.2024.pdf
- (V) Harrison Public Safety Bldg Proposal 6.19.24 R1.pdf
- SEH Public Safety Bldg.pdf

wendel

Home of the Award Winning

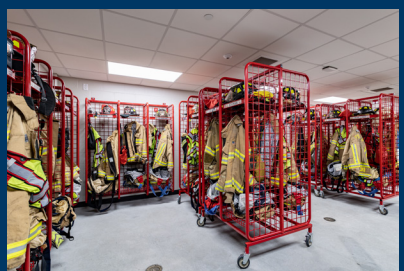
Five Bugles Design + Mitchell Associates Architects

Village of Harrison

Proposal for

Statement of Qualifications for Architectural/ Engineering Services

May 20, 2024



Over 300
Programming/ Feasibility Studies

Over 150
facilities designed & built

Over 140
years of combined public safety experience

Table of Contents

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2. QUALIFICATIONS
   - Firm Description
   - Organizational Chart
   - Key Professionals & Resumes
   - Similar Projects
3. PROJECT UNDERSTANDING & APPROACH

wendel
Home of the Award Winning
Five Bugles Design + Mitchell Associates Architects

1. COVER LETTER

wendel
Home of the Award Winning
Five Bugles Design + Mitchell Associates Architects

architecture | engineering | planning | energy efficiency | construction management

May 20, 2024

Matt Heiser
Harrison Village Hall
W5298 State Rd. 114,
Menasha, WI 54952

SUBJECT: Request for Statements of Qualifications for Professional Services for the Design of the Village of Harrison Public Safety Building

Dear Matt:

Five Bugles Design, the award-winning team at Wendel, is uniquely positioned to conduct a Feasibility Study and Space Needs Assessment for the Village of Harrison. While it is not uncommon for these city services to share a facility, maximizing the advantages of such a design while managing the security and access concerns requires experience, the experience that our firm offers. Some of the unique and specialized services we offer your team include:

- **Public Safety Specialists:** Wendel recently acquired Mitchell Associates Architects, which works exclusively on public service facilities, including fire stations, EMS, police, and shared facilities. The merging of Wendel's Five Bugles Design and Mitchell Associates Architects brings two nationally known public safety experts with years of emergency services experience. Our combined teams have worked together in the past and feed off each other's strengths and knowledge. We now bring this wealth of experience to the Village of Harrison and increase our team's ability to provide clients with over **140** years of combined public safety experience. We have a matchless, industry-leading portfolio of award-winning, research-based, innovative facilities. The team has completed construction documents for over **150** public safety projects across the United States.
- **Wendel's unique Immersion Process to reduce project schedule and costs**: This is our hands-on process used at the project's outset that allows us to work collaboratively with the entire project team to rapidly refine and establish the development plan and set the entire project up for success. The following link provides more information about Wendel's Immersion process. https://wendelcompanies.com/immersion/
- **Additional resources:** As a national architecture, engineering, energy efficiency, and construction management firm, Wendel offers an array of resources that may be desirable as the project progresses. These resources include construction, energy, and sustainable design services, among others, and are all under one roof.

You will find more details in our proposal that support the above. We look forward to sharing more information with you, hopefully at the interview stage of the process. If you have any questions, please feel free to contact me directly.

Best Regards,

Robert Krzyzanowski
Director of Emergency Services, Principal-in-Charge
204 E. Grand Avenue, Suite 200, Eau Claire, WI 54701
877.293.6335 | rkrzyanowski@wendelcompanies.com

2. QUALIFCATIONS

CORPORATE PROFILE

In 1940, Leon Wendel started a small civil engineering firm. Over the last eight decades, Wendel has grown into a full-service architecture, engineering, energy efficiency, and construction management firm that delivers customized solutions and turnkey projects in innovative ways.

Today, we boast a full complement of professionals in every engineering discipline, including a robust energy efficiency department; a talented team of architects and landscape architects; construction managers; planners; and interior designers. Our team is based out of 15 offices, is licensed in 38 states, and has over 280 employees dedicated to upholding our four core values: team first; quality; first-class communication; and promises made, promises kept. At the heart of those values is our belief that we can **create a better world through knowledge and leadership**.

WENDEL SERVICES:

ARCHITECTURE

- Interior Design
- Landscape Architecture
- Master Planning
- Historical Preservation

ENGINEERING

- Civil
- Electrical
- Environmental
- Mechanical
- Municipal
- Structural
- Transportation
- Railroad
- Alternative fuel solutions/CNG
- Water/wastewater retrofits
- Land surveying
- Geographic information systems (GIS)
- Planning

ENERGY EFFICIENCY

- Energy audits
- Commissioning
- Professionally Assisted Performance Contracting
- Alternative Funding/Grant Programs
- Retrofit and implementation design
- Green building design
- Measurement & savings verification (M&V)
- Renewable technologies

CONSTRUCTION MANAGEMENT

- Master builder
- Progressive Design/Build
- Design/Bid/Build
- Construction Management at Risk (CMaR)
- CM Agent
- GMP Design/ Build

Map Of Wendel Offices (Wendel Icons) And States That Wendel Is Qualified To Do Business In (Grey Shade)

A better world through knowledge and leadership. This is our mission. We are professionals. Construction Managers, architects, engineers, planners, and energy analysts. We plan, design, build, and operate the communities we live, work and play in.

Collaboration, innovation, commitment and performance drives our teams. We are successful only if you are; we get this. Meaningful terms such as promises made, promises kept, first class communication and trusted partner are ingrained in our culture.

WENDEL TIMELINE

1940: Leon Wendel, Consulting Engineer and Surveyor, opened his practice in Lockport, New York. Provided traditional civil engineering and survey services.

May 31, 2000: After forming a joint venture, the two companies merged, creating Wendel Duchscherer Architects & Engineers. Duchscherer Oberst was an architectural firm with a significant capability in public transportation maintenance facilities and design.

2010: Acquired Smiley, Glotter, Nyberg Architects (SGN), an architectural firm specializing in K-12 school facilities, expanding the firm to a Minneapolis, Minnesota office.

2014: Added an office in Clarksburg, West Virginia.

2015: Added an office in Rochester, New York.

April 1, 2016: Wendel acquired Evolve Architecture, a small firm in Richmond, Virginia expanding Wendel's service offering to include interior design, space programming and planning, and move management services.

2016: Opened an office in Syracuse, New York.

May 1, 2017: Opened an office in Albany, New York.

June 1, 2017: Wendel acquired Architectural Design Group (ADG), a leader in architectural design and planning in Eau Claire, Wisconsin, to enhance our service offering and market reach in the Midwest. Also gained Five Bugles, ADG's division focused solely on the public safety industry.

June 2023: Wendel acquired Mitchell Associates Architects, specialists in Public Safety design, located in the Albany, NY region, to expand our national presence as Public Safety design leaders.

2019: Retired Fire Chief Ed Mishefske, Architect Steve Gausman and Project Manager Robert Krzyzanowski formulate Five Bugles Design with the goal of elevating the design of Public Safety Facilities.

Firm Contact
Robert Krzyzanowski
P: (715) 559-0297
E: rkrzyzanowski@wendelcompanies.com

Name & Location
Five Bugles Design + Mitchell Associates Architects Wendel's award winning public safety team
204 E. Grand Avenue, Suite 200
Eau Claire, WI 54701
fivebuglesdesign.com

Year Established
Wendel: Established in 1940
June 1, 2017: Wendel acquired Architectural Design Group (ADG), a leader in architectural design and planning in Eau Claire, Wisconsin to enhance our service offering and market reach in the Midwest. Also gained Five Bugles, ADG's division focused solely on the public safety industry since 2009.

Legal Status
Licensed to perform Architecture & Engineering services in Wisconsin

Firm Ownership
Corporation (employee-owned)

Staffing
Total Staff: 290
Eau Claire: 17

Primary Office Location for this Project:
204 E. Grand Avenue, Suite 200
Eau Claire, WI 54701

BUILDING ON A VISION

Five Bugles Design and Mitchell Associates Architects were formed to provide planning and design services to the public safety service industry. We understand that public safety buildings are truly a unique building type. Our focused design team is comprised of members whom, both collectively and individually, are among the most experienced public safety design professionals in the country.

UNMATCHED PUBLIC SAFETY FACILITY DESIGN EXPERIENCE

Our award-winning team of architects and active emergency services designers and specialists have work experience throughout the country. We focus on exceeding our clients' expectations and providing exemplary project management services, all while "speaking your language."

COLLABORATIVE. FOCUSED. CLIENT DRIVEN. COMMUNITY CONSCIOUS.

Making a positive and lasting impact on the people and communities we serve is at the core of what we do. We believe that by getting to know our clients, their needs, and the communities they serve, we're able to collaborate as a design team to provide winning solutions that go far beyond the obvious. Our goal is that the facilities we design today will serve our clients for decades to come.

EMERGENCY SERVICE DESIGNERS

The architects, engineers and designers that are apart of our team have experience leading municipalities through the process of design. These individuals learn from every project they have been apart of, with some having decades of experience. Our team then takes everything that we have learned, good or bad, and puts that information forward to our new clients.

The design of emergency services facilities is an intricate process and very detail oriented. Our clients have to be detail oriented in their everyday job of saving lives, we expect our team to understand that the small details matter in a facility as every second counts.

We pride ourselves on function over frills, however we have the diversity in our portfolio to satisfy any client's needs and desires. Emergency services design is the only thing that our team focuses on and they have dedicated their careers to this cause.

IN-HOUSE EMERGENCY SERVICE SPECIALISTS

The FBD/MAA team includes a number of Emergency Service Specialists. These individuals are both active and retired public safety personnel with extensive background in the management and operations of fire, police and EMS departments of all types and sizes (career, paid-on-call, combination).

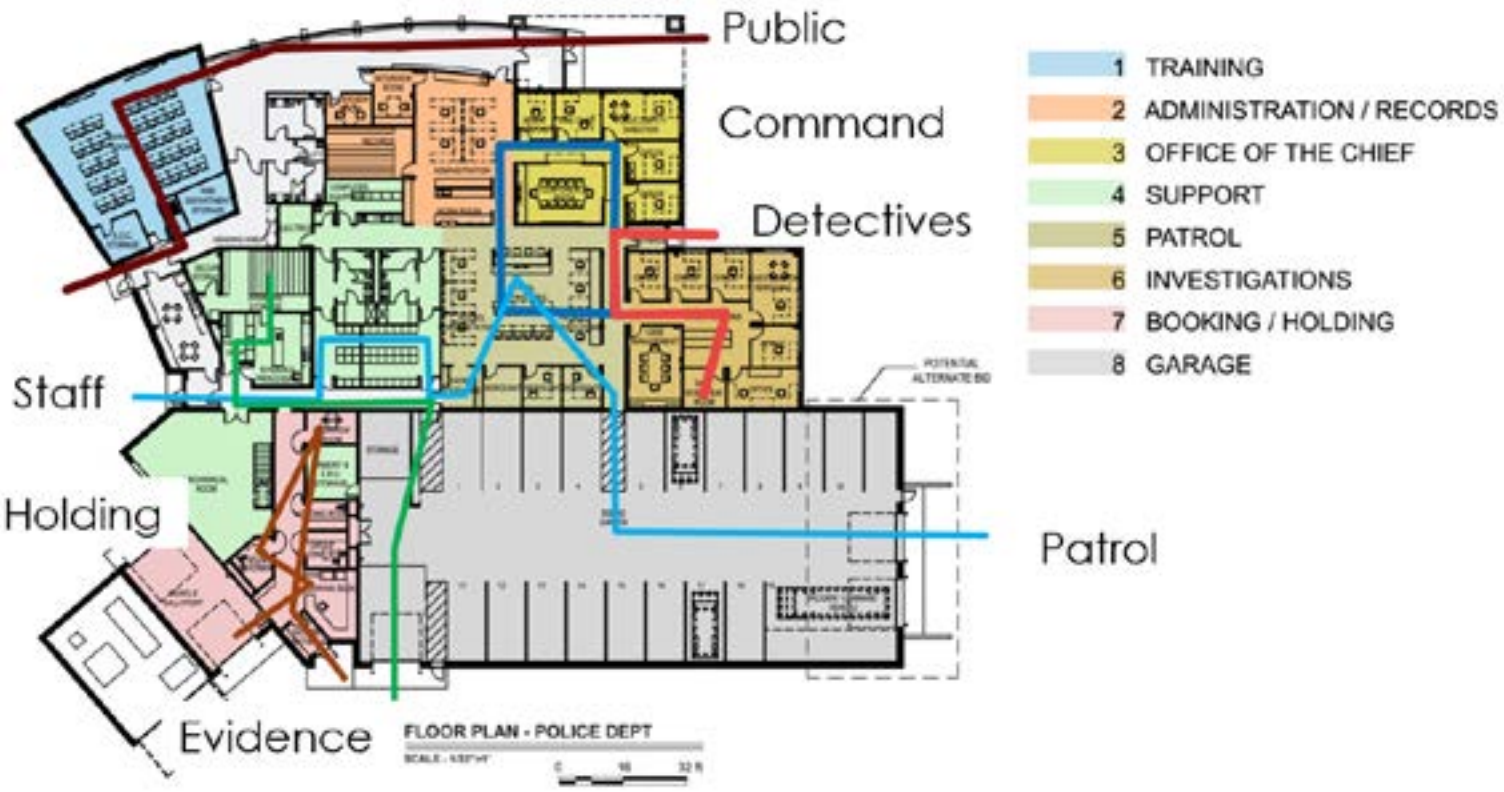
Most importantly, they have built stations for their own departments and understand the challenges created by the necessity of blending facility demands with budgetary concerns.

Our Emergency Service Specialists use their decades of experience to lead our unique programming process. They will direct a conversation that explores your individual operational and facility challenges, breaks those challenges down into their respective building components and then work with our experienced architects and planners to define and quantify those elements with the goal of creating an accurate depiction of the built environment that will ultimately become your new facility.

PROCESS-DRIVEN DESIGN

Our team uses process driven design strategies. Our Emergency Services Specialists have a career's worth of experience managing a department's resources. Working together, we will blend best practice, public safety operational work flow with your department's culture to produce an individualized work environment that maximizes the utilization of your resources.

Your departments are made up of a wide array of functions and processes. Although their overall emergency response goals are similar in what police and fire provide, their needs in a building are different in regards to how they live in the same building together. We blend those common needs forming areas of shared space, but also space that is designated for each entity within that structure.



TRAINING

Our team has extensive experience in regional training facilities as well as creating staff training opportunities within a public safety facility.

At the core of any successful and efficient emergency services protection program is public safety facility training. Community expectations for delivery services over the last decade have grown to a level never anticipated. Emergency medical services, hazardous materials, confined entry rescue, fire ground management techniques, communications, domestic terrorism and international terrorism are not hypothetical scenarios, but realities. Designing these high-risk but low-frequency training opportunities into the new fire station is critical to a department's level of ability to face the new challenges these situations present.

Our teams are national leaders with our innovative approach of incorporating training programs into building design. In our discussions during the initial programming and space orientation phase of the building process, we spend a great deal of time talking about the department's existing training program. We take this time to gather as much information as possible and then offer design solutions that include in-house training space. Firefighters and Police Officers will be on hand during training sessions if a major emergency occurs.

One of the training opportunities that we have included in numerous facilities is the use of a training tower for both drying fire hoses and for practicing in a multistory internal/external training platform. This also serves police departments well in multi-story training, active shooter scenarios, breaching, etc.

Master planning of emergency services facilities involves taking the entire scope of the project into account, not just the building. Our team has worked with all of our clients to design training needs into their overall site plan, whether that includes live burn towers, extrication training needs, confined space training, simulated shoot houses, etc. Each project comes with a need and/or idea for training and our team has acted on integrating those ideas into an eventual design.

Robbie Krzyzanowski is a **featured writer on personnel decontamination** in Firehouse Magazine, and **Bob Mitchell lectures on it at the FIERO and Firehouse station design conferences**, as well as the national FIERO PPE research conference.

PERSONNEL DECONTAMINATION: EMERGING TRENDS

Over the past decade, there has been an increase of cancer diagnoses for those men and women in the fire services, as well as for their loved ones at home. In an attempt to help keep firefighters and their families healthy, we have created a personnel decontamination process which separates the fire station into zones (hot and cold), and therefore helps to reduce the spread of cancer-causing contaminates.

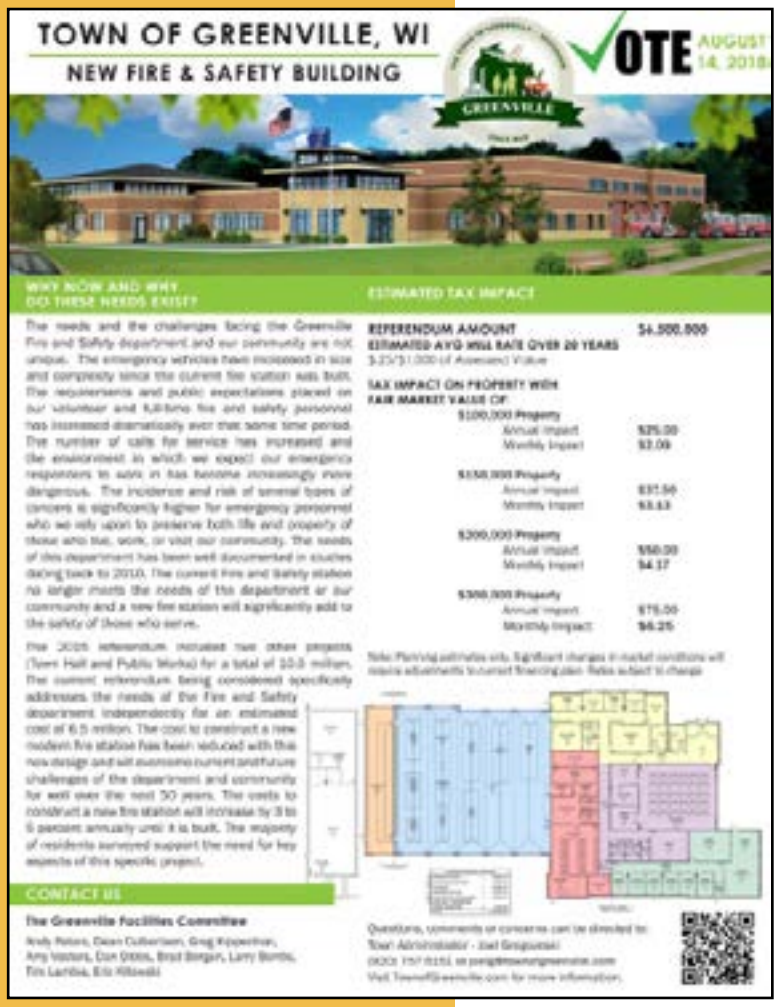
This process includes decontaminating trucks, gear, and of course, people. Restricting contaminants to the hot zones and having staff transition to the cold zones ensures that they are free of those contaminants after responding to an emergency.

Our award-winning team members have proven their expertise in the design and development of decontamination spaces. By constantly pushing the limits and creating (not just following) the emerging trends, we are regularly given the opportunity to speak to our peers and emergency services professionals at conferences throughout the country, as well as publish articles in national publications showcasing our unique and user-focused decontamination processes.

PUBLIC ENGAGEMENT

Public engagement is critical to our philosophy of gaining project support from project participation. Successful public campaigns are the result of effective planning, transparent communication of a value-based solution, and support at the local level by municipal staff and officials.

- Public hearings and neighborhood groups provide opportunities for interactive progress updates with concerned citizens.
- The local press presents an opportunity to present the project in a positive light at chosen times throughout the project.
- Web-based project sites are available to provide meeting notes and project updates.
- Every community is different and presents a different set of challenges to the communications of project information and project approval processes. We will work with your team to develop a combination of the elements that works best.
- Assistance with social media postings.
- Referendum Assistance.
- Graphics for monthly news letters and websites.
- Produce mailers, postcards, and newsletters to be mailed to public.
- Create fliers to be posted around community.



PUBLIC SAFETY BUILDING LEED PROJECTS:

Buffalo, MN
Marshfield, WI
Menomonie, WI
Chisholm, MN.

OTHER LEED PROJECTS WITHIN OUR FIRM:

Village of Westfield, NY
City of Beacon, NY
Village of Fredonia, NY
Syracuse, NY
Village of Horseheads, NY
City of Phoenix, AZ
Lynchburg, VA
Savannah, GA
Niagara Falls, NY
Blacksburg, VA
Rapids, MI
Lorton, VA
Binghamton, NY
Bridgeport, CT

SUSTAINABLE DESIGN

Standard design features include:

- Natural Light
- In-Floor Heat
- Building Envelope Exceeds Building Code Requirements
- Other exciting technologies:
  Photovoltaics, Solar Walls, Water Reclamation Systems, Green Roofs, White Roofs, Geothermal, Wind Power, Purchasing Renewable Energy Credits from Local Energy Co-Ops, Etc.

INDUSTRY LEADERSHIP & ENVIRONMENTAL STEWARDSHIP

As a design and construction firm, we recognize that our projects can have a significant impact on the environment and we are passionate about advancing opportunities that raise the bar on sustainability. This carries through into how we operate as a company, how we pursue our work, and how we interface with the world in our daily lives. Wendel's sustainability legacy will be how we respected the environment and our community.

Our Sustainability Charter identifies both short- and long-term sustainability goals, and establishes metrics to evaluate our successes, identify areas for improvement, and creates a roadmap for greater engagement in initiatives across departments and offices.

As part of the Wendel Strategic 2020 Plan, a "Stewards of the Environment" leadership group was created to help drive the "practice-what-we-preach" element into a larger energetic group. Wendel has set six goals to help prioritize sustainability efforts for increasing energy efficiency, increasing staff awareness, increasing engagement with the community, and creating a platform to track and document efforts. Progress will be evaluated annually in conjunction with implementation milestones. The Stewards team provides on-the-ground support to implement the initiatives, collect data, and lead communication and reporting efforts.

CITY OF BEACON FIRE DEPARTMENT

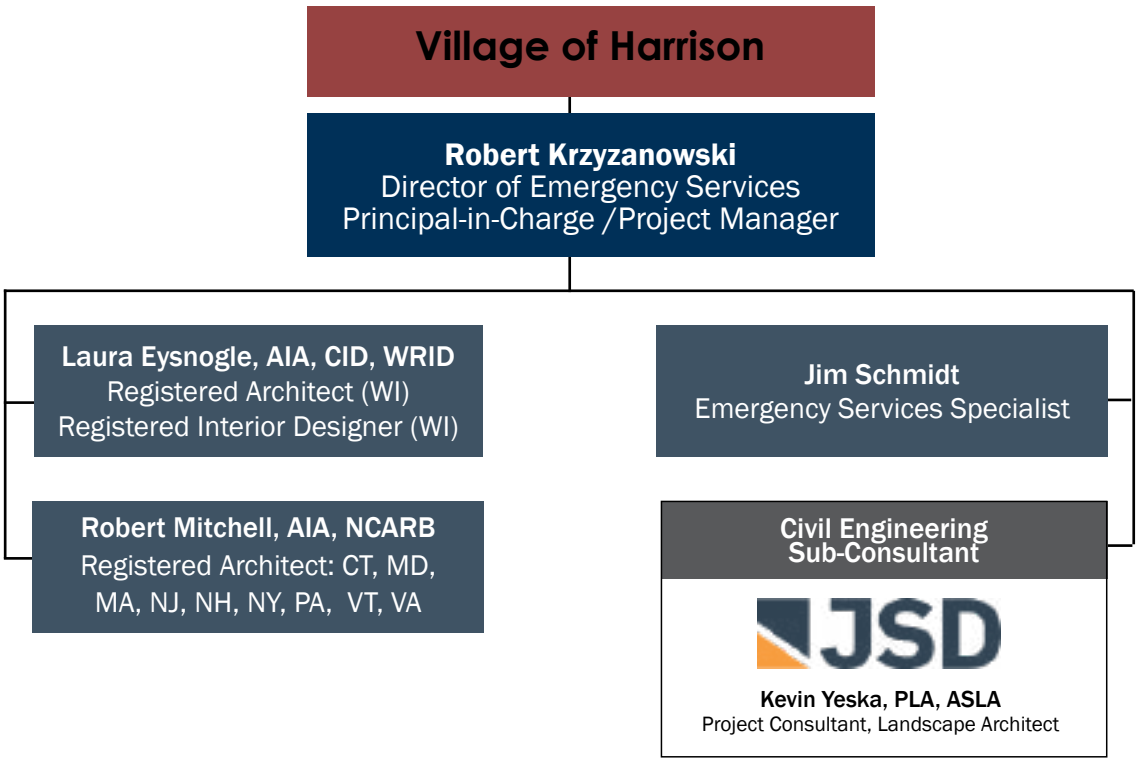
ITHACA FIRE DEPARTMENT

"Our design teams have recently completed the design and have begun construction on a No-Fossil Fuels emergency services facilities in Beacon, NY and Ithaca, NY. Wendel strives to protect the environments in which we live, work and play."

TEAM OVERVIEW

Wendel's emergency services team has years of experience working together on similar public safety buildings projects. On the following pages we have included the resumes of our team members that will serve you on this project. We pride ourselves in the quality of service and the level of attention we provide to each of our clients. These team members were selected based on a balance of talent, experience, and their availability to provide the Village of Harrison best experience possible. As mentioned earlier, our team has just completed over 70 million dollars' worth of construction documents and your project fits perfectly within our schedule.

ORGANIZATIONAL CHART



Robert W. Krzyzanowski

ISDA Station Design Awards Judge

Associate Principal

Education

Associate Degree, Drafting and Design Technology, Winona Technical College

Winona, Minnesota (1998)

Awards

Chippewa Falls Fire Station

2018 Firehouse Station Design Award

Eau Claire Fire Station

2018 Firehouse Station Design Award

2017 Station Design Judge

Firehouse Magazine

Station Design Awards

Verona Fire and EMS

2016 Firehouse Station Design

Shared Facilities Notable

Years of Experience

24 years

Director of Emergency Services / Principal-in-Charge Project / Manager

As the Director of Emergency Services for Wendel, home of the award-winning Five Bugles Design, Robert oversees all emergency services projects throughout the Country for all Wendel offices. He has over 20 years of experience working on public projects, and has been involved in over 60 emergency services projects in the past four years, and close to 100 during his career.

Robbie will oversee the clients' expectations from ground breaking to the ribbon cutting and will ensure the client experience exceeds their overall needs. He understands that the team's next project relies on the current projects overall success and takes pride in pushing the project to its overall final environment as a facility where seconds count.

Robbie's experience includes a variety of emergency service buildings of various sizes from a 2,880-square-foot addition to the Lafayette Fire Station in Chippewa Falls, Wisconsin, to the 43,000-square-foot fire station in Verona, Wisconsin. This vast array of experience allows him to assist owners in constructing buildings that meet their specific space needs, functionality and building type requirements.

Fire/EMS Design Experience

Ashland, Wisconsin
Bellevue, Wisconsin
Bloomington, Illinois
Bloomington, Minnesota
Chippewa Falls, Wisconsin
Chisago City, Minnesota
Chisholm, Minnesota
Cloquet, Minnesota
Cold Springs, Minnesota
Eau Claire, Wisconsin
Elkhart Lake, Wisconsin
Farmington, New York
Fitchburg, Wisconsin
Greenville, WI Fire Department
Inver Grove Heights Fire Department
Janesville, Wisconsin
Jefferson, Wisconsin
Kenosha, Wisconsin
La Crosse, Wisconsin
Ladysmith, Wisconsin
Lehi, Utah
Lewiston, Minnesota
Marathon City, Wisconsin
Marshfield, Wisconsin
Middleton, Wisconsin
Milton, Wisconsin
Monroe, Ohio
Mount Horeb, Wisconsin
Normal, Illinois
Red Wing, Minnesota
Rib Mountain, Wisconsin
River Falls, Wisconsin
Stewartville, Minnesota
Stoughton, Wisconsin
Suamico, Wisconsin
Superior, Wisconsin
Verona, Wisconsin
Wausau, Wisconsin

Laura A. Eysnogle, AIA, CID, WRID

ISDA Station Design Awards Judge

Emergency Services Designer/Market Leader

Laura joined the Wendel team with 14 years of experience in public sector interior design, space planning, and architectural design. She works with clients from project conception through the ribbon cutting phases balancing the importance of efficiency and durability with adaptability and aesthetics. With a background in all community and public sector projects, Laura understands the need for spaces to perform in their most efficient manner and to be a good steward of the tax payer's dollar yet still provide the community with a facility that they can be proud of. Laura feels that the most rewarding part of her job is listening to clients, working to successful solutions, and finally watching as the community embraces their new facility. Laura's experience includes a variety of projects from a new 14,000 sf Laramie #3 Fire Station to a 65,300 sf renovation / 67,650 sf addition to a high school to strategic planning for the 1.6 million assignable square feet for a major research university. Her experience in new construction, renovations and strategic planning has allowed her the opportunity to consider projects from every aspect. What was the project yesterday, what is it today, and what will it be tomorrow.

Licenses & Certifications
Registered Architect, WI
Registered Interior Designer, WI
Certified Interior Designer

Education
University of Wisconsin-Stout, Bachelor of Fine Arts: Interior Design

Affiliations
Eau Claire Chamber of Commerce - Leadership Eau Claire, Class of 2019

Girls on the Run Assistant Coach, Spring 2019

Active member of the Young Professionals of the Chippewa Valley

Years of Experience
17 years

Project Experience

Cold Spring Public Safety Building, Cold Spring, MN
Town of La Pointe Emergency Services Building, WI
Monroe Township Fire Station, OH
Suamico Fire Station, WI
Chisholm Emergency Services Building, MN
La Crosse Fire Department, WI
Wisconsin Rapids Fire Department, WI
City of Laramie, Fire Station #3 (New Building), Laramie, WY
City of Cheyenne, Board of Public Utilities New Office Building, Cheyenne, WY
City of Eau Claire, South Entry Replacement, Eau Claire, WI
City of Laramie, Fire Station #3, New Building, Laramie, WY
City of Cheyenne, Board of Public Utilities New Office Building, Cheyenne, WY
Lake Dillion Fire & Rescue, New Public Works Facility, New Fire Station Study & Conceptual Design, Lake Dillion, CO
Cottage Police Public Works & Parks & Recreation Facility Remodeling, Furniture Selection & Procurement Assistance, Cottage Grove, WI
City of Eau Claire, South Entry Replacement, Eau Claire, WI
Plate Valley Fire Protection District, New Fire Station Study & Conceptual Design, Kersey, CO
School District of Ashland, High School Addition & Remodeling, Middle School Addition & Remodeling, Furniture Selection & Procurement Assistance, Ashland, WI
School District of Bloomer, Referendum Assistance, Middle School Addition & Remodeling, Bloomer, WI
School District of Cashton, Middle/High School Addition & Remodeling, Elementary School Addition & Remodel, Furniture Selection & Procurement Assistance, Cashton, WI

Robert Mitchell, AIA, NCARB

Emergency Services Designer/Market Leader

Bob's work is focused exclusively on emergency services facilities. This focus is supported by a depth of experience gained in over 28 years in design, construction, evaluation, and renovation of fire stations, with over 189 projects involving more than 326 emergency services facilities throughout the northeast, eastern seaboard, Missouri, and Alaska. He has provided programming for more than 170 fire station and emergency services facilities and has completed more than 60 feasibility studies to evaluate the option of renovating/designing additional space versus building new. Bob presents at national conferences and is author of the chapter on fire station renovation and additions for the Fire Station Design Handbook published by the International Association of Fire Chiefs Foundation. His work is featured in FEMA's fire station design manual.

Licenses
Registered Architect: NCARB, Connecticut, MD, MA, NJ, NH, NY, PA, VT, VA

Education
Bachelor of Science in Building Science, Rensselaer Polytechnic Institute, 1968

Expertise
Firematic Design
Project Management
Cost Estimating
Public Support
Energy-Efficient Building Design

Affiliat ions
American Institute of Architects, International Association of Fire Chiefs, NFPA, NYSAFC

Years of Experience
30 Architecture
40+ Building, Solar & Energy Expertise

Project Experience

Beacon (NY) Fire Depart/City Hall
Beukendaal (NY) Fire District
Carver (MA) Fire Department
Cortland (NY) Fire Department
East Putnam (CT) Fire Department
King of Prussia (PA)
Lancaster (PA) Fire Department
Long Hill (CT) Fire District
Midway (NY) Fire District
Newburgh (NY) Master Plan Study
N. Castle Fire (NY) District #2 Armonk
Peekskill (NY) Fire Department
Philadelphia (PA) Fire Department

Awards And Recognition (Since 2003)

2021 Firehouse Station Design Award Notable Design, Purchase, NY Fire Station
2020 Firehouse Station Design Award Notable Design, Long Hill, CT Fire Station
2019 Firehouse Station Design Award Gold, Peekskill NY Fire Headquarters
2018 Firehouse Station Design Notable Design Award, Schoharie, NY Fire Station
2018 Firehouse Station Design Notable Design Award, South River, NJ Fire
2017 Firehouse Station Design Gold Award. Town of Carver, MA Fire HQ (3)
2016 Firehouse Station Design Bronze Award, Town of Glenville, NY Fire Station
2015 Firehouse Station Design Notable Design Award, East Putnam, CT
2014 Station Design Recognition Award, F.I.E.R.O., Valley Forge, PA Fire Station
2013 Firehouse Station Design Notable Design Award, Slingerlands, NY
2012 Station Style Notable Design Award, Fire Chief Magazine; Rensselaer, NY
2011 Station Style Bronze Award, Fire Chief Mag: Holden, MA Safety Facility (3)
2010 Station Style Notable Design Award, Fire Chief Mag: Briarcliff Manor, NY
2009 Station Style Notable Design Award, Fire Chief Magazine; Philipstown, NY
2008 Station Style Notable Design Award, Fire Chief Mag; Skaneateles, NY (1)
2007 Station Style Notable Design Award, Fire Chief Mag; Chestertown, NY (2)
2006 Station Style Gold Award, Fire Chief Magazine; Hudson, NY Fire Station (2)
2005 Station Style Gold Award, Fire Chief Magazine; Armonk, NY Fire Station (2)
2004 Station Style Notable Design Award, Fire Chief Magazine; Herman, PA
2003 Station Style Gold Award, Fire Chief Magazine; Cayuga Heights, NY (2)

James Schmidt

ISDA Station Design Awards Judge

Emergency Services Specialist

Senior Emergency Services Specialist James Schmidt has been involved in the design and construction oversight of several public safety facilities as both an owner and architectural team representative throughout his 40 plus years in the fire and emergency medical services. Jim also specializes in mentoring upper level management personnel and is a State Representative for the Wisconsin Technical College System Fire Service Training section. Jim is excited to work with emergency services personnel to realize their dreams of building a new and improved "second home."

James Schmidt's career began in 1979 as a Fox Valley Technical College (FVTC) cadet firefighter at the Town of Grand Chute and Oshkosh Fire Departments. In 1982, Jim was hired by the City of Marshfield Fire and Rescue Department as a Firefighter/Emergency Medical Technician. He worked his way up the ranks and as a Deputy Fire Chief responsible for a number of programs and duties including emergency response and management of career Fire/EMS personnel, coordination of the Fire Investigation Program, Special Operations Training/Response (Hazardous Materials, Elevated Rescue, Confined Space Rescue, Trench Rescue), and the development of a Regional Training Center.

In 2007, Jim was promoted to Fire Chief and is most proud of the relatively small part he played in changing the culture of the department. In addition, under Jim's direction, the department was able to add staff and build Wisconsin's first Gold LEED Central Fire Station in Marshfield. Shortly after completing the National Fire Academy's Executive Fire Officer (EFO) program, Jim was able to continue moving the department forward by reducing the city's Insurance Services Office (ISO) rating and embracing many state and federal grant opportunities to help off-set the costs of new Personal Protective Equipment (PPE), a Medium Duty Rescue Truck, Selfcontained Breathing Apparatus (SCBA's), and SCBA Air Compressor.

In 2013, Jim retired as the Fire Chief of the City of Marshfield but has remained active in the fire service. Jim joined the Town of Rock Volunteer Fire Department as a Safety Officer/ First Responder and authored the department's Standard Operating Guidelines, became a State Representative for the Wisconsin Technical College Fire Service Training section, accepted an interim Fire Chief position with the Rothschild (Combination) Fire Department (2015), Interim Fire Chief with the Town of Rome (Volunteer) Fire Department (2016). In addition, Jim started a consultant business specializing in assisting communities in the fire chief hiring process, mentoring new fire chiefs and upper level managers, and the consolidation of fire departments.

Project Experience

Wausau, WI – Fire Station Design, Police Station Remodel

Chisholm, MN – Fire Station Design, City Hall Design, Joint Training Facility Design

Bloomington, MN – Fire Station Designs (Five)

Greenville, WI – Fire Station Design & Referendum Assistance

St. Peters, MN – Fire Station Design

Town of Superior, WI – Fire Station Design

River Falls, WI – Fire Station & EMS Station Design

Williams Bay, WI – Fire Station Design

Elk River, MN – Fire Station Designs (Three), Police Station Remodel, Joint Training Facility Design

Licenses & Certifications

Executive Fire Officer
Emergency Medical Technician
Wisconsin State Fire Inspector
Hazardous Material Response Technician
Wisconsin Fire Service Instructor I

Education

Associate Degree
Fire Science Technology
Fox Valley Technical College
Appleton, WI

Business Administration
Lakeland College
Plymouth, WI

Executive Fire Office (EFO)
Program Graduate
Emmitsburg, MD

Professional Associations

(Past and Present)
International Association of Fire Chiefs
National Fire Protection Association
Wisconsin State Fire Chiefs Association
North Central Fire Chiefs Association
International Association of Arson Investigators
Wisconsin Association of Hazardous Materials Responders
Wisconsin Emergency Medical Technician Association
Wisconsin Technical College System Fire Service Advisory Board on Education and Training - Co-Chair

Years of Experience

45 years

REFERENCES

The public safety clients and associated projects referenced below are examples of the experience our team brings to your project, whether a study or complete design. Every one of these projects brings with it a certain set of knowledge gained that can ultimately be passed on to our clients.

Lakeside Fire-Rescue
(Edgerton, WI)
Randall L. Pickering,Fire Chief
pickeringr@edgertonfire.com
(608) 332-9462 (cell)

St. Peter Fire Station
Todd Prafke
City Administrator
City of Saint Peter
(507) 934-0663

Knoxville Public Safety Building
Aaron Fuller, Chief of Police
Knoxville Police Department
641-828-0541

Town of Milton, WI
Public Safety Building
Bryan Meyer, Chair
(608)774-9229

Green Bay Fire Department
Matthew Knott, MS, EFO, CFO
Fire Chief
(920) 448-3278
Matthew.Knott@greenbaywi.gov

Baraboo Area Fire & EMS District
Kevin G. Stieve, Fire/EMS Chief
City of Baraboo Emergency
Management Director
(608) 356-3455
kstieve@baraboofireandems.com

Chisholm Fire Department
Vern Manner, Chief of Police
vmanner@ci.chisholm.mn.us
Chisholm, MN

Town of Greenville
Eric Kitowski, Deputy Fire Chief
(608) 358-1942
Ekitowski@townofgreenville.com

La Crosse Fire Department
Ken Gilliam, Previous Fire Chief
Station #2 | (651) 270-7811

Jeff Murphy, Asst Chief of Ops
murphyj@cityoflacrosse.org
(608) 789-8042

City of Janesville
James Ponkauskas
Deputy Fire Chief
(608) 373-3433
ponkauskasj@ci.janesville.wi.us

Village of Suamico
Alex Kaker
City Administrator
(940) 434-2212
villageadministrator@suamico.org

City of Chippewa Falls
Lee Douglas, Fire Chief
(715) 723-5710

City of Verona
Bill Burns
Verona City Administrator (former)
(608) 821-8356

Town of Nantucket
Stephen Murphy, Fire Chief
(508) 228-2324 Ext. 4
smurphy@fire.nantucket-ma.gov

Station Highlights:

- 24,350 sf building with 5,350 sf for police department, 11,250 sf for fire department
- PD operates 24/7 and FD is paid on call with no full time employees
- Training room designed for public access as community room
- One bay of FD designed as alternative for cost control

$11,200,000

New Construction

2022

Vern Manner, Chief of Police
vmanner@ci.chisholm.mn.us

CHISHOLM PUBLIC SAFETY BUILDING

Chisholm, MN

The City of Chisholm, located in the heart of the Iron Range of northern Minnesota, hired Wendel and the Five Bugles Team to provide architectural and engineering services for the design of a new Public Safety Building.

Their existing downtown facility is more than 100 years old and has had limited upgrades to the facility since that time. A facility study quickly determined that replacement of the structure was necessary.

A new 24,365 sf facility will be constructed as a replacement on a City-Owned site located just outside of downtown, on Yearlong Lake. The new public safety building will house the City's full-time police department, their paid-on-call fire department, and some community spaces to be shared by all city departments.

The Police Department facilities will include offices, a soft interview room off the public lobby, an all-gender locker room, a booking area including soft and hard interview spaces, and an evidence processing and storage area.

A dedicated three-bay garage space is also designed to be two vehicles deep, allowing protection of up to six vehicles in inclement weather and serving as the departments sallyport.

The Fire Department facilities include a four-bay apparatus bay, state-of-the-art personal decortication area, volunteer responding area, a small after-action review room, and general office space. A tower will be located off the apparatus bay to serve the department as a training tower as well as a hose drying tower.

Along a central core between the two departments, are community and shared spaces. These spaces include a community room, public restrooms, a shared break room, and an exercise room that will be available to all city employees.

Construction started in the summer of 2023 and will be completed in the summer of 2024.

Station Highlights:

- 31,000 SF
- Volunteer Department, planning for future career staff

New Construction

Estimated cost of work: $12.5M
Estimated total project cost: $14M

Phase: Design Development
Anticipated Opening: 2026

Contact: Ryan Simmons, Fire Chief, firechief@platteville.org

PLATTEVILLE FIRE DEPARTMENT

Platteville, WI

The Platteville Fire Department is a volunteer department, located in the southwest corner of Wisconsin. In the winter of 2020, Five Bugles Design was brought on board to conduct a study of their existing 1960's facility. After consideration of the two-story facility, with incredibly low floor-to-floor heights, and an extremely landlocked site, it was determined that a new facility should be designed and constructed to replace the existing station.

The new station will be a new construction, single-story facility, with a mezzanine, and will be located on the site of the former EO Gray Learning Center. The stations seven apparatus bays will be prominently located on the intersection of US Highway 51/W. Adams Street, and N. Chestnut, which is a major path of travel out of Platteville to the north.

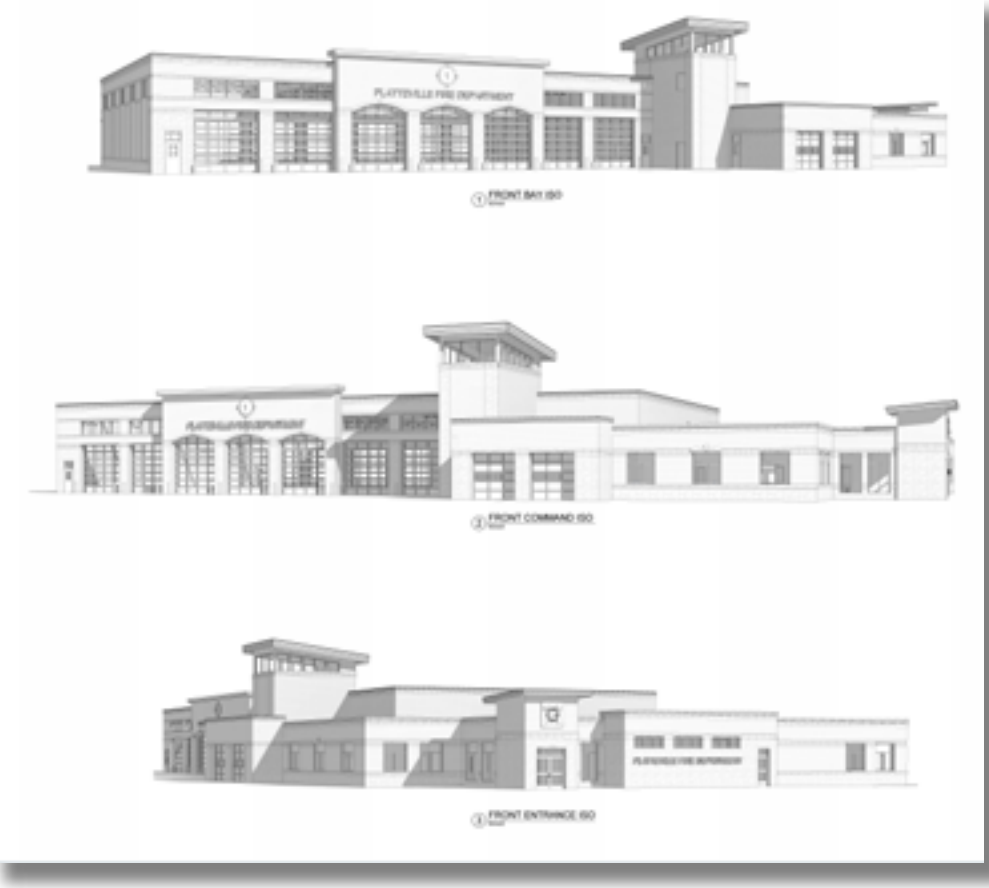
Upon entering the station, visitors will enter a large lobby with historic displays. This lobby will then allow access to a large training room, public toilet rooms, and the districts administration. The training room will allow for seating for 60 in tables and chairs, will have a dedicated kitchen, and will have storage spaces.

The administration zone will be comprised of an open office, a work room, three private offices, and a conference room, which will have access to the lobby. Located directly off the administrative spaces will be the command garage, which will house the departments smaller vehicles.

Located just off the public zone, the core of the facility will house the staff support spaces, such as the watch room, workshop, self-contained breathing apparatus (SCBA) clean and fill station, gear lockers, gear laundry and decontamination all-gender toilet/showers. These spaces will have direct access to the apparatus bay, which will have seven drive-through bays.

Though the department is currently volunteer based, the administration is looking out for their volunteers, as well as looking to the future needs of the department. Because of this, seven single-user dorm rooms will be constructed, as well as two all-gender single-user toilet rooms, a kitchen, dining room, and day room. Until the department becomes full time, the dorms could be used by local university students who serve the department, or by other volunteers during anticipated weather events.

With design of this facility underway, the project is slated to break ground in the spring of 2025, with occupancy in the spring of 2026.



LAKESIDE FIRE DISTRICT

Edgerton, WI

Station Highlights:

Station 1:
- 32,680 SF
- New Construction
- Two-Story
- Satellite Station with Headquarters
- Will have space for third-year off-duty interns
- Estimated cost of work: $16.3M
- Estimated total project cost: $19.3M

Station 2:
- 20,260 SF
- Renovation & Addition
- Single-story facility
- Space for first-or second-year off-duty interns at adjacent facility

Estimated cost of work: $8.5M
Estimated total project cost: $10.1M

Station 3:
- 16,840 SF
- New Construction
- Single-story

Estimated cost of work: $8.7M
Estimated total project cost: $10.4M

Station 4:
- 21,175 SF
- New Construction
- Single-story
- Space for first- or second-year off-duty interns

Estimated cost of work: $10.5M
Estimated total project cost: $12.6M
Phase: Design Development
Anticipated Opening: Phased: 2026 - 2028
Contact: Randy Pickering, Fire Chief, pickeringr@edgertonfire.com

The Lakeside Fire District is comprised of 11 municipalities in south central Wisconsin. They serve a geographical area of 220 square miles across three counties, 19.7 miles of Interstate 39/90, and portions of Lake Koshkonong, as well as the Rock, Yahara, Badfish, and Koshkonong rivers. Founded in 2023, the new district is now in need of multiple facilities to cover their diverse and vast district.

Prior to the formal founding of the District, Five Bugles Design worked with several of the individual municipalities to create concept plans for new stations. Once the district formed, these concepts, as well as their locations, were reconsidered. Ultimately, the department determined it was best to design and construct four stations, as well as a headquarters facility.

Station 1: Newville & District Administration is designed as a new construction, two-story facility, in Newville, WI. This location is centralized within the district, is adjacent I39/90 for quick access, and is located just off the base of the Rock River and Lake Koskonong. Being designed for equity, the Satellite Station 1 will comprise the lower level of the facility. This will be comprised of living quarters for both on-call staff and three off-duty third-year interns, personal decontamination (decon), apparatus support, and will have direct access to the apparatus bays.
The upper level of the facility is designed to accommodate the districts administration; small, dedicated space for the Wisconsin Department of Transportation; and central training for the district.

Station 2: Edgerton is an existing facility that will be partially razed, renovated, and an addition will be constructed. This facility will feature living quarters for the on-duty staff, a small training room, station administration, apparatus support spaces, and apparatus bays. The off-duty first- or second-year interns will be housed in a facility located on the adjacent property.

Station 3: Milton West is a new construction, single-story facility with a mezzanine. This station will be constructed on a greenfield site, located along side the local high school. Special consideration was given to this site due to the high school traffic, which can dramatically increase at peak times. An additional drive will be constructed to the north, in case the school traffic will impact response. Additionally, with the internship program being a two- or three-year program (two for fire-fighter, three for paramedic), this will be the only station that will not house interns.

Station 4: Milton East will be a new construction, single-story facility with a mezzanine. This facility will share a site with Town of Milton's Town Hall facility. By sharing a site, the District and the Town will be able to share amenities such as parking, a training room, and on-site water treatment. Station 4 will house six first- or second-year interns, as well as the on-duty staff.

Designed for equity between the stations, all stations will be designed with: living quarters , including kitchen, dining, day rooms, and a mothers / quiet room; individual dorms; individual all-gender toilet / shower rooms; personal decontamination including gear lockers, gear laundry and all-gender toilet / shower rooms; apparatus support; apparatus bays; training; and station administration including private offices, and a watch room with direct access to the apparatus bay.

The four buildings will all also share similar aesthetics and finishes for both the exterior and the interior finishes.

With the projects currently in design, it is intended that the four facilities will be constructed in an overlapping, phased approach; beginning with Station 4 and the Town Hall, then Station 3 and Station 1, and finally the renovation and addition of Station 2.

Station Highlights:

- 4 Drive-through apparatus bays
- Training Center
- State-of-the-art Decontamination zone

Anticipated $6.5M Total

New Construction

Ongoing (June 2022) Est.

Brigid Murphy
City Administrator
27 Red River Avenue S
Cold Spring, MN 56320
320-685-3653
bmurphy@coldspring.gov

Cold Spring Public Safety Building

Cold Spring, MN

The City of Cold Spring hired Wendel, home of Five Bugles Design, after an independent assessment of their current Fire and Police station recommended its replacement.

The Five Bugles team is now in the early phases of designing the new Public Safety Building for the City's the full-time police department and the volunteer fire department. Budget, efficiency of space, and workflow are the primary drivers in the design of this new facility. Special attention was paid to consolidate space used between the two departments, with all shared spaces located in the central core of the facility.

Directly off a secure lobby will be a community training room, a soft interview room, public restrooms, and an administration desk large enough to accommodate two people in the future. Both departments have direct access to their spaces off the lobby, as well as access to a joint work and copy area.
The police department is efficiently comprised of private offices, a break room, and a large command conference room wrapping around an open office for patrol officers.

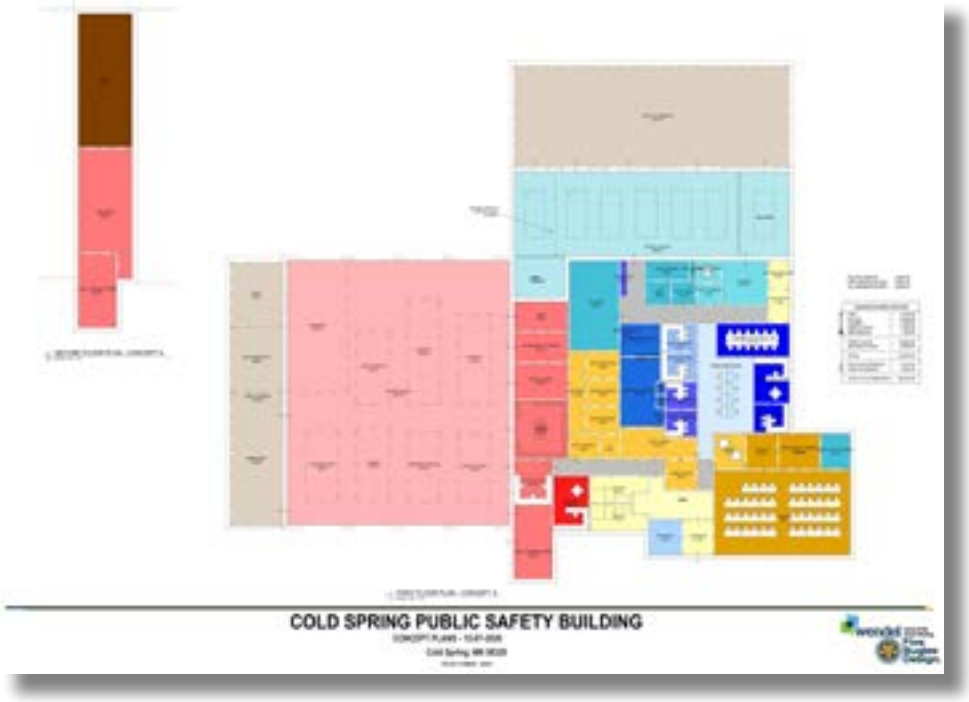
A booking area with a hard interview room is located off the departments sallyport and garage, with a direct exterior exit for detainee dispatch.

The department spaces also include a large evidence intake and storage space, an all-gender open locker room, gun cleaning, and a private quiet room to allow officers a personal space.

The police locker room is designed to be able to share three individual showers and a residential laundry room with the fire department to help reduce redundant fixtures spaces between the departments.

Located off the fire departments four-bay apparatus bay, with an alternate for a fifth bay, is a multi-purpose tower that will be used for training, hanging hoses to dry, and as access to the mezzanine. A state-of-the-art personal decontamination zone will include PPE storage, gear laundry, SCBA cleaning, showers, and residential clothing laundry spaces. A work shop and a watch comm office will be located just off the apparatus bay, with an adjacent large private office for the fire chief.

With design underway, the Cold Spring Public Safety Building will bid in Spring 2023 with final completion in Summer 2024.



LA CROSSE FIRE STATION NO. 2

LA Crosse, WI

Station Highlights:

- 28,000 sf
- Two Story Facility
- Administrative & Living Quarters
- Training Requirements
- Exercise Room
- Decontamination Room
- Two Fire Poles

New Construction
$7.2 million
Spring 2023

Ken Gilliam
Previous Fire Chief
Station #2
(651) 270-7811

Jeff Murphy
Assistant Chief of Operations
La Crosse Fire Department
726 5th Avenue South
La Crosse, WI 54601
murphyjcityoflacrosse.org
O: (608) 789-8042
M: (608)769-9747

Designed as a replacement facility for its existing Station 2, the new La Crosse Station 2 will serve the city's west side, housing a two-engine company and the department's administrative team. This 20,000 SF facility is to be located on a one-acre site alongside the University of Wisconsin - La Crosse. With the heavily trafficked La Crosse Street to the north, Oakland Street to the west, and UW-L to the east and south, the overall site design and layout of the facility focused on maintaining user safety, the need for a highly functional and response driven station and a "no back-side" aesthetic for the station.

The site was divided up with response on the north side of the facility (facing La Crosse Street), apparatus return and shift-working parking on the southeast side, and administration and visitor entry and parking on the southwest portion of the property. The facility was shifted as far west on the site as possible to maintain grass and separation between the station and UW-L. Additionally, all four sides of the facility were given consideration to be appealing. Inside the facility, the overall layout continues to focus on safety for the responders and creating division between these three user groups. To do so, the first floor of the station is for responder use only and houses the watch/command office, dorms, personal decontamination spaces apparatus support spaces, and the exercise room, which opens to the apparatus floor for additional space. The station's small lobby directs visitors to the second level administration areas through and elevator and set of stairs.

On the second level, a small reception space adjoins conference room. Directly off reception is the department's administrative space, including private offices for the fire chief, assistant chiefs, division chief, fire investigators offices, an open office, the battalion chief's office, and a shared shift officer's office. The second level of the facility also houses the remaining living spaces, including the kitchen and dining space, a rooftop patio, and the day room. Two fire poles are located in these living spaces to allow responders to quickly move to the apparatus bay from the second level. With the design of facility complete, Station 2 is under construction. Wendel is contracted to perform all design and construction management activities using our Master-Builder Approach.

Station Highlights:

- 48,000 sf central station
- Dedicated & Flexible Emergency Operations Center (EOC)
- Satellite Station with most of the same features as Station 1

Station #1: $15,200,000 (estimate)
Station #2: $5,700,000 (estimate)

New Construction
Bidding Winter 2024

CITY OF BARABOO FIRE/EMS STATION

Baraboo, WI

Five Bugles Design provided design and construction services for the City of Baraboo's new fire station. During early programming and facility tours, it was determined that with the city's current needs and anticipated growth, the department would need a satellite station in the immediate future. This realization led to the project scope expanding to include the concurrent design of one large, central station, and a smaller satellite station.

The 48,000sf Central Station will serve as the department's headquarters, and primary training facility. Three primary factors influenced the layout of this facility: response times, particularly with such a large facility; the desire to separate day-to-day operations; and the quantity of apparatus and support vehicles. All three of these factors drove the resulting design, in addition to the standard concerns of safety and civilian / department interaction.

Features of the station include the departments administration, dedicated and flexible Emergency Operations Center (EOC), extensive training facilities, exercise space, a mental health room, personal decontamination, and living quarters for ten.

The smaller satellite station provides most of the same features as Station 1, at a smaller scale. This includes office space, a watch room, three drive-through apparatus bays, personal decontamination spaces, exercise room, training facilities, and living quarters for six.

The project is set to bid in the Spring of 2024, with completion of both facilities in the Fall of 2025.

LA CROSSE FIRE STATION NO. 4

La Crosse, WI

Station Highlights:

- 28,000 SF
- Two Story Facility
- Administrative & Living Quarters
- Training Requirements
- Exercise Room
- Decontamination Room
- Two Fire Poles

New Construction
$8.2 million
Spring 2023

Ken Gilliam
Previous Fire Chief
Station #2
(651) 270-7811

Jeff Murphy
Assistant Chief of Operations
La Crosse Fire Department
726 5th Avenue South
La Crosse, WI 54601
murphyjcityoflacrosse.org
O: (608) 789-8042
M: (608)769-9747

In the winter of 2021 and well into design of La Crosse Fire Station No. 2, our team was hired by the City of La Crosse to begin design and ultimately perform construction management services on the City's new Fire Station No. 4, located on the City's North side.

The project consisted of the City purchasing seven homes next to their existing fire station No. 4 to ultimately raze and become home for the new fire station. Original concepts also had the existing station no. 4 being demolished to allow for the construction of station no. 4, however the city elected to keep the existing station, allowing it to remain and potentially be purchased by a private entity.

This four bay station includes living quarters for eight personal, state of the art decontamination areas, exercise room and a watch office overlooking the front apron and apparatus bays.

Also included in the design is a community room with a generous lobby to display the department's rich history. Police entities are included in the design to allow for a "satellite" station for their use in lieu of traveling back to the main police headquarters.

Station Highlights:

- 37,000 Square Feet
- Training Center
- Living Quarters
- EMS
- LEED Gold

$4,800,000

New Construction

2010

Scott Owen, Fire Chief
City of Marshfield Fire Department
412 East Fourth Street
Marshfield, WI 54449
715.486.2090

MARSHFIELD FIRE & EMS STATION
Marshfield, WI

Steve Gausman and Robert Krzyzanowski assisted the Marshfield Building Committee in reviewing fifteen various sites within the stipulated geographical area. Space Programming sessions were conducted with the Building Committee over multiple dates. As a result of this study, Marshfield Fire and Rescue decided to move ahead with a 37,000+ SF facility, completed on schedule and under budget. The proposed design was constructed as an urban infill project on a downtown site that accommodates several sustainable features. The City of Marshfield is a leading proponent of sustainability and achieved a LEED Gold certification for this facility.

The Architectural Design was the result of numerous public presentations and open house forums during both programming and schematic design phases of the project.

Additionally, the building's design further resulted from meetings with the local Historical Society to incorporate design elements of past Marshfield buildings. Public Relations techniques included interviews on Public Radio.

RIVERSIDE FIRE STATION

Schofield, WI

Station Highlights:

- Six Apparatus Bays
- Training Room
- Training Tower
- State-of-the-art Decontamination
- Living Quarters for Five

Cost: 4,500,000

Construction Completion: 2021

Rob Bowen, Fire Chief
211 Grand Ave.
Rothschild WI 54474
Office (715) 359-3500
Cell (715) 370-4134

After the consolidation of two fire departments into the Riverside Fire District, it was determined that a new facility should be designed and constructed. Five Bugles Design worked with the design committee to review numerous sites in terms of their constructability and response times. Ultimately, it was determined that the new facility would be constructed on the site of the former Rothschild Fire Station. This challenging site requires the razing of three structures, and the installation of a sheet piling wall to the north of the structure.

This new station features a two-door apparatus bay for the Districts' EMS response vehicles, and a four-door apparatus bay for the Fire response vehicles, with space between them for turn our lockers, storage, SCBA cleaning, and a mezzanine accessible by the training tower on the front of the facility. This tower will serve to dry hoses and will allow training opportunities for this department, while creating a stunning architectural feature on the public side of the facility. Also included in the station is a large community room, offices for the District, living quarters for five, and a state-of-the-art personal decontamination zone.

Station Highlights:

- Six Apparatus Bays
- Training Room
- Exercise Room
- State of the Art Decontamination
- Living Quarters for Eight

$4,500,000

Construction Completed: 2021

Dudley H. Wright, Fire Chief
24 S. Oregon Street Johnstown Ohio 43031-1200
Station Phone: (740) 967-2976
Cell: (740) 404-3980
firechief@monroetownship. org

MONROE TOWNSHIP FIRE STATION

Johnstown, OH

Located in Johnstown, Ohio, the Township of Monroe hired Five Bugles to design a new Fire/EMS Station, replacing their existing station 501. This six-bay station features state-of-the-art personal decontamination zone, a training room for fifty, administration quarters for the department and the Township, and living quarters for eight.

The front of the facility boasts a striking two-level, tower-like structure, which allows for an interior mechanical room, and mezzanine storage, while providing a break from the surface plane of the front façade.

The locally sourced brick waistcoat is a wonderful example of how to enhance a pre-engineered metal building with texture and add color while maintaining a conscientious budget. Large windows above the glass overhead doors will flood the apparatus bay with natural light.

With design beginning in the summer of 2019, the project went out for bid in the spring of 2020, and is scheduled for substantial completion in February 2021.

Project Highlights:

- Architectural Design
- Master Planning
- Interior Design

Spring 2023

$8.7 Million

Todd Prafke
City Administrator
(507) 934-0663
toddp@saintpertermn.gov

ST. PETER FIRE STATION

St. Peter, MN

The City of St Peter, MN hired Five Bugles Design to design a new state of the art fire station in St. Peter, MN. This 23,100 square foot facility will be funded using USDA borrowing and paid for through a community referendum supporting a .5% sales tax. The facility was designed with five bays in the base bid and a sixth bay as an alternate. Other various alternates are included in the design such as ice-melt on the apparatus bay aprons, concrete in lieu of asphalt aprons, fluid applied flooring in the apparatus bays and four-fold doors in lieu of standard overhead doors.

The department is a volunteer department and took on the process of decontamination by designing those features into their new facility. This includes PPE storage, gear laundry, decontamination hallways and decontamination toilet/showers with steam capabilities. Training within the station was a requirement of the department and a Training Tower sits proudly between all the apparatus bays on the front elevation as well as a training room within the administrative areas.

The training room can accommodate up to 50 personnel sitting at tables and chairs as well as a kitchen that is large enough to support various community events. The remaining rooms in the facility include various offices for ranked department members, a conference room, maintenance offices and a staging area.

GREENVILLE FIRE & SAFETY

Greenville, WI

Station Highlights:

- 24,680 SF
- Volunteer Station: Fire & EMS
- 6 Drive-through apparatus bays dedicated to fire
- Training Center
- State-of-the-Art Decontamination Zone
- Exercise room
- Shell-out space for future living quarters

$6,200,000

New Construction

December 2019

Eric Kitowski
Deputy Cheif
W6860 Parkview Drive
Greenville, WI 54942
(608) 358-1942
Ekitowski@townofgreenville.com

The Town of Greenville selected the Wendel/Five Bugles Design team to provide a feasibility study and assist in referendum support for replacing their existing central fire station. While working with another architectural firm, the Town experienced a 70/30 failed referendum in 2015. Our team was then hired to reconsider the Town's needs while reducing the size and cost of the proposed station. The result of these reductions and our informational campaign resulted in a successful 58% supported referendum in the Fall of 2018.

Immediately following the successful referendum, the Wendel/Five Bugles Design began design of the new 24,680 S.F. volunteer fire station.

This new facility will include a training room, training tower, administrative offices, exercise room, state-of-the-art decontamination area and six drive-through apparatus bays.

With an eye on the future, the project also includes building out the exterior shell for future living quarters (2,290 sf) to be completed when the need arises. Future living spaces will include six dorm rooms, a day room, kitchen and dining room, until then this shelled out space will serve the department as a training space.

Construction was complete in 2019.

ASHLAND FIRE & EMS STATION

Ashland, WI

Station Highlights:

- 21,240SF
- Career Station: Fire & EMS
- 1 Drive-through Fire Apparatus Bay
- 3 Fire Apparatus Bays
- 4 EMS Apparatus Bays
- Training Center
- Training Tower
- Exercise room
- 8 dormitories
- Kitchen
- Dining Room

$3,800,000

New Construction

2016

David Wegener, Fire Chief
Ashland Fire Department 300 Stuntz Ave
Ashland, WI 54806
715.682.7052
dwegener@coawi.org

After working with Five Bugles Design for over 12 years on multiple studies, the City of Ashland passed a resolution to design and build a new central fire station.

Located on the Chequamegon Bay of Lake Superior, the Ashland Fire Department serves Ashland, as well as numerous other surrounding areas to which they provide mutual aid. This location also requires high levels of specialty training including hazmat and ice rescue. Because of this, a large emphasis was placed on the design to incorporate a training room, exercise room, training tower and a mezzanine space that can be used for training purposes.

The site selected for the new station, though ideal for response times, limited the size and configuration of the station. Due to these restrictions, only one apparatus bay was created as a drive through. With the other seven bays as single access bays, the workshop, compressor, a decon toilet room, decon laundry room, and gear turnout were all able to be placed along the back wall of the bays.

Bidding for this project was in the Spring of 2015 with final completion and Owner occupancy the following year.

WAUSAU FIRE STATION NO. 2

Wausau, WI

Station Highlights:

- 15,233SF
- Career Satellite Station: Fire & EMS
- 4 Drive-through apparatus bays
- Training Center
- Training Tower
- State-of-the-Art Decontamination zone
- Exercise Room
- Dormitories with pass-though gear lockers
- Kitchen
- Dining Room
- Day Room

$4,600,000

New Construction

Spring 2020

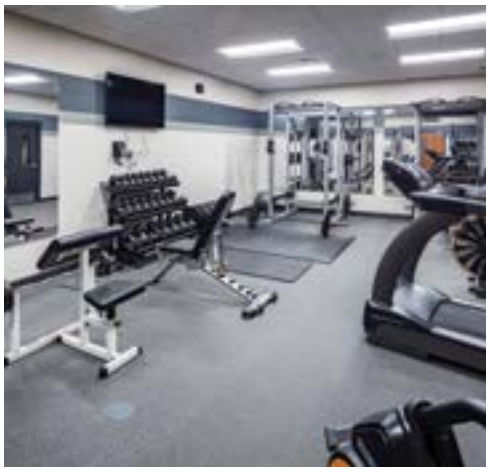
Robert Barteck, Fire Chief
Wausau Fire Department
606 E Thomas Street
Wausau, WI 54403
(715) 261-7901
robert.barteck@ci.wausau.wi.us

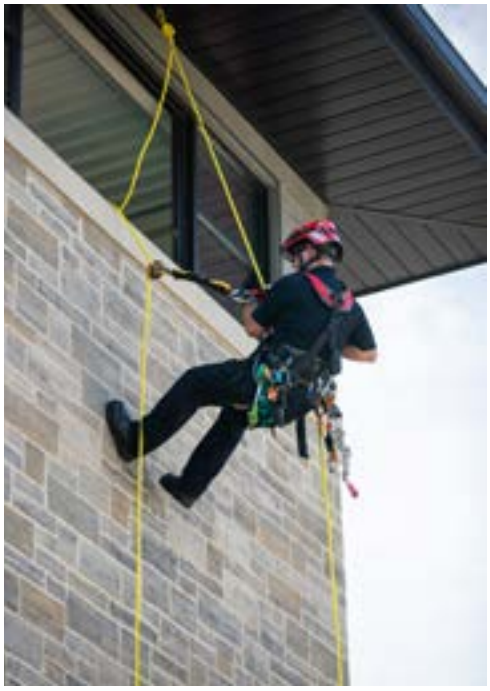
The City of Wausau selected the Wendel/ Five Bugles Design team to design a replacement facility for the existing station no 2 which serves the city's west side. Through GIS study the ideal site location for this new station was located on Highway 52. Due to the predominance of this location, this new station was designed to serve as a gateway into the Downtown.

This satellite station features complete living quarters with 6 dorm rooms, a training room, a training tower, and exercise room, as well as a state-of-the-art decontamination area and four drive-through apparatus bays.

Though public access will be limited to this station, it was designed to have a community zone with access to public toilets and the training room while the rest of the station will remain secure from the public.

Construction began in Summer 2019 with final completion in Spring 2020.





Station Highlights:

- 20,000SF
- Central Station
- Career Station: Fire & EMS
- 6 Drive-through apparatus bays
- Training Center
- Training Tower
- Dormitories with pass-though gear lockers
- Kitchen
- Dining Room
- Day Room
- Exercise Room

$4,000,000

New Construction

Spring 2017

Lee Douglas
Fire Chief
211 Bay Street
Chippewa Falls, WI 54729
715.723.5710

CHIPPEWA FALLS FIRE & EMS STATION

Chippewa Falls, WI

The City of Chippewa Falls selected Five Bugles Design to provide a comprehensive G.I.S. Site Selection Study as well as Architectural Design Services for the City's new Central Fire Station. Located on the City's east side, its location with immediate access to two highways provided the opportunity to adequately serve the growth on the South side of Chippewa, but also reach the industrial park on the City's North side.

This facility is home to the Fire administration, as well as the Fire Secretary and the Fire Inspection Department.

The City's rich history and culture was reflected throughout the facility's architectural design.

Beautiful exposed wood beams in both the entry lobby and the predominate training tower were designed to reflect the Northwoods feel that is so proudly displayed at local businesses.

A large bronze bell is proudly displayed at the front of the station. This bell was forged in 1882 and was used by citizens and firefighters when smoke or fire was detected as an alarm system. The departments crest was also cast into stone medallions and installed into the station's exterior. Finally, a bronze sculpture is showcased in the lobby which symbolizes the front line of action.

The project was completed in April 2017, on time and under budget.

Station Highlights:

- 16,450SF
- Career Station: Fire & EMS
- 5 Drive-through apparatus bays
- Training Center
- State-of-the-art Decontamination zone
- Dormitories with pass-though gear lockers
- Kitchen
- Dining Room
- Day Room
- Shielded Patio
- Exercise Room

$4,130,000

New Construction

July 2018

Chris Bell
Fire Chief
216 South Dewey Street
Eau Claire, WI 54701
(715) 839-5012

EAU CLAIRE FIRE STATION NO. 10

Eau Claire, WI

In 2017, the City of Eau Claire selected Five Bugles Design to be the architect on a new satellite station, replacing existing Fire Station No. 10 on the city's East Side. Replacement of Station No. 10 had been determined during a Lifecycle Analysis Study of the existing station, also performed by Five Bugles. This study revealed myriad issues; most notable its location on an extremely busy intersection making it difficult to pull into and out of the drives, its landlocked site making expansion impossible, and both the size and condition of facility itself which no longer met the needs of the department.

Special consideration in this project was taken with the location of and preparation of the selected site. As with nearly all fire stations designed by Five Bugles, our team performed a comprehensive GIS study to determine which site would serve the City and the Department the best. The site, which was selected based on its location, accessibility, and availability, was a densely vegetated site that due to a ravine had been used by locals as a waste disposal area in the early 1900s.

Geo-technical data indicated that approximately half of the proposed facility could be placed in the northwest quadrant of the property which was comprised of virgin soils, while the other half would be placed over the former waste land. In order to prepare the waste land to receive this new facility, the ground was excavated to depths of 30' to remove materials, and a Phase 2 Environmental Site Assessment was completed indicating the need for a passive vapor system to be installed under the building slab.

Services provide by Wendel and Five Bugles Design included architectural design, GIS, and a Life Analysis Study. This project was bid in Summer 2017, construction began shortly afterwards, and the station opened in July 2018.

VERONA FIRE STATION

Verona, WI

Station Highlights:

- 33,000SF
- Central Station
- Career Station: Fire & EMS
- 8 Drive-through apparatus bays
- Training Center
- Dormitories with pass-though gear lockers
- Kitchen
- Dining Room
- Day Room
- Shielded Patio
- Exercise Room
- Station Alerting System

$6,000,000

New Construction

Spring 2016

Bill Burns
Verona City Administrator (former)
City of Middleton
7426 Hubbard Ave.
Middleton, WI 53562
608.821.8356
bburns@ci.middleton.wi.us

Following a study of their existing facility and with consideration to their rapidly growing community, it was determined that the City of Verona needed to replace their existing fire station. The new facility would allow their volunteer station to become a career station with additional paid-on-call staff. This station also has the unique partnership with the Fitch-Rona EMS; a private paramedic EMS program that serves both the Verona and the nearby Fitchburg area with ALS delivery services.

During the study, it was determined that the existing location was ideal for the new station. However, the existing station needed to remain in use during construction and still allow the best orientation for the new station to serve the community in the future.

The new station was placed to allow the apparatus bays in the existing station to remain in use until the new station was complete, while the administration offices were relocated to trailers on site, allowing for continued 24/7 response throughout construction.

The architectural design was the result of numerous public presentations and open house forums throughout the design process. Community leaders stated that they wanted this new station to be, "...the standard of construction that we wish to see as the community grows."

This project was bid in April of 2013 and opened to the public July 1, 2015.

Station Highlights:

- 22,550 sf
- Training Center
- Dormitories with pass-though gear lockers
- Kitchen
- Dining Room
- Day Room

$5,000,000

New Construction

Spring 2021

Alex Kaker
City Administrator
12781 Velp Avenue
Suamico WI 54313
940.434.2212
villageadministrator@suamico.org

SUAMICO NEW FIRE & EMS STATION

Suamico, WI

Upon completion of an existing facility assessment, the Village of Suamico retained the services of Five Bugles Design/ Wendel to design its new 22,550 sf central station.

This two-story station was designed with function and the future in mind. The first floor of the facility features a small administration wing, large training room, apparatus support spaces, personal decon spaces, and a paid-on-call volunteer check-in area. Designed to have four apparatus bays as a base bid, two additional bays we added as an alternate in the bidding process. An additional future garage space was planned to be added to the facility's east side. This future garage would house smaller vehicles, freeing up space in the apparatus bay for larger equipment.

Accessed by the hose training tower, the second floor of the facility is private living quarters for personnel only.

Currently operating as a volunteer department, true living quarters were not needed. However, emergency medical services (EMS) for the Village is provided through Brown County EMS. Working together, it was determined that the second floor of the facility would be built out and rented to Brown County for use by its full-time staff. A mezzanine space was designed to be retrofitted into additional dorm spaces if the Village moves from a volunteer to a career model in the future. Second floor living quarters include dorm rooms, day room, kitchen, dining, and exercise space, which was placed here so that city employees could use it without having access to the rest of the facility or the living quarters.

Station Highlights:

- 33,000SF
- Central Station
- Career Station: Fire & EMS
- 8 Drive-through apparatus bays
- Training Center
- Dormitories with pass-though gear lockers
- Kitchen
- Dining Room
- Day Room
- Shielded Patio
- Exercise Room
- Station Alerting System

$6,000,000

New Construction

Spring 2016

James Ponkauskas,
Deputy Fire Chief
303 Milton Avenue
Janesville, WI 53545
608.373.3433
ponkauskasj@ci.janesville.wi.us

JANESVILLE FIRE & EMS STATION

Janesville, WI

The City of Janesville hired Five Bugles Design to replace its aging Central Fire Station. While the location of the existing station on Milton Avenue was determined by GIS study to be the most desirable location, the site was too small. The size of the site and how to continue operation of the existing station during construction became the projects primary consideration.

Through extensive planning, it was determined that in order to position the new facility in this location, the City needed to purchase several adjacent properties and remove the residential homes upon them as well as vacate a small street on the northwest side of the property.

By razing these facilities, the new station was able to be placed to the north of the existing facility, which allowed the continued 24/7 operations throughout construction.

The new 33,000 sf station reflects the original station in its architectural styling, further reflected by the reuse of a fire pole from the original station.

This station bid early in 2015 and opened to the public April 1, 2016. Though this project had its challenges, the end result beautified the intersection of Milton and Centerway, allowing it to truly become the Gateway to Janesville's Downtown.

wendel
Home of the Award Winning
Five Bugles Design + Mitchell Associates Architects

3. PROJECT UNDERSTANDING & APPROACH

Every community presents a different challenge to the communication of project information. We will work with your team to develop a combination of the elements that work best, including:

- Interactive progress updates
- Public hearings
- Neighborhood groups
- Communication with the local press
- Web-based project information sites

PROJECT APPROACH

Five Bugles Design understands the Village of Harrison is seeking qualifications from interested architectural/engineering firms to conduct a feasibility study with a space needs analysis that evaluates the current and future needs of the Village of Harrison.

Services and Responsibilities of the Architectural and Engineering team will include:

1. PHASE 1: MASTER PLANNING:

a. Review Programming and Space Needs Analysis
b. Site Assessments
c. Conceptual Plans
d. Capital Planning
e. Final Report & Referendum Support

2. PHASE 2: DESIGN SERVICES (FUTURE):

a. Schematic design
b. Design development
c. Construction documents
d. Bidding
e. Construction Administration

Our team will be an integral part in helping educate and communicate with the residents of the Village of Harrison the needs of the departments through various public education initiatives. Our team will be available to provide educational information and in-person question and answer meetings to the City residents.

We will evaluate costs and constructability of the potential facility and provide accurate pricing based on historical data. Our firm has at least five public safety facilities bidding in the next five months, so the data will be new.

Five Bugles Design has performed this service for clients across country. Ultimately, we believe the path listed below is a winning approach to help guide local leaders through this process.

PHASE 1: Master Planning Services
PHASE 2: Design Services (Future)

DESCRIPTION OF WORK PERFORMED

Our team has developed a unique process that is inclusive, efficient, and comprehensive. It brings together all of the stakeholders in a series of intense, on-site planning sessions. This allows for us to maintain aggressive project schedules while being flexible enough to react to the busy schedules of various stakeholders.

SCOPE OF SERVICES

PHASE 1: MASTER PLANNING SERVICES.

Task A:
Project Scope Development/ Space Needs Analysis

Project Scope Development/Space Needs Analysis: Our emergency service designers and specialists will lead a programming effort aimed at blending the combined knowledge of your staff regarding your operations with our understanding of space requirements and facility design. We will consider potential growth and will challenge each department to think about the future, but still remain fiscally responsible. Through our combined efforts, we will develop a preliminary facility size and potential costs that will be reviewed with the project team leadership to verify the project is within acceptable parameters or expectations and discuss next steps.

Task B:
Site Review Process

Site Review Process: Our team will work with you to assess and develop options for the existing site. This will result in necessary information Village leaders can use in making well-thought-out decisions. Our team will develop multiple site options complete with cost estimates and pros and cons, including recommendations on sustainability considerations per LEED standards.

Task C:
Conceptual Planning

Conceptual Planning: Once programming and existing condition assessments are completed, our team will review that data from Task A, B and C, and prepare conceptual options on the potential site. Costs will be associated to these options and reviewed with the team. We will then review these efforts with Project Management and all Stakeholders seeking comment with the goal of customizing the design effort to your departments and its specific operational procedures and concerns.

Task D:
Estimates Of Probable Cost, Tax Impact and Draft Report

Estimates Of Probable Cost, Tax Impact And Draft Report: We will create Estimates of Probable Cost at the first meeting and refine them throughout the process. We will discuss additional project-related costs in the report to provide as much information to the community as possible. Our Estimates of Cost are detailed and include a breakdown of all anticipated project costs including site acquisition, site development, building construction, FF&E, technology, contingencies, review fees and legal costs. A draft of the report will be available for review and comment.

Task E:
Finalize Draft Report

Finalize Draft Report: At the end of Task E when estimated costs of construction come forward, adjustments will occur to the conceptual plans as well as the site. Our team will review the draft report and make adjustments after conversations with the end users and department heads.

Task F:
Present Final Report To Village Leaders

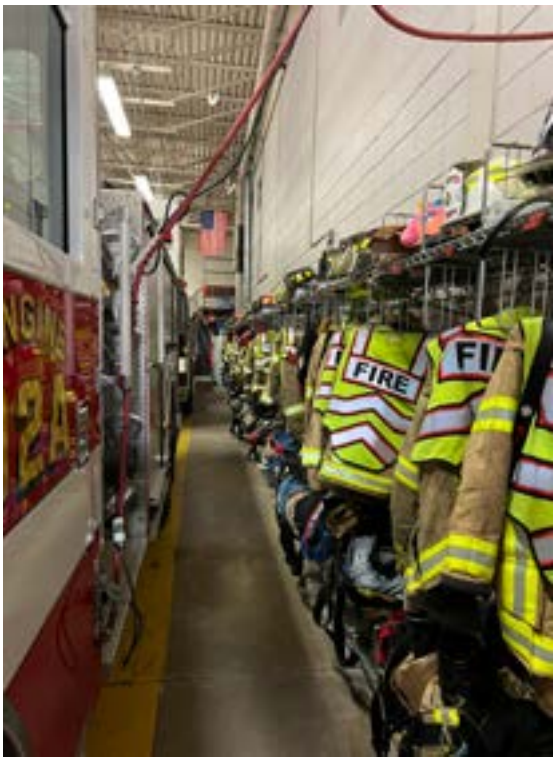
Present Final Report To Village Leaders: After all stakeholder edits are made, a detailed draft report showing all programming efforts, conceptual site/floor plans and estimates of probable costs will be presented to Village leaders. Adjustments will then occur after this meeting for a final presentation of the final report to the Village if required.

PHASE 2 DESIGN (FUTURE)

Below is a brief explanation on how our team will move forward with the tasks of Phase 2. There are many factors to consider when moving forward into the Phase 2 – Design scope of work and our team will assist and point the Village in the right direction. The following items are to be considered, but not limited to, before moving forward with Phase 2:

a. Project delivery method, **General Contractor or Construction Manager.**
b. Cost Analysis of various building materials and value engineering.
c. Various Funding Mechanisms.
d. Review of Site Conditions beyond work completed in Phase 1.

Task G:
Schematic Development



1. Obtain existing site drawings for review and visit site to confirm existing conditions and future opportunities.
2. Evaluate potential building system options (architectural/civil/structural/mechanical/electrical/etc.) and perform a very high level design assessment to confirm their feasibility.
3. Refine the conceptual floor diagram and site plan preferred alternatives based on the above assessments.
4. Prepare a high-level, square foot-based budget opinion of probable project costs.
5. Meet with owner to review preferred plans, building system options and budget costs and determine the next course of action.
6. Retain the services of a qualified firm to prepare a preliminary geotechnical investigation to assess preliminary building addition foundation system design requirements. Detailed geotechnical investigation will be prepared prior to the start of final design.
7. Retain the services of a qualified surveyor to perform a preliminary topographic survey of the site and prepare a base map for use in preliminary design. Detailed topographic and utility service survey will be prepared prior to the start of final design.

Task H: Design Development

1. Prepare a Basis of Design Document for Village's review and concurrence including space program requirements, building code and system design requirements, site access, circulation and parking requirements, utility service requirements, energy efficiency and sustainability requirements, etc.
2. Conduct preliminary discussions with utility service providers (electric, gas, water, sanitary sewer, etc.) to confirm service load requirements.
3. Perform building and zoning code review and meet with local building officials to confirm concurrence with building and site requirements.
4. Advance the preferred building and site plans to the approximately 10% complete, preliminary design stage and prepare the following drawings:
    - Site layout plan
    - Architectural floor plans
    - Two colored, computer generated building renderings
5. Refine assessment of potential building architectural, structural, mechanical, electrical systems.
6. Evaluate potential energy savings funding options and incentives.
7. Prepare preliminary design level opinion of probable project costs.
8. Meet with the Village to review preliminary building and site plans, potential building system requirements and preliminary design budget costs and determine the next course of action.

Task I: Construction Documents

1. Prepare updated building code review and code compliance drawings showing exiting requirements, fire separations, etc.
2. Based on the approved preliminary design report, prepare Construction Drawings and Technical Specifications suitable for competitive bidding that describe the size and character of facility systems and materials for each of the following disciplines:
    - Architectural
    - Structural
    - Civil
    - Landscaping
    - HVAC
    - Plumbing
    - Electrical
3. Refine the current 3D building perspectives based at the completion of the 30% design completion stage.
4. Present final Construction Documents to the Village for sign-off and determine the next course of action for this project.

Task J: Bidding Phase

1. Attend pre-bid meeting/site walk-thru and issue meeting minutes.
2. Process RFI's and assist with assembling addendum.
3. Attend a meeting with Owner to review bid recommendations and determine selected contractors for each bid package.

Task K: Construction Administration

1. **Construction Kick-Off Meeting**
   - The construction phase will be initiated by a Kick-Off meeting between the Owner, the Design Team, the Project Coordinator and the successful Contractors. This meeting will set the parameters for the construction phase process and the expectations for all aspects of the work.
2. **Construction Review and Observation**
   - Attend bi-weekly construction meetings during an assumed construction duration with the Owner, the Design Team, the Project Coordinator and the successful Contractors to review and coordinate the progress of construction.
   - Perform periodic, technical site visits at intervals appropriate to the stage of the Contractor's operations to determine if the project is being constructed in general conformance with to the construction documents and the design intent.
   - Site visit reports will be prepared and submitted to the Owner and Contractors, indicating the work performed that day, weather conditions, and noting any significant observations or decisions made while on site.

Task L: Project Closeout

1. **Requests for Information and Design Support**
   - Record and respond to Contractor Requests for Information (RFI).
   - Provide design responses to unanticipated or changed conditions.
   - Provide interpretation and clarification of design intent and make. recommendations to the Village regarding proposed changes.
2. **Shop Drawings and Submittals**
   - The design team will work closely with the Project Coordinator to provide shop drawing and submittal review on a timely basis.
   - Shop drawings and submittals will be reviewed for general conformance with the construction documents and the design intent.
3. **Contractor Pay Applications**
   - Review and certify the Contractor's monthly applications for payment and make appropriate recommendations to the Village.
4. **Change Proposal Requests and Change Orders**
   - Prepare additional work proposal requests, change order documentation and supplemental design documentation.
5. **Punch List**
   - Assist the Village and Project Coordinator in determining the dates of Substantial Completion and Final Completion and prepare a punch list of outstanding contractor items at Substantial Completion.

wendel

Home of the Award Winning

Five Bugles Design™ + Mitchell Associates Architects

architecture | engineering | energy efficiency | construction management

YOUR PUBLIC SAFETY & FIRE STATION FACILITY DESIGN EXPERTS

TOTAL TRANSPARENCY | TRUST | NO HIDDEN FEES | TEAM APPROACH | ATTENTION TO DETAIL

RESPONSE FOR:

STATEMENT OF QUALIFICATIONS

FOR ARCHITECTURAL/ENGINEERING SERVICES

SUBMITTED MONDAY, MAY 20TH, 2024

Village of HARRISON
WHERE OPPORTUNITY LIVES

HARRISON VILLAGE HALL
W5298 State Road 114
Menasha, WI 54952

Kelly Claflin
Construction Manager
920.427.4479 | 1.800.236.2534

Keller, Inc.
P.O. Box 620
Kaukauna, WI 54130

WWW.KELLERBUILDS.COM

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Matt Heiser
HARRISON VILLAGE HALL
W5298 State Rd. 114
Menasha, WI 54952

May 20th, 2024

RE: Public Safety Building Statement of Qualifications (SOQ)

Dear Building Committee Members,

Thank you for allowing Keller, Inc. to submit our Statement of Qualifications for the new Public Safety Building. As you review our submission, you will find that Keller, Inc. would provide the following advantages to your project:

- **Abundant Public Safety Design Experience:** Keller has a multitude of experience with this type of project. Please refer to our relevant experience in this Statement of Qualifications and please contact the references provided to hear first-hand how we performed for our past clients.
- **Local Contractor Opportunity and Participation:** Keller's bid process enables and encourages local contractor involvement in your project by soliciting interest from a large pool of local subcontractors to bid on the project. More bids means more competition and lower prices.
- **Keller has in-house licensed Architects, Estimators and Interior Designers on staff.** Our experienced Estimators are able to accurately predict Budget estimates prior to funding approval.
- **Value Engineering Services:** Keller, Inc. has licensed architects, interior designers, and full-time estimators on staff. Having this capability in-house in the design phase will ensure you and your Architect chooses the best selection of building materials so the Village will receive the "Most Bang for your Buck" of your available funds and keep your project within budget.
- **Team:** As you will see when you review our proposal, we have assembled a very talented and experienced group of individuals designated to your project that is familiar with working on projects similar to yours. This experience will pay off for you in terms of job quality, less change orders, cost savings and completion on time.
- **Reduced Fees:** If given the opportunity to be interviewed, you will see how the Keller Process results in lower fees for professional fees as compared to our competition.

Thank you for this opportunity to submit our Statement of Qualifications for the new Public Safety Building. We are confident that our abundant experience in working with municipalities, along with the team we assembled for your project, makes Keller the best choice for the Village of Harrison. If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,
KELLER, INC.
PLANNERS | ARCHITECTS | BUILDERS

Kelly Claflin
Construction Manager
kclaflin@kellerbuilds.com

Keller™

KELLER OFFICES:

Keller, Inc. has several office locations including our Corporate Headquarters located in Kaukauna, WI of which this project would be managed from. We also have offices in Madison, Milwaukee and Wausau.

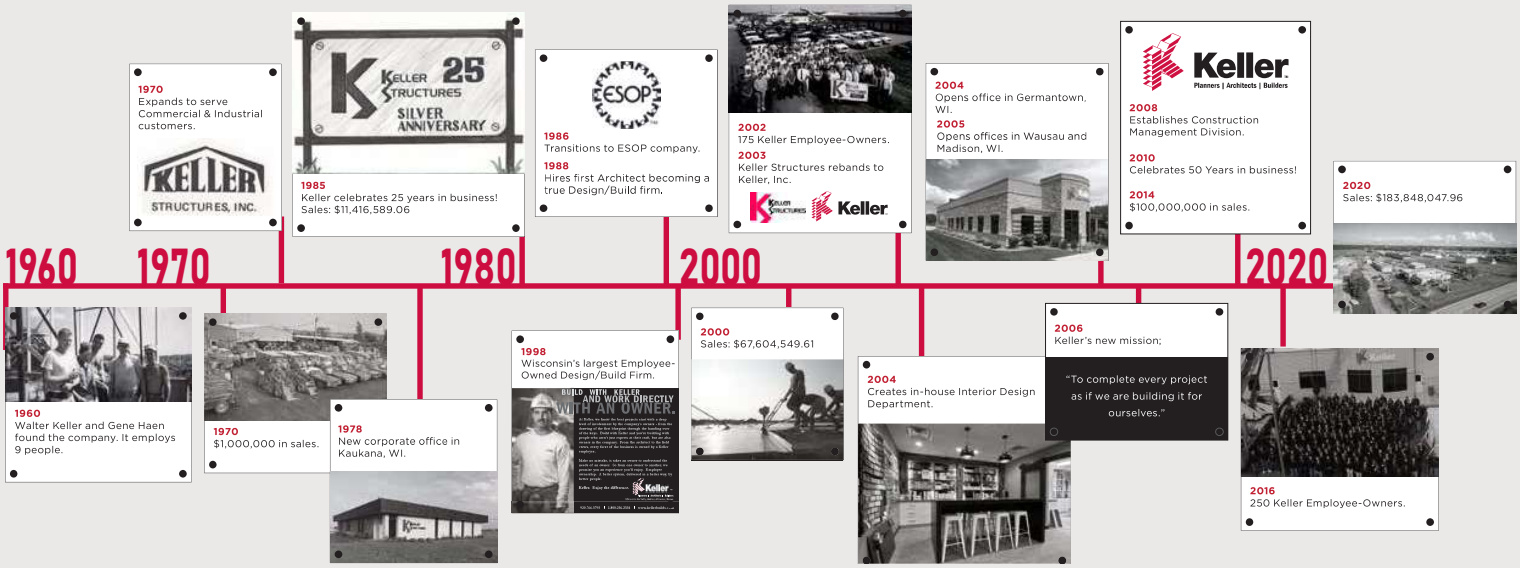
OWNERSHIP STRUCTURE:

100% Employee Owned.

SIZE OF AGENCY:

275 Employee Owners

HISTORY OF KELLER



COMPANY INFORMATION:

Keller, Inc. was started and incorporated in the State of Wisconsin in 1960. The company is headquartered in Kaukauna with offices in Madison, Milwaukee and Wausau. Over the years, the company has developed into the leading Design/Build General Contractor throughout the state. Presently we employ approximately 275 people; both professional and field personnel. Walter Keller was the founder of the company and was the President from inception until 1989 when he was named Chairman of the Board. The current officers of the company are Cory VandeWettering – President/CEO, Steve Klessig – V.P. Architecture and Engineering, Craig Otis – Senior V.P. of Construction, and Douglas Stecker, CPA – V.P. Finance/CFO. In 1986, Keller started an Employee Stock Ownership Plan (ESOP) to initiate a planned transfer of ownership to its employees and the company is now 100% owned by the ESOP. This concept results in increased dedication and responsibility assumed by all employees throughout the building process and subsequently a more professional product for our clients. Keller has served the educational, municipal, commercial, healthcare/dental, retail, religious, industrial, financial, agricultural, elder care and multi-family housing, and hospitality markets.

Cory VandeWettering
President/CEO

Doug Stecker, CPA
VP of Finance/CFO

Craig Otis
Senior VP of Construction

Steve Klessig, AIA
VP of Architecture & Engineering

EXPERIENCE:

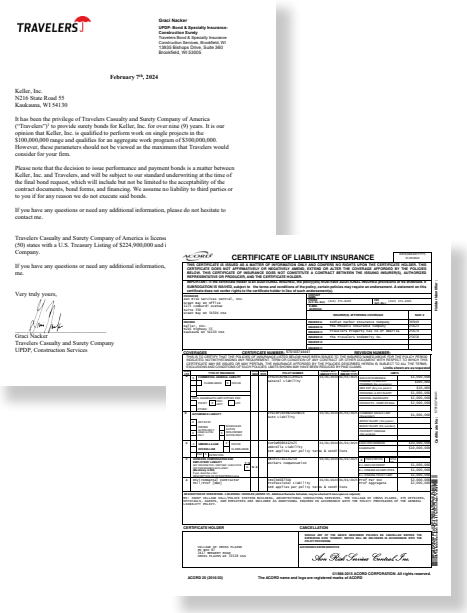
Keller has completed over one hundred million dollars of public projects in the past fourteen years. This experience is invaluable and reassuring to public entities to know that their project is following and complying with state statutes regarding public bidding, bid advertising and contract awarding.

ARCHITECTURAL BACKGROUND:

Keller, Inc. has been providing architectural and engineering services to our customers since 1988. Keller has eight full-time architects and project designers on-staff dedicated to helping our customers through a highly effective Discovery (Space Needs Analysis) process. They are able to connect with municipalities to truly understand their workflow and customize a solution that exceeds their functional, aesthetic and budgetary needs. Our architects provide: long range planning, site investigation/planning, preliminary design, renderings, animations, construction documents, and exterior finish elections.

QUALIFICATIONS:

Keller has a D&B Rating of 4A2, and a Bonding Capacity in excess of $100,000,000.00. Our employee-ownership has a strong net worth. We routinely pay vendors within 28 days; our vendors know and appreciate that they will not be “stretched”. This affords them the opportunity to provide us with preferred pricing and better response with respect to schedule. Our clients have a unique opportunity to benefit from our financial responsibility.


TRAVELERS

Gracl Nacker
UPDP-Bond & Specialty Insurance-
Travelers Casualty and
Surety Bond & Specialty Insurance
Construction Services, Brookfield, WI
13600 Bishops Drive, Suite 260
Brookfield, WI 53005

February 7th, 2024

Keller, Inc.
N216 State Road 55
Kaukauna, WI 54130

It has been the privilege of Travelers Casualty and Surety Company of America ("Travelers") to provide surety bonds for Keller, Inc. for over nine (9) years. It is our opinion that Keller, Inc. is qualified to perform work on single projects in the $100,000,000 range and qualifies for an aggregate work program of $300,000,000. However, these parameters should not be viewed as the maximum that Travelers would consider for your firm.

Please note that the decision to issue performance and payment bonds is a matter between Keller, Inc. and Travelers, and will be subject to our standard underwriting at the time of the final bond request, which will include but not be limited to the acceptability of the contract documents, bond forms, and financing. We assume no liability to third parties or to you if for any reason we do not execute said bonds.

If you have any questions or need any additional information, please do not hesitate to contact me.

Travelers Casualty and Surety Company of America is licensed (50) states with a U.S. Treasury Listing of $224,900,000 and Company.

If you have any questions or need any additional information, me.

Very truly yours,

Gracl Nacker
Travelers Casualty and Surety Company
UPDP, Construction Services

ACORD
CERTIFICATE OF LIABILITY INSURANCE

Each team member has unprecedented experience. Our systems and procedures allow us to solve challenges quickly with minimal disruption. More impor¬tantly, our team experience allows us to anticipate challenges in the pre-construction phase and is able to correct/modify items before construction, thereby saving the owner time and money. We have implemented training programs for our newer craftsmen to learn from our tenured experts.

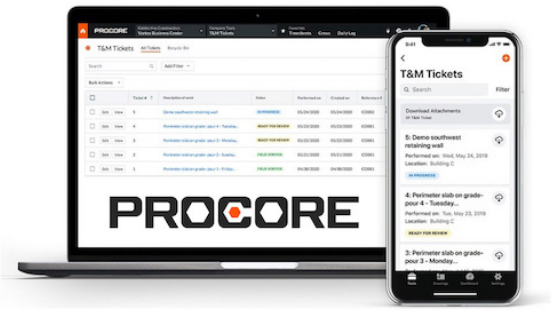
THE THREE C’S:

We are concerned that the project will be done right, on time and within budget because we care. We have the character to be honest and ethical, and to treat all team members with respect and will make sure the needs and expectations are met. We are experienced and competent to deliver the project on time and within budget.

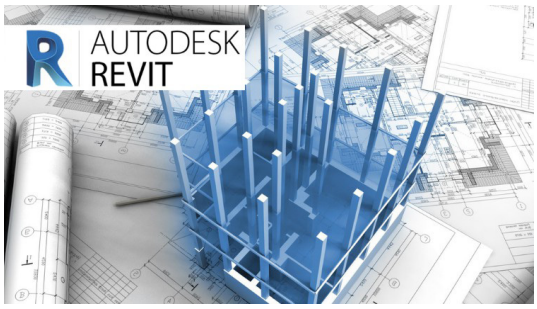
We have reviewed the RFP thoroughly, to understand the scope of the project and are genuinely interested in the project. We will work extremely hard to exceed your expectations.

RESOURCES OF THE FIRM:

Keller utilizes ProCore, which is an electronic documentation system used for communications management. ProCore allows Keller to maintain one master set of plans and bid documents. ProCore allows the sharing of plans, markups, photos, punch-lists and meeting minutes, with the entire project team during all phases of the project. The sharing program has allowed our team to communicate as if we are all in the same room.

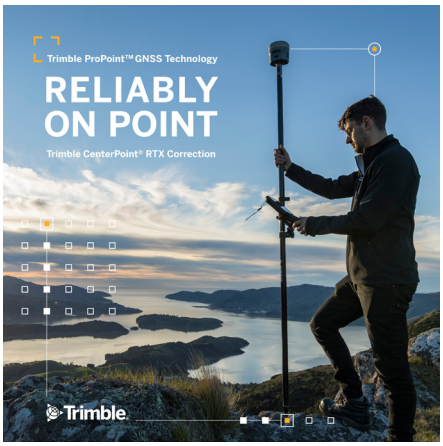


Keller utilizes REVIT software (BIM) as a powerful collaboration tool between different disciplines in the building design phase. It is a building information modeling software for architects and contractors. This will allow us to collaborate effectively with the architect.



Keller utilizes Lumion software which is used as an effective architectural visualization tool. It allows us to build a 3D environment giving customers the ability to view their building through video walk-thru presentations.

Keller utilizes Trimble Geospatial Total Stations to survey project sites for precise imaging and verification of building layouts.



KEY SUBCONSULTANTS & QUALIFICATIONS:

MACH IV
Civil Engineering

Mach IV Engineering & Surveying LLC is a multidisciplinary firm incorporated in 2007. Mach IV provides civil engineering, stormwater management, land surveying, and structural engineering services. Their services are provided to public sector clients, design professionals, developers, and general contractors throughout Wisconsin. Their experienced staff provides services that result in sustainable, cost-effective solutions.

The Mach IV Team has been collaborating with and supporting Keller, Inc projects for almost 2 decades. The long-term relationship between the firms has successfully delivered numerous projects throughout the state.

Integrity Engineering
Architectural & Structural Engineering

Integrity Engineering and Design specializes in the architectural and structural engineering portions of building design. Our team of architects, engineers and drafters, have developed a collection of skillsets throughout their careers that allows us to offer creative and knowledgeable design solutions. We understand the constraints of completing a project within budget and on time.

Since 2002, Integrity has focused on commercial, municipal, and light industrial construction projects throughout Wisconsin for all building construction types and sizes.

Midwest Design Solutions, LLC
Electrical Design

Midwest Design Solutions, LLC is a locally owned firm ocusing on commercial projects in the state of Wisconsin and f. We were established in 2016 and provide Electrical Design Services in interior and exterior lighting, power distribution, various low voltage systems, as well as construction management of those designs. MDS emphasizes accuracy, functionality, and usability. Project types have included: Public Works / Municipality, Educational, Retail, and Business / Office. The scale range of completed projects varies from small to large.

We approach each project by taking input from all parties involved early in the design phase and relies on this team approach to produce designs that meet the owner's objectives.

Lubenow Gobster Dominiak & Associates, Inc.
Plumbing & Fire Protection Design

Lubenow Gobster Dominiak & Associates, Inc. has been practicing Consulting Engineering Design since 1954, specializing in plumbing and fire protection designs. Our design work for new construction and building renovations consists of the design and preparation of drawings and specifications for Drainage and Waste systems, Water Supply piping and distribution, Fire Suppression, Aquatic projects, Medical and Laboratory Gases, Compressed Air, Natural/Propane Gases and other Process Piping systems. We take pride in each of our designs and strive to continuously refine our quality, expand our capabilities, increase our efficiency, and provide a superior level of customer service to heighten the standard of excellence we have set in the industry. We ensure health and safety through responsible design with responsive, economical and sustainable engineering. We are a technologically advanced, customer service-oriented organization that pursues the goal of collective excellence through personal and collaborative efforts.

All HVAC Design, LLC
Heating, Ventilating & Air Conditioning Design

All HVAC Design, LLC is a licenced designer of engineering systems for heating, ventiliating and air conditioning systems. This includes Envelope Performance Evaluation, Compliance and Energy Study, Feasibility and Budgeting Assistance, Creation of State Approved Drawings, Project Supervision & Management, Shop Drawing Compliance Review, Commisioning HVAC Systems, and Creation of Record Drawings. All HVAC Design will assist with performing required heat loss/heat gain calculations for system sizing and plan submittal. Prepare equipment schedules showing proper equipment capacities, manufacturer, model numbers, voltage, horsepower, coordinate all sizing with other trades that may be affected, such as, electrical engineer, architectural, or structural engineer.

PROJECTS OF DISTINCTION

Keller™
Planners | Architects | Builders

Each year, Associated Builders and Contractors of Wisconsin presents the Projects of Distinction Awards. The Projects of Distinction Awards Program is designed to recognize the most distinct construction projects in Wisconsin and elevate the awareness of the quality of the construction performed by ABC members, their firms and their employees. This program rewards projects of all sizes for distinctiveness. Keller has received awards for:

GOLD AWARD WINNER 2022

BANK OF LUXEMBURG
HOWARD, WI
4,490 Sq. Ft. Ground-Up Bank

GOLD AWARD WINNER 2022

VANDENBOOM VERSTEGEN WEALTH MANAGEMENT, KIMBERLY, WI
3,962 Sq. Ft. Ground-Up Office

SILVER AWARD WINNER 2022

KARLS FAMILY DENTISTRY
WAUNAKEE, WI
6,390 Sq. Ft. Addition & Remodel

GOLD AWARD WINNER 2021

THE WHARF MANITOWOC, MANITOWOC, WI
3,700 Sq. Ft. Restaurant, Outdoor Bar & Event Venue

GOLD AWARD WINNER 2021

FORT ATKINSON FIRE DEPARTMENT, FORT ATKINSON, WI
21,000 Sq. Ft. Fire Station Addition & Remodel

Keller™

Planners | Architects | Builders

Offices in Fox Cities, Madison, Milwaukee & Wausau

Projects of Distinction

GOLD AWARD WINNER 2021

STEIN'S GARDEN & HOME, KIMBERLY, WI
24,960 Sq. Ft. Retail Store

SILVER AWARD WINNER 2020

DREIER FAMILY DENTAL, JANESVILLE, WI
7,200 Sq. Ft. New Dental Clinic

GOLD AWARD WINNER 2020

ASSOCIATED APPRAISAL, GREENVILLE, WI
9,480 Sq. Ft. New Corporate Office

GOLD AWARD WINNER 2020

MINESHAFT, OSHKOSH, WI
36,600 Sq. Ft. New Restaurant

SILVER AWARD WINNER 2020

KLEIN FORD, WINNECONNE, WI
26,000 Sq. Ft. Auto Dealership

ABC
Associated Builders and Contractors, Inc.
Wisconsin Chapter

Associated Builders and Contractors (ABC) actively promotes merit, or performance-based construction. From a modest start by six Baltimore contractors in 1950, ABC has enjoyed a growing membership, now totaling more than 22,000 firms nationally and more than 850 in the Wisconsin Chapter, each dedicated to the principles of free enterprise. These beliefs translate into a healthy, competitive and professional climate, the results of which are proudly reflected in ABC member's construction accomplishments.

To view testimonials or details regarding any of the projects you see here, scan this QR code with your smart phone and you will be linked to Keller's website, Facebook page, YouTube site, Google Plus page and our LinkedIn network.

Follow us

B.U.G. Fire Department

BRUSSELS, WI

Official Project Name: B.U.G. Fire Department
Project City/State: Brussels, WI
Date Completed: July 1, 2018
Fire Chief: Curt Vandertie
Project Area (sq. ft.): 17,989
Total Cost: $2,700,000
Cost Per Square Foot: $150
Architect/Firm Name: Keller, Inc. – Steve Klessig (V.P. of Architecture and Engineering)
Website: kellerbuilds.com
Design Team: Architect: Keller, Inc.; Structural Engineer: Integrity Engineering & Design, LLC; HVAC & Plumbing Design: Southport Commercial HVAC, Plumbing, & Fire; Electrical Designer: Hanson Design Group

This project was more than six years in the making and required two different referendums between three communities, three town boards and required approval from many residents. After all this collaboration, Brussels-Union-Gardner Station 1 (B.U.G.) became a reality. Located in the southern part of Door County, B.U.G. protects and serves 92 square miles of land, 117 miles of coastal waters, 3,300 residents and more than 2 million visitors throughout the summer months.

B.U.G. is a representation of community, teamwork and the feeling of home. With more than 50 volunteer firefighters, members of the B.U.G. team knew that they were outgrowing their space. After a collaborative and thorough needs assessment with the architect, together we created an energy-efficient facility while keeping the health and safety of the firefighters top-of-mind. The new facility includes designated areas for the safe keeping of equipment, a large gear storage area, storage space, laundry area, mezzanines on both sides of the apparatus bays that are used for hose drying, training, and fitness equipment, space for dual primary response equipment, living quarters with a full kitchen, a modern training room that not only allows space for lectures and training exercises for all team members, but it is also a meeting space for the community, and a location for EMS classes with Northeast Wisconsin Technical College. The facility is primarily for the firefighters, but a portion of the facility is shared with Door County EMS.

Throughout the process of building B.U.G, it was very clear that it was a community-driven project. Businesses from more than 50 miles away donated vehicles and trailers, residents donated furnishings and artwork used throughout the facility, and 76 percent of the land acquisition costs were covered by grant money and anonymous donations.

B.U.G. is truly a one-of-a-kind fire station.

Transcript of Video Testimonial:

"B.U.G. stands for Brussels, Union, Gardner: which is the three townships that we serve. We have two stations within our department. We currently have a roster of fifty members which are all volunteer. [We have] approximately 3,300 residents that we protect, however almost two million visitors travel through Southern Door County during the summer months. We decided to build because we were out growing our space. We simply had no room. We couldn't open doors without banging into the truck next to each other. The other thing for us was health and safety. Our facilities were simply not a safe environment for our fire fighters to be working in.

What I enjoy most about the facility is a hard question to answer. There are just so many great things about it. It provided us administration space that we didn't simply have in our old facilities. Now we have a designated fire fighter office, we have an office space for our emergency medical responders, we have communications room, we have a gear locker room. For us, that was a big deal. In our old station, we had our gear directly behind our fire trucks. Every time the fire trucks and the ambulance started up, it put off the vehicle exhaust which puts off carcinogens and is causing cancer for a lot of fire fighters. We have a training room that gives us more opportunities to train our fire fighters right here in-house. It's just provided a lot of answers and a lot of solutions for the health and safety concerns that we have, as well as our vehicles, and our ability to service them.

The needs assessment was really the first big step. We were looking for someone that could come in and do a complete evaluation, sit down and talk with us, hear what our concerns were and what we felt our needs were, and be able to compile all of that information for us. To be able to look at it and collaborate [on it], really identified what our true needs were. Keller's team and their ability to be able to give us good accurate numbers as to what this would potentially cost, so that we in-turn could go to the community and ask for a referendum approval - was a big deal.

One of the other decisions that went into our selection of Keller was their willingness and promotion of working with local contractors. Being a small community, we wanted to know that when we went out to competitive bidding, that all of the local contractors that chose to bid on the project had that ability. It [encouraged] ownership in their own community and their own fire station. That was important to us. From an outside standpoint to me [the project] looks nearly identical to the initial design as the finish product was. The community knew when they went to the poles, to vote for that referendum, they could see the drawings right there onsite. The fact that we are here now is a little surreal. It is exactly what we were looking for. It was exactly what was presented to the community.

Working with Keller's interior design we couldn't be happier with the interiors side. When you walk into the facility it feels like home and that is important to us because we want our volunteers to come and spend time here with their families. If somebody called me and asked why they should do business with Keller, I would tell them ***'because they will commit to you from the very beginning.'*** Working with Kelly Claflin, from start to finish, I would say he was always there. This was a six year [process] in the making and he stuck with us every step of the way and I think having that connection and knowing that you have that you have somebody like that from the start to the finish - that says a lot. I believe that the community is very proud of what they have, that they're very proud of their fire department, I think they're very proud of the fact that they embraced the idea, allowed the project to continue and actually come to life. And for us we'll always be grateful to the community for doing that."

Chief Curt Vandertie
B.U.G. Fire Department

To view this video testimonial, please go to: https://www.youtube.com/user/kellerbuilds1960

Or scan this QR code with your smart phone to choose the YouTube link:

Follow us

Transcript of Video Testimonial:

"Welcome everyone, to the Tomah emergency service building. We're located in West Central Wisconsin. Tomah, Wisconsin - we're a population of 9,600 people. We're a unique service where we have two separate entities here; the Fire Department and the EMS Service which includes around 19,000 people that we take care of. We decided to build a new building just due to the fact that we simply outgrew the three facilities that we were out of. We were operating in the past, out of two fire stations and one EMS station. We hired Keller as our Construction Management team to oversee the project.

Working with the Keller architect over the years, we had many designs. We went from a two-story building to a one-story building – to what we have today. We ended up with a 36,000 square foot facility on a 12-acre site. It includes a handful of administrative offices; we have a conference room, we have an EMS day-room that has a kitchenette in there [where] they can prepare a small meal or snack in between calls, a lounge area where they can have a little relaxation and some downtime in between calls. The facility has 10 apparatus drive-through bays, a wash bay, fitness room, and a commercial kitchen. We have a training room which is also the city's Emergency Operations Center and the training Tower.

There were enough meetings throughout the process that Keller made me feel comfortable in knowing that they had the best intentions for the city and this project. It was everything from giving me updates on the timeline for projects being completed, also keeping me informed on deliveries of materials to ensure that the project would stay on time and under budget. As we were getting ready for our bid process, Keller advised me that steel at the time was going up quite considerably, every month - so they advised us to go out for a separate steel bid package which I took to our city council, and they approved. And by doing this, we were able to actually save a couple hundred thousand dollars on the overall project of the building. I would highly recommend Keller to anyone that has a project of this size in nature. Working with such a professional staff starting with the Architects, the interior designers, the engineers - they listen to our needs and came up with the best solutions to the project. With the conceptuals and the walk-through video that they performed for us, [it] matches the building pretty close to what we have.

To me, the citizens of Tomah can rest more easily knowing that we have a modern organized facility that will meet the needs for many years into the future. Being able to respond to the emergency situations that we do, I think overall it's going to increase everything just through morale. I mean people being able to work in a new facility, these are the people that are taking care of our people, our neighbors taking care of Neighbors.

I'm very happy with the building, you know and the question comes back to like what would you have done differently and to be honest with you, there's nothing I would have done any different."

Tim Adler, Fire Chief
Tomah Fire Department & EMS

To view this video testimonial, please go to: https://www.youtube.com/user/kellerbuilds1960

*This promo video was an actual representation of their proposed project design created by our design staff using Lumion software.

5. ORGANIZATIONAL CHART

Keller

ORGANIZATIONAL CHART:

Cory VandeWettering
President/CEO
Employee-Owner Since 2008

Craig Otis
Senior VP of Construction
Employee-Owner Since 2017

Doug Stecker, CPA
VP of Finance/CFO
Employee-Owner Since 1997

Steve Klessig, AIA
VP of Architecture & Engineering
Employee-Owner Since 1986

KELLER SUPERVISORS:
11 Project Supervisors
49 On-Site Supervisors/Foremen
938 Years of Experience

KELLER ARCHITECTS:
8 Full-time Architects on-staff
242 Years of Experience

SIZE OF AGENCY:
275 Employee-Owners

Kelly Claflin
Construction Manager
Employee-Owner Since 2008

Eric P. Bauman, AIA, NCARB, LEED AP
Architect
Employee-Owner Since 2023

Robert G. Lindstrom, AIA, LEED AP
Architect
Employee-Owner Since 1997

Subconsultants

Mach IV
Civil Engineering

Integrity Engineering
Architectural & Structural Engineering

All HVAC Design, LLC
HVAC Engineering

LGD & Associates
Plumbing & Fire Protection Design

Midwest Design Solutions, LLC
Electrical Design

Stephanie Pacocha
Senior Interior Designer
Employee-Owner Since 2012

KEY PERSONNEL & QUALIFICATIONS:

Planning and designing your project is Keller's highest priority. We assign a "Team" for each project which includes a Construction Manager, Architect, and Interior Designer who are matched to your project based on their skill set and ability to meet your unique needs. Each one of Keller's Team members holds down two jobs –which includes being an "owner." In fact, Keller is one of the very few 100% employee-owned design/construction management firms in Wisconsin and that makes a world of difference. At Keller, an owner is involved at every stage of the project: in planning, exterior and interior design, and construction management. There is always an owner on hand and that results in a project that you will enjoy, from start to completion. At Keller, we strive to provide an experience that, from start to finish, is worry free for you, our customer.

We would like to introduce you to your Team.

(Full team resumes are included on the following pages).

Kelly Claflin, Construction Manager
Employee-Owner Since 2008

Kelly Claflin will be Keller's Construction Manager for the Village of Harrison. He will act as the single point contact person for the entire project from pre-construction, bidding, construction, and project closeout. Kelly's 40 plus years in Construction Management projects throughout the Midwest and Northwest areas of the country provide the necessary knowledge and leadership to deliver a successful project to the village. He will be available for all county meetings, all design meetings, and weekly on-site job meetings. Kelly will be available by email or telephone for any questions that may arise. When Keller is selected as the Construction Manager for the Village of Harrison, Kelly will dedicate the necessary time and resources to deliver a successful project.

Robert G. Lindstrom, AIA, LEED AP, Architect
Employee-Owner Since 1997

Eric P. Bauman, AIA, NCARB, LEED AP, Architect
Employee-Owner Since 2023

Rob and Eric will provide architectural and design services during the various phases of the planning and design process, providing general oversight, support, and quality assurance. They will provide complete design services including needs assessments, master planning, develop spatial and aesthetic solutions, and resolve municipal and state requirements. They will provide design development to meet the owner's functional requirements, create design efficiencies, and meet the aesthetic goals; all within the owner's desired budget. Rob and Eric will evaluate construction materials, methods for lifecycle cost, effectiveness and sustainability. They will oversee construction document production and plan submittals. As a team, they have well-rounded experience in commercial, educational and municipal projects.

Stephanie Pacocha, Senior Interior Designer
Employee-Owner Since 2012

Stephanie will create an environment and unique interior that will convey a desired image that is perfect for education. She has knowledge and specification of interior finishes from floor to wall treatments, cabinetry, lighting, furniture, artwork and window treatments. Including how they relate to sustainability, building codes, safety and constructability.

SIZE OF AGENCY:
275 Employee-Owners

KELLER ARCHITECTS:
8 Full-time Architects on-staff
242 Years of Experience

KELLER SUPERVISORS:
11 Project Supervisors
49 On-Site Supervisors/Foremen
938 Years of Experience

Construction Management

Kelly Claflin

Education

Northeast Wisconsin Technical College *Associate Degree - Civil Engineering Technology*

Affiliations

Wisconsin Builders Association Development Council
Door County Development Council
Wisconsin Real Estate License

Project Experience

Baileys Harbor Fire Station - Baileys Harbor, WI
15,600 Sq. Ft. New Fire Station
B.U.G. Fire Department - Sturgeon Bay, WI
Remodel & Addition to North Fire Station
B.U.G. Fire Department - Brussels, WI
South Fire Station & EMS Facility
City of New London - New London, WI
32,200 Sq. Ft. Public Works Design
City of Omro - Omro, WI
14,400 Sq. Ft. Facility
City of Tomah - Tomah, WI
36,000 Sq. Ft. Fire/EMS Facility
Fond du Lac Public Library - Fond du Lac, WI
2,000 Sq. Ft. Lower Level Remodel
Kellnersville Fire Department - Kellnersville, WI
1,500 Sq. Ft. Addition
Iron Ridge Fire Department - Iron Ridge, WI
12,000 Sq. Ft. Fire Station
Little Chute Doyle Park - Little Chute, WI
22' x 16' Kitchen
Menchalville Fire Department - Menchalville, WI
4,000 Sq. Ft. Addition
Neenah Water Department - Neenah, WI
5,500 Sq. Ft. Second Story
New London Utilities - New London, WI
5,600 Sq. Ft. Garage Addition
Outagamie Public Works - Shiocton, WI
18,000 Sq. Ft. Fire Restoration
Pittsville School District - Pittsville, WI
25,000 Sq. Ft. Tech. Ed. Facility
Plainfield Library - Plainfield, WI
3,276 Sq. Ft. Library
Shiocton School District - Shiocton, WI
10,360 Sq. Ft. Multipurpose Facility
Southern Door Fire Department -
Forestville, WI - *1,500 Sq. Ft. Station Addition*
Nausewaupee, WI - *1,500 Sq. Ft. Station Addition*
Town of Brillion - Brillion, WI
70' x 244' Municipal Building
Town of Buchanan - Buchanan, WI
7,550 Sq. Ft. Town Hall, Fire Station & Addition
Town of Chilton - Chilton, WI
3,700 Sq. Ft. Town Hall
Town of Ellington - Ellington, WI
12,000 Sq. Ft. Town Hall, Fire Station & Garage
Town of Freedom - Freedom, WI
9,600 Sq. Ft. Town Hall, Fire Station & Addition
Town of Harrison - Harrison, WI
50' x 110' Fire Station
Town of Jacksonport - Jacksonport, WI
Building Renovation
Town of Kaukauna - Kaukauna, WI
3,600 Sq. Ft. Fire Station
Town of Lena - Lena, WI
1,364 Sq. Ft. Addition to Town Hall
Town of Liberty - Liberty, WI
2,578 Sq. Ft. Town Hall
Town of Little Suamico - Little Suamico, WI
5,050 Sq. Ft. Town Hall Building
Town of Long Lake - Long Lake, WI
7,360 Town Hall and Fire & Rescue Facility
Town of Menasha - Menasha, WI
6,400 Sq. Ft. Fire Station
Town of Menchalville - Menchalville, WI
2,400 Sq. Ft. Building
Town of Pittsfield - Pulaski, WI
6,000 Sq. Ft. New Community Center
Town of Ripon - Ripon, WI
Town Hall & Police Department
Town of Vandenbroek - Kaukauna, WI
1,800 Sq. Ft. & 3,000 Sq. Ft. Buildings
Village of Dane - Dane, WI
60' x 168' Public Works Facility
Village of Hortonville - Hortonville, WI
19,000 Sq. Ft. New Village Offices
Village of Little Chute Parks Department - Little Chute, WI
90' x 46' Park Shelter
Village of Wrightstown - Wrightstown, WI
10,000 Sq. Ft. Office & Town Hall
Waverly Sanitary District - Menasha, WI
8,700 Sq. Ft. Office & Shop

Responsibilities & Qualifications

As Construction Manager, Kelly will act as the Owner's principal agent in the management of each construction project. Kelly is responsible to the Owner for managing the planning, budgeting, design, construction and post construction phases of each project. He represents the interests of the Owner in the following areas: optimum use of funds, control of the work scope, project scheduling, optimum use of skills and talents, avoidance of delays, changes and disputes, construction quality and flexibility in contracting and procurement. Kelly has been in the construction industry since 1975. His experience in all phases of a project proves extremely beneficial in keeping things moving smoothly from one phase to another. Kelly understands the importance of good communication necessary for successful delivery of complex construction projects. He has a vast knowledge in acceptable construction standards and demands high quality in all phases of the project. Owner satisfaction is Kelly's highest priority.

Architect

Robert G. Lindstrom, AIA, LEED®AP

Education
University of Wisconsin at Milwaukee-*Bachelor of Science Degree in Architecture*

Licenses
Registered Architect in Wisconsin-*With Continuing Education Credits*
Registered LEED®AP

Professional Affiliations
American Institute of Architecture-*Member*
Wisconsin Society of Architects-*Member*
Wisconsin Focus on Energy-*Member*
Wisconsin Assisted Living Assoc.-*Member*
Wisconsin Assoc. of Homes & Services for Aging-*Member*

Civic Affiliations
De Pere Scouts-*Eagle Member, Troop Leader*
Knights of Columbus-*Member*

Design Awards
ABC Design Award 1999-*Master Litho, Inc.- Corporate office*
ABC Design Award 2001-*Wisconsin American Legion - Office & Museum*

Project Experience

Municipal
City of Fort Atkinson - Fort Atkinson, WI
21,000 Sq. Ft. Fire Station Addition & Remodel
City of Tomah - Tomah, WI
4,000 Sq. Ft. Addition to Ice Arena
City of Tomah - Tomah, WI
36,000 Sq. Ft. Fire/EMS Facility
Fond du Lac Public Library - Fond du Lac, WI
2,000 Sq. Ft. Lower Level Remodel
Southern Door Fire Department -
Forestville, WI - *1,500 Sq. Ft. Station Addition*
Town of Chilton - Chilton, WI
3,700 Sq. Ft. Town Hall
Town of Freedom - Freedom, WI
9,600 Sq. Ft. Town Hall, Fire Station & Addition
15,000 Sq. Ft. New Fire Station
Town of Lena - Lena, WI
1,364 Sq. Ft. Addition to Town Hall
Town of Kaukauna - Kaukauna, WI
3,600 Sq. Ft. Fire Station
Town of Little Suamico - Little Suamico, WI
5,050 Sq. Ft. Town Hall Building
Town of Long Lake - Long Lake, WI
7,360 Town Hall and Fire & Rescue Facility
Town of Ripon - Ripon, WI
Town Hall & Police Department
Village of Dane - Dane, WI
60' x 168' Public Works Facility

Child Care
Northern Door Child Care - Sister Bay, WI
Daycare Facility

Convenience Store
Kaul Oil - Grafton, WI & Milwaukee, WI
Convenience Stores

Financial
Premier Community Bank -
Tigerton, WI - Marion, WI - Pulaski, WI
Banks

Elder Care
St. Paul Assisted Living - Kaukauna, WI
Assisted Living Apartment Addition

Faith Based
St. Paul's Lutheran School - Manawa, WI
School Addition & Remodel
Mt. Calvary Church & School - Harrison, WI
First Phase School

Manufacturing
SCP, Inc. - Hortonville, WI
Pallet Manufacturing

Medical
O'Connor Chiropractic - Appleton, WI
Doctors Clinic

Retail
Matthews Tire & Auto - Appleton, WI
Prototype Auto Repair

Responsibilities
Rob will provide complete design services, including needs assessments, master planning, develop spatial and aesthetic solutions, resolve municipal and state requirements. Provide design development to meet the owner's functional requirements, create design efficiencies, and meet the aesthetic goals; all within the owner's desired budget. Rob will also evaluate construction materials and methods for life cycle cost, effectiveness and sustainability. He will oversee construction document production, and plan submittals. Rob will represent the owner for municipal reviews and approvals. He will provide quality control inspections during the construction phase thereby assuring fulfillment of design input. And he will conduct post occupancy evaluation to assure customer satisfaction. Rob has been in the construction industry since 1986 and a registered architect since 1996. Rob has lead Keller's efforts in design and education of elder care and senior living facilities. In addition, a continuing focus for Rob and Keller has been sustainable design (Green Architecture) and how this type of design can be implemented in a cost effective manner to meet clients' needs, budgets, and environmental concerns.

Architect

Eric P. Bauman, AIA, NCARB, LEED AP

Education

University of Wisconsin - Milwaukee (Milwaukee, WI)
Bachelor of Science Degree in Architecture

Boston Architecture College (Boston, MA)
Master's Degree in Architecture

Licenses & Certifications

Registered Architect in: Wisconsin, Minnesota, Oklahoma, Michigan, Illinois & Texas
American Institute of Architects (AIA) - *Member*
National Council of Architectural Registration Boards (NCARB) - *Member, Certification*
United States Green Building Council (USGBC) - *Member*
Leadership in Energy and Environmental Design (LEED) -
LEED Accredited Professional, Building Design and Construction

Personal Project Experience

Municipal

Brown County Library System - Green Bay, WI
Facility Assessments & Various Interior Remodels
Winnebago County - Oshkosh, WI
Courthouse Renovation/Security Upgrades & New CBRF Building
Grand Chute Fire Department - Grand Chute, WI
Facility Assessments & New Facility

Healthcare

ThedaCare Health Systems - Multiple Locations throughout WI
Various Facility Remodels & Additions at Encircle Health, Appleton Medical Center, Theda Clark Medical Center, Shawano Medical Center & Multiple Clinic Locations
Brown County Community Treatment Center - Green Bay, WI
Addition & Remodel - LEED Administration

Education

Lawrence University - Appleton, WI
Facility Remodels at Various Campus Locations
Milwaukee Area Technical College - Milwaukee, WI
Facility Renovations at Various Campus Locations
Fox Valley Technical College - Appleton, WI
Various Projects at the Appleton Campus
Northeast Wisconsin Technical College - Green Bay, WI
Facility Remodels at Various Campus Locations

Industrial

Encapsys, a Division of Appvion - Appleton & Portage, WI
Existing Facility Remodel & Expansion
Campbell's Soup Company - Milwaukee, WI
Various Facility Remodel Projects
Amcor - Madison, WI
Facility Remodel & Expansion

Faith Based

Zion Lutheran Church - Wayside, WI
Building Addition & Remodel
Memorial Presbyterian Church - Appleton, WI
Building Renovation
First Congregation Church, UCC - Appleton, WI
Facility Assessments & Various Interior Remodels
Good Shepherd Parish - Chilton, WI
Facility Assessments & Various Interior Remodels

Commercial

Trout Museum of Art - Appleton, WI
Various Remodels & New Facility Design
The Ridges Sanctuary - Bailey's Harbor, WI
Full Design for New Center for Environmental Stewardship - LEED Administration
McCarty Law LLP - Appleton, WI
New Law Office
United Way Fox Cities - Appleton, WI
New Office Building
North Shore Golf Club - Menasha, WI
Clubhouse Renovation & Various Remodel Projects
YMCA of the Fox Cities - Appleton, WI
Camp Nan A Bo Sho New Camper Cabin & Program/Administrative Building
Door County YMCA - Sturgeon Bay, WI
Building Addition & Remodel

Automotive

General Motors Corporation (GMC) - Arlington, TX, Springhill, TN, Roanoke, IN, Toledo, OH and Lansing, MI
Various Existing Facility Assessments, Remodel & Expansions
Crest Cadillac - Brookfield, WI
Building Addition & Remodel
Klein Chrysler - Clintonville, WI
Building Addition & Remodel

Responsibilities

Eric's responsibilities include development of full-cycle design process (preliminary planning, schematic design, design development, construction documents) from project conception through final completion. Coordinating with mechanical, electrical, plumbing, fire protection, civil and structural consultants to ensure design compatibility and code compliance. He conducts comprehensive building studies with evaluation of handicap accessibility, code requirements, and energy efficiency. Evaluates overall building design to balance functional requirements, building efficiency, aesthetic features, life-cycle cost analysis, material selection, budgetary goals, and code compliance. Eric will conduct LEED Feasibility Studies, Facility Assessments, and Needs Analysis with multi-disciplinary team of engineers and designers. He will leverage LEED and "Green Design" philosophies to optimize environmentally friendly design and sustainability practices. He uses multiple design methods including hand-sketching, computer aided design (CAD), and building information modeling (BIM). Eric will oversee and coordinate submission of documents to local/state authorities and jurisdictions for plan review and approval.

Qualifications

Eric has over 25 years of experience in the fields of architecture, construction, and sustainable design. This experience is augmented by formal education and refined by goal-oriented training. He has a proven record of success achieved through his belief in innovation and "big picture" thinking. This thinking is balanced by diligence, hard work, responsible design, and an acute attention to detail. His knowledge of preliminary, schematic, and final building design, along with construction design administration is an asset to any project. Eric's positive attitude and strong communication skills provide excellent client relationships. He is an energetic and thorough problem solver who utilizes the combined strengths of his team to determine optimal solutions. Eric has a sincere desire and steadfast commitment to meet his client's needs and prioritize their satisfaction.

Senior Interior Designer

Stephanie Pacocha

Education

University of Wisconsin Stevens Point *Bachelor of Science Interior Architecture*

Experience

2013	Interior Designer - Keller, Inc.
2012	Design/Project Management - Keller, Inc.
2009-2012	Interior Designer & Major Accounts Representative - Hadley Office Products, Wausau, WI
2008-2008	Project Consultant - Affordable Office Interiors, Milwaukee, WI

Keller Project Experience

Faith Based

Good Shepherd Lutheran Church - Plover, WI
8,430 Sq. Ft. Classroom & Fellowship Hall Addition

St. Peter Lutheran Church & School - Appleton, WI
Church, Classroom Addition & Gymnasium

Educational

Boys & Girls Club of Portage County - Stevens Point, WI
New Club

Pittsville School District - Pittsville, WI
25,000 Sq. Ft. Tech. Ed. Facility

Shiocton School District - Shiocton, WI
10,360 Sq. Ft. Multipurpose Facility

Convenience Centers

BP Hi-Way Hop - Lomira, WI
New Convenience Center

Millgate General Store - Rochester, WI
New Convenience Store

Financial

First National Bank - Appleton, WI
New Financial Institution

Pioneer Bank - Marshfield, WI
New Financial Institution with Multi-tenant Space

Retail

Nardo's Passport Inn - Germantown, WI
Remodel of Restaurant & Bar Area

Frey Auto - Muskego, WI
New Auto Dealership & Shop

Langlade Ford - Antigo, WI
Ford Dealership Remodel

Schlossman Honda - Greenfield, WI
1,200 Sq. Ft. Office Remodel

Schlossman Subaru - Milwaukee, WI
8,000 Sq. Ft. Subaru Dealership Remodel

Third Street Market - Menasha, WI
22,625 Sq. Ft. Grocery Store Remodel

Manufacturing

Charter NEX Films - Milton, WI
20,500 Sq. ft. Interior Build-Out

Municipal

Baileys Harbor Fire Station - Baileys Harbor, WI
15,600 Sq. Ft. New Fire Station

Iron Ridge Fire Department - Iron Ridge, WI
New Fire Department

Shiocton School District - Shiocton, WI
10,360 Sq. Ft. Gymnasium & Exercise Area

Town of Freedom - Freedom, WI
15,000 Sq. Ft. New Fire Station

Town of Pittsfield - Pulaski, WI
6,000 Sq. Ft. New Community Center

Medical

Crow Family Dentistry - Stevens Point, WI
New Dental Clinic

DeWinter Eye Care Center - Muskego, WI
New Eye Care Clinic

Koskinen Eye Care - East Troy, WI
Eye Care Clinic Build-Out

Marathon Family Dental - Marathon City, WI
New Dental Clinic

Scenic Bluffs Medical Clinic - Cashton, WI
Medical Clinic Remodel

Urgent Care Physicians - Appleton, WI
Physician Office Remodel

Corporate

Academy of Performing Arts - Franklin WI
7,300 Sq. Ft. Dance Studio Remodel

American Buildings Company - El Paso, IL
7,300 Sq. Ft. Dance Studio Remodel

CBS 58 News - Milwaukee, WI
Office Remodel

First Weber - Appleton, WI
Tenant Build-Out

Grasse Funeral Home - Pardeville, WI
New Funeral Home

Holly Road Investments - Neenah, WI
New Office & Warehouse

Reinders - Appleton, WI
New Office & Warehouse

Responsibilities

Designs within the owner's budget to reflect their true image along with the architect's vision of the interior by selecting wall and cabinetry finishes, flooring, lighting and more. Assists the Keller building team with the color selection process for both interior and exterior color palettes.

VILLAGE OF WRIGHTSTOWN - OFFICES & POLICE DEPARTMENT

WHY CHOOSE KELLER?

Public Safety Experience. Keller is becoming the expert of choice for Municipalities for Public Safety Design and Construction Management Services. In addition to the (30) plus Fire Station completed projects we currently have Design Agreements with the Village of Little Chute, City of Viroqua, Village of Plover, City of Stevens Point, City of Weyauwega, Mishicot Fire Department, Town of Hull, Village of Vernon, Town of Newton, and City of West Bend. We have also completed Police Department Projects for the Town of Ripon, Village of Hortonville, Village of Wrightstown, and Menasha Police Department.

In-House Design and Construction Management Professionals. Keller has in-house Architects, Interior Designers, Draftsmen, Construction Managers, Estimators, and Expediters all under one roof. This means smoother collaboration for the entire Design Process. It is much easier to meet often and regularly and to bounce ideas off each experienced professional when they all work side by side.

Local. This project would be run out of our Corporate Headquarters in Kaukauna. Our Design Process breaks the project down into multiple bid units which allows local contractors an opportunity to bid on the project. Keller is a respected Architect and Builder having been in business since 1960. This longevity has resulted in strong local contractor relationships from which to draw during the Bidding Process. More competitive bids mean better prices. Keller's President and C.E.O., Cory Vande Wettering, is a resident of the Village of Harrison.

Reliable Budgeting and Cost Estimating. Keller has (5) experienced full-time estimators in-house. They bid and estimate construction projects every day. They have the ability and expertise to provide accurate construction estimates from preliminary plans to ensure the project is meeting the Village's cost. The budget is tested numerous times during the design process so there are no surprises at the bid date.

Lower Fees. Keller has been very successful in being awarded many recent Public Safety projects. Our fees have shown to be very competitive and sometimes significantly lower as compared to our competition. Lower fees mean the Client is able to put more dollars into the actual buildings rather than professional services.

Construction Management Capabilities. In addition to our Design capabilities, Keller has also provided Construction Management Services for most of our Public Safety projects. Our Clients find this very appealing as this eliminates the finger-pointing that sometimes can develop between the Architect and Contractor resulting in change orders. The Single-Point accountability is appealing to our Clients as there is less Administrative Burden for the Village with only having to provide one contract for both the Design and Construction Management Services.

Keller would not Bid on or self-perform any of the Construction work. Keller has completed construction on over $300 Million dollars in projects in 2023. We have the capabilities to self-perform concrete, steel, and carpentry work on construction projects. However, Keller chooses to not self-perform any of the actual construction work on public projects but rather provides just the Design and Construction Management Services.

Full Transparency in the Bidding Process. Keller's Design Process breaks down the project into multiple Bid Units. All the Bids are received by the municipality and are publicly opened.

Past Satisfied Municipal Customers. As you will see from our Relevant Experience we have successfully completed many similar Public Safety projects. Please contact our provided contacts and hear first-hand from them how we performed.

Community Engagement Education. All Public Projects have to be approved by the Municipality. We have successfully assisted with the advancement of many of these projects by providing the necessary tools to make that happen. Keller would provide Renderings and attend community workshops to explain the project. This service would be included in our fee which will be negotiated after being selected based on our qualifications.

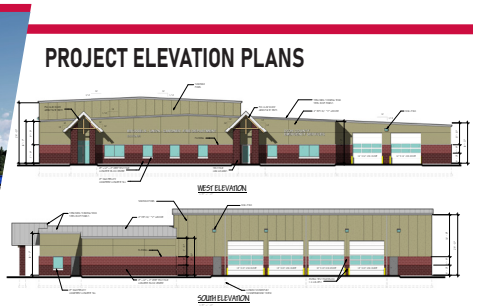
We believe that our overall qualifications make Keller the best choice for the Village of Harrison to design your Public Safety project. We greatly appreciate this opportunity and would provide all the necessary resources to ensure a successful project for the Village of Harrison.

Thank you for your consideration.

Kelly Claflin
Construction Manager

kclaflin@kellerbuilds.com
920.427.4479

B.U.G. FIRE DEPARTMENT & EMS - CONCEPT TO COMPLETION



KELLER DESIGN PHILOSOPHY

Our goal is to create a solution through a continuous collaborative process that meets the needs of the client and is cost-effective. We do this by teaming with our clients to determine the project's needs and explore creative design alternatives to meet those needs. This continuous process between the design team and our clients evaluates how well a solution can address the issue at hand and how it impacts the budget. The Discovery or Space Needs Analysis process is comprehensive. Many times, there are opportunities that are uncovered that are determined to be safer and more efficient.

Understanding Safety Facilities

Keller Inc. and the team assembled for this project understand that public safety facilities have unique requirements. These facilities need to address staffing configurations and retention, in-house training opportunities to meet new challenges, flexibility to facilitate changes in communication and technology, security for staff and the public, staff response times, community accessibility, and limiting staff exposure to contaminants and carcinogens. In recent projects, we have included multi-story fire training towers that facilitated both in-house training and regional training for other departments. We created spaces that addressed the existing staff of volunteer personnel and the anticipated need for full-time personnel. Decontamination areas have been designed to separate spaces with higher levels of carcinogens, creating safer living and working areas. We have also worked to provide safe sites that incorporate multiple agencies operating from a single facility.

FIRE SERVICE & LAW ENFORCEMENT FACILITIES

Keller has a clear understanding of fuctional and operational aspects of fire service & law enforcement facilities. We approach fire and law enforcement facility design with a focus on creating spaces that are not only functional but also adaptable, sustainable, and community focused.

- **Understanding** Our first step is to gain a comprehensive understanding of all aspects of the operations.
- **Space Usage** Along with equipment needs, we need to determine how spaces are used, and address any other important concerns.
- **Space Flexibility** Keller also understands that these facilities often need to have the flexibility to support multiple functions, from day-to-day operational needs, to training exercises, along with other community related activities and events.

- **Smart Technologies** One of the most significant trends in fire and law enforcement facility design is the incorporation of smart technologies. These technologies help fire and law enforcement respond more quickly and effectively to emergencies while improving the safety and efficiency of their operations. As technology continues to advance, fire and law enforcement facilities will need to be flexible and adaptable to take advantage of the latest design innovations and stay ahead of emerging threats to protect their communities. Furthermore, fire and law enforcement stations must be designed with components that can easily be added or removed as needed to accommodate different emergency response scenarios. Such features may include:
  - Advanced communication systems
  - Artificial intelligence powered dispatch systems
  - Sophisticated monitoring and surveillance systems
  - Systems to monitor and control various aspects of the station, such as lighting, heating and cooling systems, and security cameras.

- **Equipment & Vehicles** Another key consideration is the evolution of equipment and vehicles. For example, as fire apparatus and emergency vehicles become larger and more advanced, station design needs to be adapted to accommodate them. Key design considerations include:
  - The size, weight, and length of modern fire apparatus and emergency equipment, as well as the need to ensure quick and easy access to these vehicles.
  - Ensuring that the fire apparatus and emergency vehicles can enter and exit the station quickly and safely, without having to maneuver around other obstacles.
  - Ensuring that firefighters and emergency personnel can easily and safely access the necessary equipment and gear, as well as any specialized equipment that may be needed for a particular emergency.
  - Accomodations for specialized equipment, such as backup cameras or sensors, to ensure that firefighters and emergency personnel can safely navigate the station and surrounding areas.

Designing fire and law enforcement facilities requires careful planning and attention to detail. Keller has a wide range of experience to ensure the design of a functional, safe, efficient, and effective facility that will serve the Village of Harrison for generations to come.

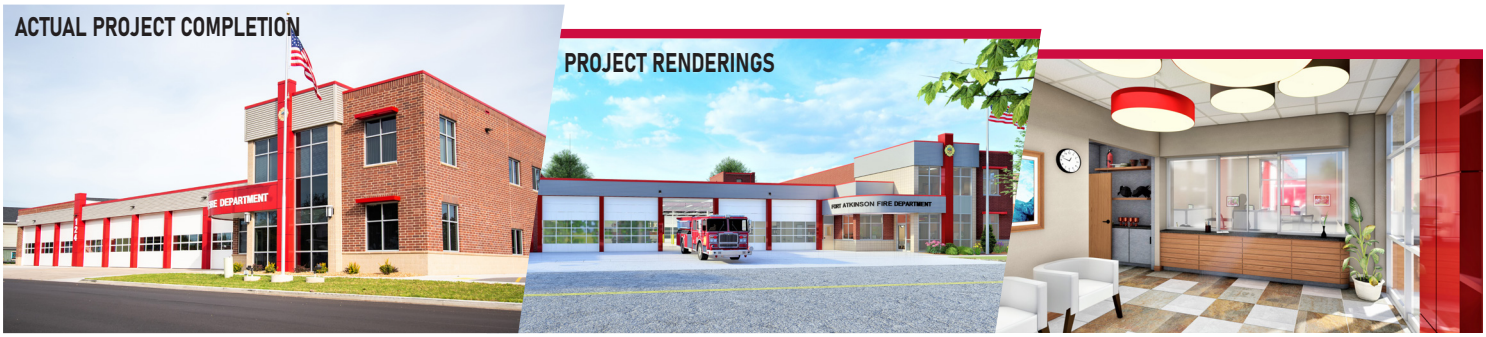
"We selected Keller for a few different reasons. First for their abilities of working with us to complete a needs assessment at a cost we could afford. Second their expertise in developing preliminary plans and budgeting so we could present the needs to our town boards and ultimately our entire community through a referendum process. Finally, Keller's willingness to work with local contractors as part of the bidding process allowed community partners to experience the opportunity to help build our Fire and EMS stations. From start to finish, Keller staff was always there for us."

Curt Vandertie, Fire Chief - Brussels-Union-Gardner (B.U.G.) Fire Department & EMS

"The Keller team was there for us the entire time through the process of making our building a reality. Keller was there to help answer any questions and has been there to help guide us all the way. After performing the needs and assessment process and working with the professional architects, engineers and designers I am confident that we will end up with a building that will take us many years into the future."

Tim Adler, Fire Chief - Tomah Fire Department & EMS

FORT ATKINSON FIRE DEPARTMENT



KELLER SCOPE OF DESIGN SERVICES:

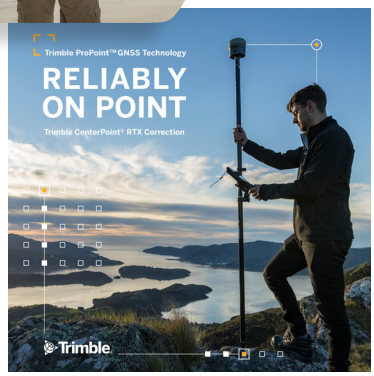
Keller as the designer, with a process called Discovery or Space Needs Analysis will discover what the Village of Harrison will need for your Public Safety Building. The Discovery or Space Needs Analysis process takes Architectural Programming to a whole new level. This innovative approach is another way to maintain quality control before you build. Discovery concentrates on the following:

- Site understanding
- Building analysis
- Structural systems
- Mechanical systems
- Exterior design
- Interior design

DESIGN PHASE

- Keller, Inc. believes the relationship with our clients is the most important ingredient to a successful design phase. The trust built between ourselves and our clients allows ideas to be brought forth for the design team to meet the aesthetic, performance, and functional needs of our clients.
- Our process is designed to be owner-friendly from start to end. All decisions that need to be made are done in the correct order and with all of the necessary information to make a decision.
- Once the process begins, Keller organizes the information needed in a simple, easy to follow format.
- The design services provided by Keller are quite comprehensive. Your design architect will assist you on those services that are necessary for a successful design phase for your project.
- Keller will engage the services of consultants that specialize in certain design areas. These consultants will work on the Keller team to ensure our client's needs are met in their specific discipline. Our goal is to provide complete design services to our clients with the highest level of expertise in the industry.

KELLER DESIGN SERVICES DETAILS



SITE UNDERSTANDING

Property Survey:

- Keller can assist our clients in obtaining property surveys which detail the boundaries and property covenants.
- Topographic surveys, title searches, Phase I assessments, and utility searches can be provided based upon the needs of the clients.

Master/Development Planning:

- Keller provides master planning or development planning services on multi-building projects. We will assist the owner in obtaining necessary topographic surveys of the parcel to ensure the plan works with the natural landscape of the parcel.
- Our design attempts to maximize the use of the land taking into account the traffic and natural contours in the development.
- Keller architects will explain the benefits and considerations of each option to ensure the development meets the needs of the client.

Site Engineering:

- In order to take full advantage of the function of a proposed site, Keller will engineer the site for drainage, roads, and utilities.
- In conjunction with the site survey, the proper analysis can be performed taking into consideration adjacent parcels, wetlands, and streams.
- Keller will investigate existing utility conditions to ensure utility services are available in the area of the proposed site.

Subsurface Soil Exploration:

- Keller will assist the client in obtaining soil borings for the property and will recommend where and how many borings should be taken.
- It is critical that any subsurface exploration provide a representative sample of the conditions that are expected to be encountered once the excavation activity begins.
- Keller's design team will review the boring report with the client to determine the nature and impacts of the results.

Rezoning:

- When a parcel of land is being considered for a new development or use, Keller will work with our client in the rezoning process to obtain the necessary approvals from the local jurisdiction.
- Preparing concept drawings, presenting materials to the local jurisdiction, and providing professional support at all critical meetings is a part of our service.

BUILDING ANALYSIS

Discovery or Space Needs Analysis:

- Before floor plans are designed, the size and function of the planned facility needs to be established.
- Through a Discovery Process or Space Needs Analysis, our design team can quantify the uses of the facility and establish the required footprint needed to meet those requirements.
- Keller Architects will work directly with your building committee and the staff utilizing the space to determine the scope of your facility needs to ensure that each area works effeciently and effectively together.
- Our Architects aim to truly understand workflow and customize a solution that meets or exceeds your functional, aesthetic and budgetary needs.

"The needs assessment was really the first big step. We were looking for someone that could come in and do a complete evaluation, sit down and talk with us, hear what our concerns were and what we felt our needs were, and be able to compile all of that information for us. To be able to look at it and collaborate [on it], really identified what our true needs were. Keller's team and their ability to be able to give us good accurate numbers as to what this would potentially cost, so that we in-turn could go to the community and ask for a referendum approval - was a big deal."

Curt Vandertie, Fire Chief – B.U.G. Fire Department & EMS

Sustainable Building/LEED

- Keller recognizes that LEED certification is becoming increasingly important for building owners and municipalities, as more and more are looking to reduce their environmental impact and meet the growing demand for green buildings. Obtaining LEED certification can also help increase a building's value, while reducing operating and maintenance costs for the community. Keller Architects can work with you to determine if this is a good fit for your municipality.

Faith Technologies Vision Center

2023 Projects of Distinction Excellence in Construction

This home was designed to create a state-of-the-art offgrid experience for the residents and is powered by EnTech Solutions lean energy technologies which includes a full solar power installation.

The Gordon Bubolz Immersion Center

This building was created out of a modified shipping container and houses one of the most advanced microgrid systems in the midwest. The net zero energy project is in keeping with their mission and provides a unique education opportunity and functions as a learning lab for students that visit, and as a control center for the microgrid.

The Bank of New Glarus

2023 Projects of Distinction Excellence in Construction

Innovative construction materials were used to provide a long-life cycle maintenance free exterior. Rooftop photovoltaic panels and EV chargers were installed in the parking area to further enhance the environmental sustainablility of the facility.

Dreier Family Dental

2020 Projects of Distinction Excellence in Construction

Innovative LP smart-siding and longboard wood-look aluminum siding were used on the exterior for durability. The entrance is framed via a black ACM panel-clad canopy roof, which wraps down in a "waterfall" effect and a living wall surfaced with green moss greats customers on arrival.

Plot Plan Design:

- In order for our clients to visualize the proposed building on their site, Keller will provide a plot plan design.
- The plot plan locates the building, the proposed parking/roads, and green area on the site. This design step allows the client to obtain the greatest use of their site.
- Keller's design team will account for variations in property elevations, obstructions, easements, and utilities when placing the building on the property.

STRUCTURAL SYSTEMS

Foundation Plan:

- Our team will design the foundations to accommodate the anticipated structural loads of the buildings. Working with the soil borings report, the most economical foundation system will be designed. Footing sizes, reinforcing requirements, concrete specifications, and elevations create the structural footprint of the building.

Structural Design:

- Keller, through a discussion of the intended use of a building, will recommend structural choices for the building. Each structural material (steel, wood, concrete) has advantages and disadvantages, based upon the size and use of the building.

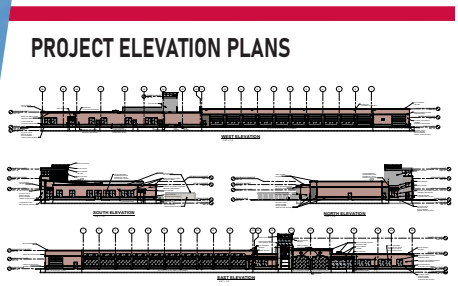
Floor Plans:

- Our design team specializes in understanding your space needs. From there they will develop a working floor plan layout. Floor plans will anticipate corridors, chases, stairs, elevators, and other functional aspects of the planned use. We will anticipate the code requirements for handicap access, exiting, and other life safety issues. Once the floor plan layout has been determined, Keller designers will provide cross sections and perspectives of the interior space. These drawings will help our clients visualize the inside of their space and how the structure of the building works with the usable spaces.

State and Local Plan Approvals:

- Keller will work with state and local authorities to obtain all necessary permits required to fully construct the building. Keller will attend all meetings as necessary to obtain these permits.

TOMAH FIRE DEPARTMENT & EMS - CONCEPT TO COMPLETION



MECHANICAL SYSTEMS

- Keller will work with consultants in the industry to tailor a design for our client's building.
- We will meet with the client to discuss the performance needs of their mechanical, plumbing, and electrical system.
- Working with our consultants, the M.E.P. design will meet the owner's level of comfort, capacity, and cost.

INTERIOR DESIGN

- Keller offers complete interior finish design. Our team will prepare color boards with floor, wall, and ceiling finishes for each significant area of the building.
- Keller provides the latest in color selection and material choices.
- We will work with furniture and fixture experts to coordinate their work within the design space.
- A collaborative effort is made to ensure the final product is functional and that all finishes work effectively with each other.

EXTERIOR DESIGN

- An important part of our design process is creating the visual look of the building. Keller designers, before creating the exterior design of the building, will meet with the clients to discuss the many options that make up the building elevation. The style of the building must meet the tastes of our client.
- Keller designers will go through several design iterations to make sure the height, detail, and overall aesthetic value of the building are maximized.
- Building materials and colors are discussed to create the building that will blend in with its surroundings while maintaining its uniqueness.

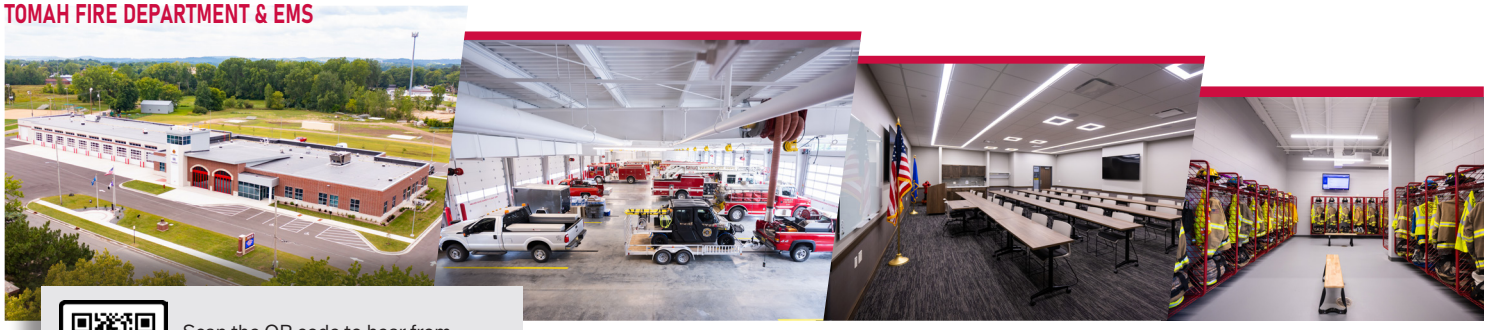
Our team of dedicated Interior Design professionals will work with you to create a space tailored to fit the needs of your business. Our experience in the following areas and knowledge of current market trends will ensure your new space will not only look great, but will function at its best:

Flooring Products
Wall Finishes
Ceiling & Acoustical Materials
Cabinetry Design
Furniture
Lighting
And Much, Much More!

We invite you to come visit our design studio, and together we can make your vision a reality!

Keller

TOMAH FIRE DEPARTMENT & EMS



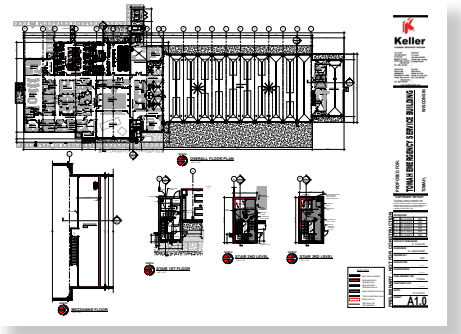
Scan the QR code to hear from **Tomah Fire Chief, Tim Adler**, and his building experience with Keller, Inc.

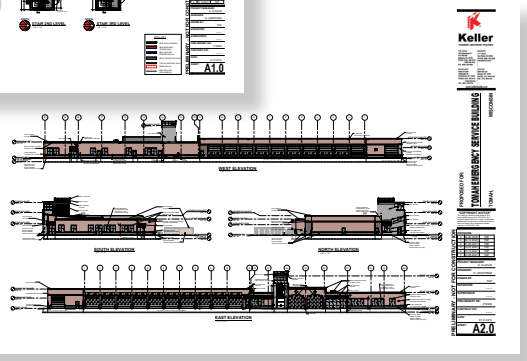
KELLER SCOPE OF SERVICES:

When selected as the Village of Harrison Architect & Construction Manager, our goal will be to exceed your expectations for the new Public Safety Building and deliver a quality project on schedule with no surprises. Keller has the experience, personnel and resources to deliver a worry-free and pleasurable building experience for the Village of Harrison. Keller is familiar with all the procedures and requirements that public projects must adhere to. Keller has designated key individuals with vast experience (no interns), knowledge, character and respect within the construction industry. Keller encourages the Village of Harrison to contact our references for all Construction Management projects we have completed and we are confident that you will receive favorable reviews.

PROJECT PLANNING

- Prior to the developing the design, Keller will work with new Public Safety Building personnel to prepare a needs analysis for every space identified in the schematic design.
- Keller will work with the Village of Harrison and their new Public Safety Building to prepare plans and profile schematic designs, which will include site plan, floor plan, and elevations.





PROJECT DESIGN

- After approval of design documents, Keller will prepare final plans/ specifications and all necessary proposed contract documents to allow the Village of Harrison to competitively bid the project. Keller will also provide electronic files for use on the project.
- Design plans will be presented to the Village of Harrison at the following intervals: 30% of completion, 60% of completion and 90% of completion.
- Develop schematic elevations of the building exterior indication materials and preliminary construction type.
- Prior to completion of the construction documents, elements of each bid package will be jointly agreed upon by Keller and the Village of Harrison. Final construction documents will be prepared by Keller.
- The design team shall prepare and submit permit applications to all governmental agencies to allow construction to proceed on schedule.

PROJECT BIDDING

- Develop Construction Documents for architectural, structural, electrical, plumbing & mechanical specifications to be used for bidding and construction.
- Long form specification books and frontend bid documents are included.
- Keller will respond to requests for information promptly so that the construction schedule is not impeded.
- Review of all shop drawings and required submittals are included. Submittal to the state of all structural components is include.

BID & AWARD PROCESS

- Keller, Inc.'s bidding process facilitates, enables and encourages local contractor participation whenever possible. We strongly believe that qualified local contractors should have every opportunity to bid on the project. After all, there is a strong possibility that if the project is completed they will help pay for it through their property taxes. This is very important in Public Relations with the Community and Village of Harrison. Another benefit to the Village of Harrison is quicker response times for warranty items or repairs in the event of a problem.
- We break down the project into multiple bid units. We receive a large amount of bidders because of this and the community benefits because usually more bids means lower prices.
- As stated earlier, Keller has an established working relationship with many local subcontractors that are members of your Village. These existing relationships will help create a larger bidder turnout with multiple bids in each division of work. By creating this competitive bid environment, Village of Harrison will benefit by receiving favorable bids at the lowest possible construction cost.

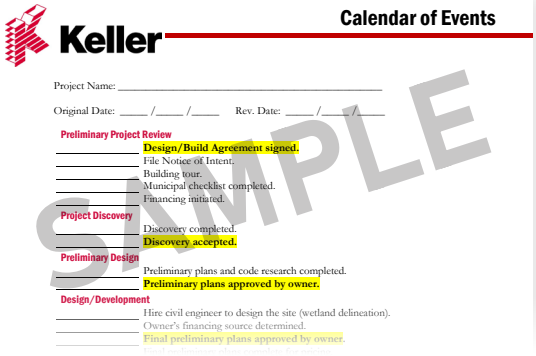
> "One of the other decisions that went into our selection of Keller was their willingness and promotion of working with local contractors. Being a small community, we wanted to know that when we went out to competitive bidding, that all of the local contractors that chose to bid on the project had that ability. It [encouraged] ownership in their own community and their own fire station. That was important to us."

Curt Vandertie, Fire Chief
B.U.G. Fire Department & EMS

- Keller will also solicit bids through the local builder exchanges and other electronic medium to obtain bids. Keller will notify the qualified trade contractors through our Master Distribution List. Keller will work with Village of Harrison to obtain information on who the Village has had good experience with, and include them as bidders.
- During the bid phase, Keller will work with the prospective bidders to clarify or answer all of their questions. Once received, Keller will review the scope of each low bidder to determine if they have bid the complete scope of work.

PROJECT SCHEDULING/PROGRAMMING

- Keller will prepare a design schedule to be incorporated into the project schedule that will permit the project to be substantially completed on time.
- Develop concept floor plans based on the space needs analysis and concept plans.
- Keller's Interior Design team shall prepare a detailed material and color list which will be provided. Interior Design Meeting will be conducted with the Village of Harrison to ensure proper selection of materials.
- Keller provides detailed preconstruction schedules for projects like yours, where design control is critical. Keller will work with all team members to develop a detailed construction schedule. The schedule will include all key activities and milestone dates.


Keller

Calendar of Events

Project Name: _____

Original Date: ____ /____ /____ Rev. Date: ____ /____ /____

Preliminary Project Review

_____ **Design/Build Agreement signed.**
_____ File Notice of Intent.
_____ Building tour.
_____ Municipal checklist completed.
_____ Financing initiated.

Project Discovery

_____ Discovery completed.
_____ **Discovery accepted.**

Preliminary Design

_____ Preliminary plans and code research completed.
_____ **Preliminary plans approved by owner.**

Design/Development

_____ Hire civil engineer to design the site (wetland delineation).
_____ Owner's financing source determined.
_____ **Final preliminary plans approved by owner.**

Keller provides detailed preconstruction schedules for projects like yours, where design control is critical. Keller will work with all team members to develop a detailed construction schedule. The schedule will include all key activities and milestone dates.

- Keller will hold a weekly coordination meeting onsite with all applicable trades, designers and members of the Village of Harrison, new Public Safety Building as appropriate. Work is planned for the week, coordination issues are discussed, and security and safety are reviewed. The schedule will be reviewed weekly at the construction meeting. Any changes to the schedule will be documented and redistributed to the team members. Keller shall be responsible for recording and distributing the meeting minutes to all parties.
- Keller's superintendent and construction manager will obtain the necessary occupancy permit. All inspections necessary for the occupancy certificate will be coordinated by the Keller team.
- Keller will provide electronic copies of as-built documents that incorporate all addendums and all changes made during the construction process.

Scan the QR code to hear from **Fire Chief, Curt Vandertie** from B.U.G. Fire Department nd his building experience with Keller, Inc.

B.U.G. FIRE DEPARTMENT & EMS

COOPERATION

- Keller will foster the relationship by listening, sharing, comparing, helping and showing appreciation and respect. Our Construction Manager, Kelly Claflin has experience and notes that the most successful construction projects have a good working relationship between the Village, architect, construction manager and trade contractors. Keller would in the preparation of construction documents for bidding and constructability. Keller's (64) years of experience as a builder will add value to this relationship.
- Keller shall coordinate work with all trade subcontractors to facilitate the general progress of the work. Each trade shall afford all other trades every reasonable opportunity for the installation of the work and storage of their materials.

ON-SITE SUPERVISION

- Keller will provide full-time supervision whenever trade contractors are working onsite. This continuous supervision ensures that the schedule is being adhered to and keeps everyone informed. Supervision is key to maintaining schedules and preventing scheduling changes.

CONCEPTUAL/PROGRAM COST ESTIMATING

- Keller provides conceptual estimates on concept plan drawings. These estimates use Keller's extensive historical data as well as current market conditions. These estimates establish a control budget from which the Village of Harrison can make informed decisions. As the design continues, the control budget is monitored. Any significant change to the budget is quickly brought to the attention of the team.
- Keller will consult with the Village of Harrison, new Public Safety Building Staff during the design phase to help keep the project within budget. Keller will consult with the Village of Harrison, new Public Safety Building Staff during the schematic design and document stage, to help design for constructability, bidding documents, and scheduling, to keep the project within budget.
- Keller will make recommendations to, new Public Safety Building for the assignment of responsibilities for temporary project facilities and equipment and services for common use of the contractors.
- Keller will make recommendations to the Village of Harrison, new Public Safety Building for a method

EXAMPLES OF COST ESTIMATING ACCURACY

YEAR	RECENTLY COMPLETED PROJECTS	BUDGET ESTIMATE	ACTUAL BID	FINAL COST INCLUDING CHANGE ORDERS
2023	City of Tomah - EMS & Fire Station	$13,500,000	$13,492,740	$13,475,279
2023	Town of Newbold - New Town Hall	$1,800,000	$1,783,604	$1,632,405
2022	Village of Monticello - Public Works Garage	$1,800,000	$1,795,567	$1,736,289
2021	Town of Bailey's Harbor - Fire Station	$3,500,000	$3,750,000	$3,742,821
2021	Coleman Ambulance & Rescue	$450,000	$473,676	$446,054
2020	Door County Sheriff's Department - Sheriff's Garage	$300,000	$287,445	$291,078
2020	Cascade Fire Department - Fire Station	$1,850,000	$2,100,000	$2,012,729
2020	Fort Atkinston Fire Department - Fire Station & EMS	$5,500,000	$5,428,438	$5,402,000
2020	Town of Freedom - Fire Department	$3,500,000	$3,301,422	$3,321,000
2019	Menasha Police Department - Office Remodel & Evidence Room Addition	$300,000	$280,000	$269,985
2018	B.U.G. Fire Station - Fire Station & EMS	$2,800,000	$2,616,000	$2,649,000

to be used to select trade contractors. Keller will review all drawings and specifications to ensure all requirements of the project are assigned to the appropriate trade contractors.

- Keller utilizes REVIT software (BIM) as a powerful collaboration tool between different disciplines in the building design phase.

DETAILED COST ESTIMATING
(including how information is kept current)

- Keller has been in the building business for (64) years and has constructed over $2 Billion Dollars in projects. We have (5) full time experienced estimators who bid projects every day. This experience enables the estimators to provide valuable feedback in "Value Engineering" resulting in cost savings to Village of Harrison. Keller's estimators, working with our expediters, construction managers and material suppliers are in tune daily with material costs. Keller's extensive experience in this area will be invaluable to providing the Village of Harrison with the best selection of building materials for the longest life cycle. Keller will work closely in the design phase and present options for alternate materials to ensure the best use of available funds.
- Keller's reputation, success, and longevity in the construction industry have resulted in strong relationships with numerous trade contractors. Since we have a presence in Outagamie County, we will contact the many local trade contractors in the area and provide them with an opportunity to bid on this project. These trade contractors want to work on Keller projects. Keller pays our trade contractors promptly and we treat them with respect and appreciation. These existing relationships will help create a large bidder turnout with multiple bids in each division of work. By creating this competitive bid environment, the Village of Harrison will benefit by receiving favorable bids at the lowest possible construction cost.

> "They [Keller] knew going into it that we didn't have a whole lot of extra money, that that $2 million dollars was what we had. Change orders were at a very minimum. I think we had two, and one of them was a credit back to us."
>
> **Nichole Schweitzer, District Administrator**
> **Shiocton School District**

Scan the QR code to hear from **Nichole Schweitzer** about their district's building experience with Keller, Inc.

PURCHASING (Including Sales Tax-Exempt Purchases)

- Keller, Inc. has worked on numerous tax-exempt projects. Keller is familiar with WI ACT 126 which allows the contractor to purchase construction items tax free on behalf of a non-profit organization provided that they hold a tax-exempt certificate and the items will be used for real property construction activity. At the time we solicit bids from trade contractors and suppliers, Keller would also request they provide a labor figure, material price and tax amount on the material.
- At the end of your project, you will be credited back any tax that was assessed during the project by any of Keller's trade contractors. This is a more reliable way to calculate the tax savings and allows the Vil-

lage of Harrison to realize the most accurate cost savings.

- Village of Harrison will need to provide a tax-exempt certificate, which will be distributed as necessary to purchase materials tax free in pursuance of WI ACT 126.

CHANGE ORDER ADMINISTRATION

- It is Keller's position that change orders can be eliminated or avoided greatly by conducting a comprehensive review of the plans prior to placing the project out for bidding. This process takes place with the Building Committee, Architect, Construction Project Manager, Construction Project Supervisor, On-Site Keller Superintendent and Keller Estimator. We have developed a comprehensive "Check Set Checklist" that we follow for all projects.
- In addition, after the sealed bids have been received by the Construction Project Manager, a thorough bid review is conducted with each of the apparent low bidders for each division of work to ensure that the bid is complete and accurate. Questions are posed to determine there are no omissions and the contractor is comfortable with their bid. The meeting is documented to further bind them to their bid to avoid future change orders.
- In the event that the Building Committee requests a change to the project after the project has been bid and contracts have been awarded, we obtain prices from the affected contractors and examine them closely to make sure they are reasonable. Our experienced estimators assist in evaluation of the change orders.
- We would require that the bidders provide their mark-up with their bid in the event there are any change orders.
- At our pre-construction meeting with all the trade contractors, we make it very clear that no change order work will be paid for unless first approved by the Construction Project Manager who will obtain prior approval from the Building Committee designee before any work is to begin.

PROJECT QUALITY

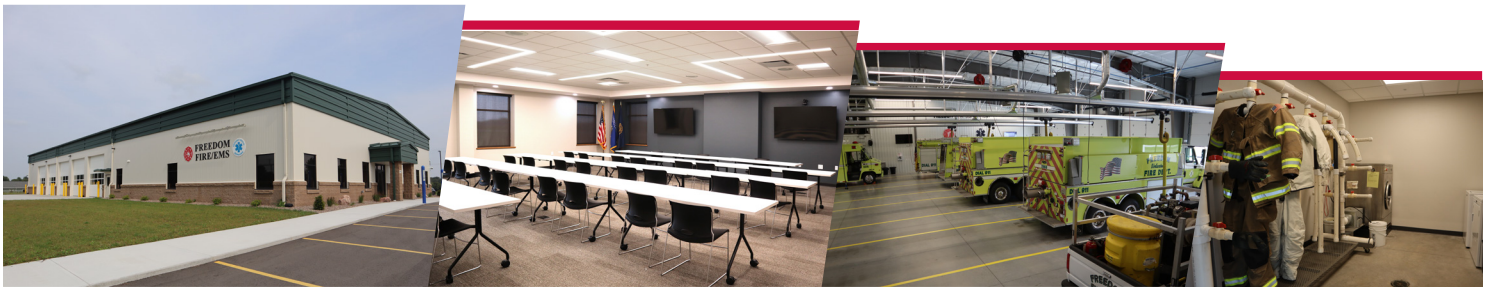
- Keller's team approach to Construction Management promotes high quality and efficient project performance. Keller maintains excellent quality through daily jobsite reviews. Keller's on-site superintendent is the daily on-site communication between all trade contractors to keep the project moving smoothly and ensuring project quality.

PROJECT SAFETY

- Keller's current Worker's Compensation Mod Factor is .64 which is much better than the Industry standard of 1.0, and our insurance carrier has taken the unprecedented step and presented Keller, Inc. a Safety Performance Award. Our Mod rate for 2022 was .59, 2021 was .58, 2020 was .60, 2019 was .59, and 2018 was .61.

VALUE ENGINEERING/CONSTRUCTABILITY

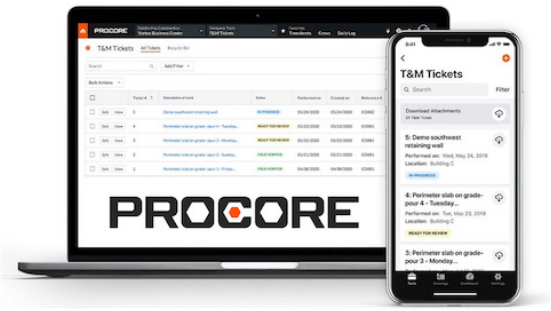
FREEDOM FIRE DEPARTMENT



- Value Engineering is a term that is often confused with budget cutting. Keller's approach is different. We define it as, "providing more value at the same cost or equal value at a lower cost." At Keller, we treat value engineering as a creative process where the construction manager suggests an alternate process, product, or system which may be substituted for savings, but without reducing design intent. Our concept of value engineering is to first identify exactly what the Village, new Public Safety Building Staff wants. We begin by looking at the options available.
- The purpose of our value engineering activity is to provide a detailed and accurate estimate based upon the latest available plans and specifications.
- Value engineering starts by making an initial estimate based upon the existing drawings and the experience of the construction manager using the Keller database. After this first pass through, we can begin to identify questions and/or areas of potential cost savings. From the point we are brought on the team, we begin to identify the large-cost items and/or those with the greatest capacity for change. This enables us to reach a budget range with which the Village is comfortable. It is our philosophy to look at options which can be easily retrofitted at a later date with little or no additional costs beyond normal construction.
- Next, we look at changes in materials or products. Only as a last resort do we address the design and size of the project. We provide the Village with a list or a menu of alternative types of materials, products, processes and construction methodologies. From this, the Village of Harrison, Public Safety Staff can select options, which more closely follow the budget and program requirements.
- With our approach to value engineering, we generally end up estimating the overall project (3) three times. Once subcontracts are awarded, we will work closely with them to develop their own value engineering proposals to strike a balance between budget and needs.

MANAGEMENT REPORTING

- Attached in this section is an example of Keller's weekly meeting minutes, daily reports, and the project schedule. The examples show how Keller approaches daily management of the project.
- Keller utilizes ProCore, which is an electronic documentation system used for communications management. ProCore allows Keller to maintain one master set of plans and bid documents. ProCore allows the sharing of plans, markups, photos, punch-lists and meeting minutes, with the entire project team during all phases of the project. The sharing program has allowed our team to communicate as if we are all in the same room.



PROJECT CLOSE OUT

- Once the project moves into the final phase of construction, Keller's superintendent, quality control manager and construction manager will develop a project punchlist. This punchlist will be reviewed with the client to ensure it is complete. Each trade contractor will be given a detailed list of items to be completed. Once the list is complete, it must be signed and returned to Keller.
- There is a building commission process that is completed with staff. A video is made of all of the commissioned systems. We will provide all manuals and warranties to you. Our process has successfully brought this time frame down five to seven days.
- Keller's superintendent and construction manager will obtain the necessary occupancy permit from the authority having jurisdiction. All inspections necessary for the occupancy certificate will be coordinated by the Keller team.

TOMAH FIRE DEPARTMENT & EMS

Groundbreaking

Interior Rendering

Exterior Rendering

In-Progress

Ribbon Cutting

Completed Project

Year Completed:	2022/2023
Name of Project:	**CITY OF TOMAH**
District/Municipality Name & Location:	**CITY OF TOMAH - TOMAH, WI**
Project Description:	EMS Facility & Fire Station
Size of Structure:	36,663 Sq. Ft.
Project Address:	400 N. Glendale, Tomah, WI 54660
Budget Estimate:	$13,000,000
Actual Bid:	$13,492,740
Final Cost (Including C.O.'s):	Trending Below Actual Bid
Contact Person:	Tim Adler
Title:	Public Safety Director/Fire Chief
Contact Phone Number:	608-374-7466
Schedule:	Design 2019 / Proposed Break Ground Spring 2021
Keller Project Manager:	Kelly Claflin
Keller Architect:	Rob Lindstrom
Keller Interior Designer:	Rebekah Spidle

Year Completed:	2022
Name of Project:	**VILLAGE OF MONTICELLO**
District/Municipality Name & Location:	**VILLAGE OF MONTICELLO - MONTICELLO, WI**
Project Description:	New Public Works Garage
Size of Structure:	6,000 Sq. Ft.
Project Address:	406 North Main Street, Monticello, WI 53570
Budget Estimate:	$1,800,000
Actual Bid:	$1,795,567
Final Cost (Including C.O.'s):	$1,736,289
Contact Person:	Bob LaBar
Title:	Village President
Contact Phone Number:	608-444-9184
Schedule:	Design 2022
Keller Project Manager:	Devin Flanigan
Keller Architect:	Rob Lindstrom
Keller Interior Designer:	Rebekah Spidle

Year Completed:	2021
Name of Project:	**TOWN OF BAILEYS HARBOR – FIRE STATION**
District/Municipality Name & Location:	**TOWN OF BAILEYS HARBOR – FIRE STATION - BAILEY'S HARBOR, WI**
Project Description:	New Fire Station
Size of Structure:	15,500 Sq. Ft.
Project Address:	2404 Park Street, Baileys Harbor, WI 54202
Budget Estimate:	$3,500,000
Actual Bid:	$3,750,000
Final Cost (Including C.O.'s):	$3,742,821
Contact Person:	Brian Zak
Title:	Fire Chief
Contact Phone Number:	920-421-0198
Schedule:	Design 2019 / Finish Construction 2020
Keller Project Manager:	Kelly Claflin
Keller Architect:	Steve Klessig – Keller, Inc.
Keller Interior Designer:	Stephanie Pacocha – Keller, Inc.

Year Completed:	2020
Name of Project:	**FORT ATKINSON FIRE DEPARTMENT**
District/Municipality Name & Location:	**FORT ATKINSON FIRE DEPARTMENT - FORT ATKINSON, WI**
Project Description:	Fire Station & EMS Facility
Size of Structure:	23,000 Sq. Ft.
Project Address:	124 Milwaukee Avenue W, Fort Atkinson, WI 53538
Budget Estimate:	$5,500,000
Actual Bid:	$5,500,000
Final Cost (Including C.O.'s):	$5,402,000
Contact Person:	Daryl Rausch
Title:	Fire Chief
Contact Phone Number:	920-563-7795
Schedule:	Design 2019 / Finish Construction 2021
Keller Project Manager:	Devin Flanigan
Keller Architect:	Rob Lindstrom
Keller Interior Designer:	Rebekah Spidle

Year Completed:	2020
Name of Project:	**TOWN OF FREEDOM – FIRE STATION**
District/Municipality Name & Location:	**TOWN OF FREEDOM – FIRE STATION - FREEDOM, WI**
Project Description:	Fire Station & EMS Facility
Size of Structure:	16,000 Sq. Ft.
Project Address:	W2004 County Highway S, Freedom, WI 54131
Budget Estimate:	$3,500,000
Actual Bid:	$3,500,000
Final Cost (Including C.O.'s):	$3,321,000
Contact Person:	Mark Green
Title:	Fire Chief
Contact Phone Number:	920-810-9672
Schedule:	Design 2019 / Finish Construction 2020
Keller Project Manager:	Devin Flanigan
Keller Architect:	Rob Lindstrom
Keller Interior Designer:	Stephanie Pacocha

Year Completed:	2020
Name of Project:	**CASCADE FIRE DEPARTMENT**
District/Municipality Name & Location:	**VILLAGE OF CASCADE – FIRE DEPARMENT - CASCADE, WI**
Project Description:	Fire Station
Size of Structure:	12,473 Sq. Ft.
Project Address:	801 Madison Avenue, Cascade, WI 53011
Budget Estimate:	$1,850,000
Actual Bid:	$2,100,000
Final Cost (Including C.O.'s):	$2,012,729
Contact Person:	Todd Triebensee
Title:	Fire Chief
Contact Phone Number:	920-838-4888
Schedule:	Design 2019 / Finish 2020
Keller Project Manager:	Michael Queoff
Keller Architect:	Tony Tislau
Keller Interior Designer:	Stephanie Pacocha

Year Completed:	2019
Name of Project:	**MENASHA POLICE DEPARTMENT**
District/Municipality Name & Location:	**MENASHA, WI**
Project Description:	Office Remodel & Evidence Room Addition
Size of Structure:	1,000 Sq. Ft. Addition
Project Address:	430 First Street, Menasha, WI 54952
Budget Estimate:	$300,000
Actual Bid:	$280,000
Final Cost (Including C.O.'s):	$269,985
Contact Person:	Chief Tim Styka
Title:	Chief
Contact Phone Number:	920-967-3501
Schedule:	Design 2019 / Finish Construction 2019
Keller Project Manager:	Michael Queoff
Keller Architect:	Tony Tislau
Keller Interior Designer:	Rebekah Spidle

Year Completed:	2018
Name of Project:	**B.U.G. FIRE STATION - SOUTH STATION**
District/Municipality Name & Location:	**BRUSSELS, UNION, GARDNER - DOOR COUNTY, WI**
Project Description:	New Fire Station & EMS Facility
Size of Structure:	16,500 Sq. Ft.
Project Address:	1150 County Road C, Brussels, WI 54204
Budget Estimate:	$2,800,000
Actual Bid:	$2,616,000
Final Cost (Including C.O.'s):	$2,649,000
Contact Person:	Curt Vandertie
Title:	Fire Chief
Contact Phone Number:	920-493-6509
Schedule:	Design 2017 / Finish Construction 2018
Keller Project Manager:	Kelly Claflin
Keller Architect:	Steve Klessig
Keller Interior Designer:	Rebekah Spidle

Year Completed:	2014
Name of Project:	**VILLAGE OF HORTONVILLE**
District/Municipality Name & Location:	**VILLAGE OF HORTONVILLE - HORTONVILLE, WI**
Project Description:	New Village Offices & Police Department
Size of Structure:	19,000 Sq. Ft.
Project Address:	531 North Nash Street, Hortonville, WI 54944
Budget Estimate:	$2,500,000
Actual Bid:	$2,471,579
Final Cost (Including C.O.'s):	$1,851,811
Contact Person:	David DeTroye
Title:	Administrator/Clerk/Treasurer
Contact Phone Number:	920-779-5005
Schedule:	Design 2013 / Finish Construction 2014
Keller Project Manager:	Kelly Claflin
Keller Architect:	Rob Lindstrom
Keller Interior Designer:	Char Brittnacher

Year Completed:	2024
Name of Project:	**CITY OF VIROQUA - UPCOMING PROJECT**
District/Municipality Name & Location:	**VIROQUA, WI**
Project Description:	Ground Up Fire Station
Size of Structure:	26,000 Sq. Ft.
Project Address:	911 Nelson Pkwy., Viroqua, WI 54665
Budget Estimate:	$9,000,000
Contact Person:	Chad Buros
Title:	Fire Chief
Contact Phone Number:	608-637-3118
Schedule:	May 2024/ May 2025
Keller Project Manager:	Devin Flanigan
Keller Architect:	Rob Lindstrom
Keller Interior Designer:	Rebekah Spidle

Keller™
Planners | Architects | Builders
Offices in Fox Cities, Madison, Milwaukee & Wausau

PROJECT PROFILE

TOMAH AMBULANCE SERVICE

TOMAH, WI

36,000 Sq. Ft. Ambulance Facility

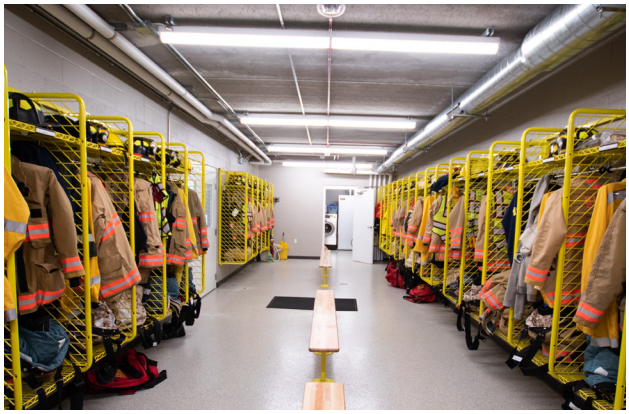
Keller™
Planners | Architects | Builders
Offices in Fox Cities, Madison, Milwaukee & Wausau

PROJECT PROFILE

VILLAGE OF MONTICELLO

MONTICELLO, WI

5,895 Sq. Ft. Public Works Facility



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Offices in Fox Cities, Madison, Milwaukee & Wausau

PROJECT PROFILE

TOWN OF BAILEYS HARBOR

BAILEYS HARBOR, WI

16,200 Sq. Ft. New Fire Station

Keller™
Planners | Architects | Builders
Offices in Fox Cities, Madison, Milwaukee & Wausau

ABC Project of Distinction Gold Award

PROJECT PROFILE

FORT ATKINSON FIRE DEPARTMENT

FORT ATKINSON, WI

21,000 Sq. Ft. Fire Station Remodel

Keller™
Planners | Architects | Builders
Offices in Fox Cities, Madison, Milwaukee & Wausau

PROJECT PROFILE

TOWN OF FREEDOM

FREEDOM, WI

15,000 Sq. Ft. Fire Station & EMS Facility

Keller™
Planners | Architects | Builders
Offices in Fox Cities, Madison, Milwaukee & Wausau

PROJECT PROFILE

CASCADE FIRE DEPARTMENT

CASCADE, WI

12,473 Sq. Ft. New Fire Station

Keller™
Planners | Architects | Builders

Offices in Fox Cities, Madison, Milwaukee & Wausau

PROJECT PROFILE

B.U.G. FIRE DEPARTMENT

BRUSSELS, WI

16,500 Sq. Ft. E.M.S. Facility & South Fire Station

Keller™
Planners | Architects | Builders
Offices in Fox Cities, Madison, Milwaukee & Wausau

PROJECT PROFILE

VILLAGE OF HORTONVILLE

HORTONVILLE, WI

19,000 Sq. Ft. New Village Offices

Keller™
Planners | Architects | Builders
Offices in Fox Cities, Madison, Milwaukee & Wausau

PROJECT PROFILE

CITY OF VIROQUA

CONSTRUCTION BEGINS SPRING 2024

26,000 Sq. Ft. Ground-Up Fire Station

PAST SUCCESSFUL PUBLIC RELATIONS CAMPAIGNS:

At Keller, we understand the importance of getting the community involved in your project from the very beginning. The community is who will benefit from your project the most and ultimately will be the people approving your project. Educational materials are key to keeping the community involved, and maintaining a consistent clear message that comes directly from your office - ensures that. You know your community the best, and there is no one better able than you to send your message to them. Keller will work directly with your team to give you the tools you need to succeed. Please reference the examples below to see how Keller's Team has worked with past customers to help make their projects as successful as possible.

(Additional details are available upon request).

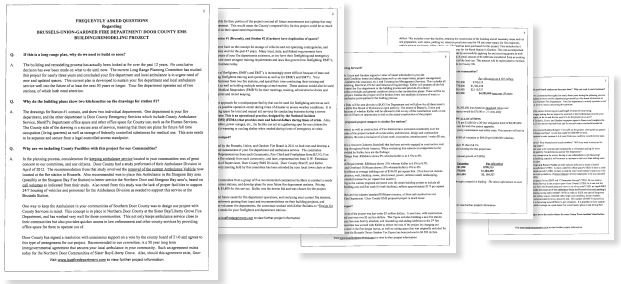
Freedom Fire Department
New Fire Station

When the Freedom Fire Department faced challenges with their new fire station project, including budget overruns and two failed referendum attempts with a different architectural firm, they turned to Keller for a solution. Keller stepped in with expertise and dedication to understand the community's needs and designed a facility that met both function and budget.

Keller's comprehensive approach included organizing community involvement meetings, fostering transparency, and building trust by addressing questions and concerns directly. These efforts assured the community that Keller's planned facility would stay within budget while meeting their expectations. Through their strategic planning and community-focused engagement, Keller demonstrated their commitment to delivering projects that align with the community's vision and financial capabilities, solidifying their reputation as experts in municipal design and construction management.

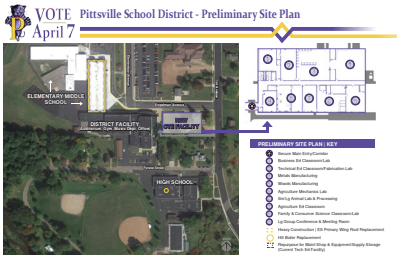
Brussels-Union-Gardner (BUG) Fire Department/Door EMS
New Building and Remodeling Project

Brussels-Union-Gardner (BUG) Fire Department selected Keller to build a new fire station and remodel an existing one for the Door County Community. Keller worked with BUG Fire Department to develop a series of questions and answers about the project which was sent out to the community. BUG Fire Department maintained additional information on their website to ensure easy access for the community.



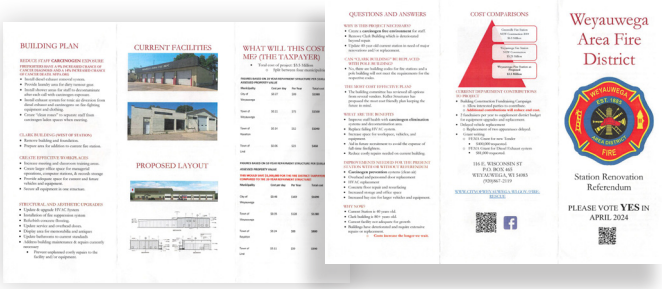
Pittsville School District
New Tech. Ed. Facility

The school district of Pittsville selected Keller after going through an RFP for Design and Construction Management Services for their new technical education facility for their students. Keller worked with the school district to develop renderings and plans of the new facility. Those images were made available to the school who then added them to marketing materials that they developed to send out to the community. Keller assisted with planning and attending community involvement sessions. Keller printed out full-sized renderings, and Keller employees attended to answer any questions that community members had which helped ensured a 2020 successful referendum and project.



Weyauwega Area Fire District & EMS
Station Renovation

Weyauwega Area Fire District worked with Keller on their station renovation referendum. Keller worked with staff at Weyauwega Area Fire District to develop a brochure that gave the community details about the building plan, why it was necessary, what it would cost and helped to answer any other questions they may have had about the project. The brochures were well received by the public but the referendum has yet to take place. The City of Weyauwega is considering purchasing the existing fire station and converting it into a public works garage which would result in a new stand-alone fire station.



LABOR RATES FOR KEY PERSONNEL:

Note:

- Labor Rates only to be used after scope of services and resulting fee for conceptual design is negotiated with the selected (A/E) team.
- Labor Rates are to be used only for additional services requested by the Owner.
- It is understood that a not to exceed Design Fee will be used for this project.

Project Manager	$125.00/Hr.
Architect	$105.00/Hr.
Assistant Project Manager	$100.00/Hr.
Estimator	$90.00/Hr.
Interior Designer	$80.00/Hr.
Drafting Dept.	$55.00/Hr.

Reimbursable Expenses:

- Printing costs associated with PR Campaigns utilized for Community Education.
- Mailing costs for any educational pieces.
- Graphic Artist work for creation of any educational materials other than Keller Marketing Staff.

KELLER ARCHITECTS:
8 Full-time Architects on-staff
242 Years of Experience

KELLER INTERIOR DESIGNERS:
3 Full-time Interior Designers

KELLER SUPERVISORS:
11 Project Supervisors
49 On-Site Supervisors/Foremen
938 Years of Experience

June 19, 2024

VILLAGE OF HARRISON PUBLIC SAFETY BUILDING

Feasibility Study and Space Needs Assessment

Menasha, WI

Chad Pelishek
W5298 State Rd. 114
Menasha, WI 54952

wendel
Home of the Award Winning
Five Bugles Design + Mitchell Associates Architects

ARCHITECTURE | ENGINEERING | ENERGY EFFICIENCY | CONSTRUCTION MANAGEMENT

Dear Mr. Pelishek:
Five Bugles Design/Mitchell Associates Architects is pleased to submit this proposal for professional services associated with the Harrison Public Safety Building. This proposal will set specific scope and fee parameters based on our understanding of the project services required. We understand the project will consist of a Feasibility Study and Space Needs Assessment for a Combined Public Safety Building (Police and Fire), while assessing the feasibility of police potentially moving into the existing fire station as an option. The scope of work is presented in our proposal dated May 20, 2024, and we understand that the village wishes to have the following incorporated into the study:

Items that must be included in the Feasibility Study and Space Needs Assessment are, but not limited to:

1. A thorough evaluation of the current fire facility to determine viability for police to potentially move into the facility.
2. Identify and determine, for police and fire, a set of specific space needs for both current and long-term needs (20 years).
3. Determination of the interaction and adjacency priorities of operational elements.
4. Provide approximate construction and furnishing costs for a new combined public safety building, including site procurement, if needed.
5. Site plan and conceptual design showing, but not limited to, building areas, parking, and anticipated site developments of both a combined public safety building and a standalone fire station.
6. Site plan and conceptual design showing, but not limited to, building areas, parking and anticipated remodel for police to take over the existing fire station, should fire move into a new facility.
7. Community outreach campaign to educate the public on the current and future needs of both departments.

The Feasibility Study and Space Needs Assessment will categorize current facilities in use by the Police and Fire Departments and their function, use, and deficiencies and provide a summary including:

1. Condition Assessment
2. Utilization and Functionality
3. Current facilities deficiencies, to include, building, space requirements, infrastructure, parking, and public needs.

A. SCOPE OF WORK

The following is a detailed summary of our process:

- Phase 1 Master Planning – Conceptual Planning covers programing, conceptual architectural designs, conceptual site design, conceptual cost estimating, attendance at meetings/work sessions and completion of a Phase 1 Conceptual report with client review/recommendations.

<u>Only phase 1 conceptual services are included in this proposal.</u>

Phase 1 –Master Planning

Services to be included in the stated fixed amount fee.

A. **Review of the existing facilities and respective site of the existing fire station** - This portion of the work would provide a review of the existing fire station and site should the police department see remodel and additions as a potential option. Our team will provide:
    - Full condition analysis and on-site inspections.
    - Identifying fire and safety regulation compliance issues and possible solutions.
    - Written condition analysis of the building and architectural, structural, mechanical, electrical and plumbing systems.
    - ADA Compliance of the facility.

- **Program** - We have completed programming for over 300 emergency services facilities. We use proprietary programming tools and techniques we have developed specifically for public safety projects using our specialized knowledge and what we have learned from our clients. The program for this project will be developed from an ***in-depth programming meeting*** with Village of Harris representatives.

  The program is a document that will be utilized to determine the overall scope of any future project.

    - The ***program*** will describe fire and police operations, training, security, and activities within the building and on the site. It will identify adjacencies, priorities, areas of economy, important response issues, training opportunities and operational efficiencies.
    - The ***program*** is a ***dynamic tool*** that can provide flexibility over time and plan alternative responses to future growth. A program will be developed that details existing space needs and projected space needs for the next 20 years.
    - Room locations and adjacencies will be determined to support the evolution of your operations, not to be an impediment.
    - Assumptions regarding probable required areas for corridors & walls will be validated against a database of similar fire stations.

- **Station Tours** – Our team will organize tours of neighboring emergency services facilities that we have completed to visualize and verify appropriate rooms sizing from the department's thoughts on those tours.
- **Conceptual Building Drawings** – Conceptual "bubble diagram" floor plans for the project will be created that satisfy the RFP requirements developed in the ***Program***.
- **Conceptual Site Design** – A conceptual site plan will be developed incorporating the diagrammatic floor plans and goals described in the program.
    - We will evaluate ingress/egress, emergency response safety, first responder access and public vehicle/pedestrian use.
- **Design Review and Approval** – We meet with you during the process to advise you of important programming, cost, schedule, budget, and review considerations.
- **Estimate and Budget Analysis** – Utilizing the program, space usage analysis, the conceptual floor plans, elevations, and site plan:

We will develop a ***hard and soft cost budget analysis*** to show the total anticipated costs involved in this project. Soft costs can include professional fees, survey, geotechnical report, fixtures, furnishings, and equipment (FF&E) firematic equipment, security, communications,

B. DELIVERABLES

Five Bugles Design will provide the following final report and presentations.

1. One electronic copy of our final report.
2. 5 hard copies of the final report
3. One presentation to the village or other governing body

C. EXCLUSIONS

The following services are excluded from this proposal:

1. Any and all work not specifically included in the above "scope of work" is excluded.
2. Hazardous materials sampling and abatement testing.
3. Survey, soil borings, environmental studies, complete construction drawings, commissioning and construction testing are not included in this proposal, if it is determined that these services are required on the project, the services can be furnished upon a supplemental agreement.

D. ASSUMPTIONS

1) Environmental issues (including, but not limited to the presence of asbestos and lead) will be addressed by others.

E. PROPOSAL FEE:

We trust the above scope of work meets The village's requirements. We are proposing to perform the scope of work presented in this proposal for a lump sum fee. Portions of the fee below will be credited back to the Client if Wendel were contracted to move forward with additional design work and construction related services. The proposed fee for the project is detailed below.

PROPOSAL FEE		
Task		Proposed Fee
Wendel (Lump Sum)		Labor
Phase 1- Master Planning & Fire Station Assessment		$ 18,500.00
TOTAL		**$18,500.00**

These fees include direct expenses such as first-class mailing, local mileage and internal printing costs.

Fee Notes:

1. Phase 1 services will be credited back should the village choose to contract with Five Bugles Design for Phase 2 design services as described in our proposal dated May 20, 2024.
2. Reimbursable Costs such as costs of travel, mileage, travel related expenses and printing of presentation materials and reports will be invoiced at Cost to the Client, but will not exceed $500.00.
3. Should Five Bugles Design be required to perform additional services beyond those outlined above, Five Bugles Design shall be compensated on an hourly or fixed sum basis for a mutually agreed scope of services.
4. Our fee and schedule proposal are valid for 30 days. If we do not receive a signed notice to proceed before that date, we reserve the right to re-evaluate our proposal.

F. PROPOSED SCHEDULE:

We anticipate work beginning 30 days after acceptance / authorization is received. The work of this proposal should take approximately three months based upon the client's ability to respond to our work product and delays that may be introduced by outside agencies.

Timely receipt of technical documents, design criteria and approvals from others are necessary to accomplish our design work within the suggested schedule.

G. TERMS:

This proposal and the attached "Appendix A" (Professional Servies Terms and Conditions) are intended to represent the entire contractual relationship. Please contact me if you have any questions. If this proposal and attached general conditions are acceptable to you, please indicate your acceptance by signing both originals and return one (1) executed original to our office.

Thank you for considering Wendel!

Respectfully Submitted,

Robert Krzyzanowski
Director of Emergency Services
Associate Principal

Enc.
Should Five Bugles Design's proposal be accepted, Wendel Architecture P.C., a Wisconsin State licensed architecture and engineering firm that is part of a consolidated group of Wendel Companies, will contract to undertake the work. Our letterhead and plans will still prominently say "Five Bugles Design" and we will refer to ourselves as Five Bugles Design throughout the project.

ACCEPTANCE / AUTHORIZATION:

Accepted this _____ day of _____ , 20_____

Print Name: _____

Signature: _____

Title: _____

RETURN TO:
Wendel
Attn. Robert Krzyzanowski
E-mail:
rkrzyzanowski@wendelcompanies.com

PROFESSIONAL SERVICES TERMS AND CONDITIONS

AGREEMENT. It is mutually understood and agreed that the Client's acceptance of the agreement to which these terms and conditions are attached constitutes an incorporation of these terms and conditions which, together with any attached supporting documentation, embody and constitute the entire understanding between the parties with respect to the transaction contemplated hereby and constitute a binding legal agreement ("Agreement"). If Wendel is authorized by the Client to provide services set forth in this Agreement or a Change Order, either orally or in writing, prior to formal acceptance of either, such authorization shall be deemed an acceptance of this Agreement effective as of the date Wendel commences providing the services, and such services shall be provided and compensated for in accordance with the terms and conditions contained in this Agreement.

STANDARD OF CARE/PERFORMANCE. Wendel shall perform its services consistent with the professional skill and care ordinarily provided by design professionals practicing in the same or similar locality under the same or similar circumstances and shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the work. No warranty, guarantee or fiduciary relationship, either express or implied, is made or intended by this Agreement.

OBLIGATIONS OF WENDEL. Wendel will prepare the work and deliverables in a timely manner but it is agreed between the parties that Wendel cannot be responsible for delays occasioned by factors beyond its control, nor by factors which could not reasonably have been foreseen at the time this Agreement was entered into. Wendel commits to provide adequate and qualified resources to meet the schedule, and will work with Proposal Recipient's management in a manner that enables management to make informed decisions.

OBLIGATIONS OF PROPOSAL RECIPIENT. Client will work in a diligent and timely manner with Wendel to facilitate the contractual services required herein. To ensure a cooperative and successful effort, Client will commit to open disclosure of information required for the performance of services, will properly position Wendel with its staff, and will make available subject matter knowledgeable staff in a timely manner to address questions, unforeseen circumstances or other unexpected conditions that may arise.

PAYMENT. Progress payments shall be made in proportion to services performed and shall be due and payable within thirty (30) days of invoice submittal, without retainage. Overdue invoices shall bear an interest rate of 1-1/2% per month calculated from the 31st day after submittal. Wendel reserves the right to suspend services if payment of any undisputed invoice amounts are sixty (60) days overdue.

CHANGE ORDERS. During the term hereof the scope of services and compensation therefor may be adjusted by mutually agreed upon written Change Orders hereto.

SUSPENSION AND TERMINATION BY WENDEL. If the Client (i) fails to timely make payments due, or (ii) suspends the work for more than ninety (90) calendar days for reasons other than the fault of Wendel, or (iii) substantially fails to perform in accordance with the terms of this Agreement through no fault of Wendel, then Wendel may suspend services or terminate this Agreement upon seven (7) days advance written notice to Client, and Client shall pay all sums due for services performed prior to suspension or termination and any costs attributable to suspension or termination. Upon any resumption of services, Fees and time schedules shall be equitably adjusted. Wendel may terminate this Agreement for convenience upon not less than seven (7) days written advance notice and Client shall pay all sums due for services performed prior to termination.

SUSPENSION AND TERMINATION BY CLIENT. If the Client suspends the work, Wendel shall be compensated for services performed prior to notice of such suspension and Client will be liable for any expenses incurred in the interruption and resumption of services. Upon resumption of services, Fees and time schedules shall be equitably adjusted. If the Client terminates this Agreement for its convenience, the Client shall compensate Wendel for Wendel's services performed prior to termination, reimbursable expenses incurred, and costs attributable to termination, including the costs attributable to Wendel's termination of consultant agreements. Client may terminate this Agreement for default upon not less than seven (7) days' advance written notice should Wendel substantially fail to perform in accordance with the terms of this Agreement through no fault of the Client.

HAZARDOUS MATERIALS. To the fullest extent permitted by law, Client shall defend, indemnify and hold harmless Wendel, its affiliates, subconsultants and subcontractors, and their respective officers, directors, partners, employees, and agents from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of, or relating to the presence, discharge, release, or escape of asbestos, PCBs, petroleum products, radioactive materials, or any other hazardous materials at, on, under, or from the work site.

OWNERSHIP OF DOCUMENTS. All the documents, reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, drawings, specifications and other documents, data or information prepared by Wendel in any form, including machine readable format, (collectively "Documents") are instruments of Wendel's services and shall remain the sole property of Wendel. Wendel retains all ownership and all other rights, including copyrights, in all such documents.

LIMITATIONS ON USE OF DOCUMENTS. The Documents are prepared for use for the purpose and at the site identified in the Agreement or Change Order only and are not appropriate for use for any other purpose or site, except by the authorization and agreement in writing with the appropriate compensation to Wendel. Client agrees to release Wendel and its affiliates from any

liability associated with any unauthorized changes made to the Documents and their use thereof and further agrees to indemnify and hold harmless Wendel and its affiliates from any and all claims arising out of such changes or use.

MACHINE READABLE MEDIA. Where Wendel agrees to supply some or all of the Documents in machine readable format (hereinafter "machine readable media"), the parties understand and agree that any Documents supplied in such machine readable format are so supplied as a convenience to the recipient. Such Documents are not intended to replace the printed forms of such Documents. The content of the Documents supplied by Wendel in printed form shall govern over the contents of Documents supplied in machine readable format. The recipient shall be solely responsible for comparing the output of the machine readable media with the printed Documents designated by Wendel as the contract documents and determining the accuracy of such output. Recipient shall only use the output of machine readable media for the limited purpose agreed to by Wendel and shall not alter, mediate or change the contents of such machine readable media in any way, or transfer to others, without the express written approval of Wendel.

CONFIDENTIALITY. Wendel shall not disclose or permit the disclosure of any confidential information except to its employees of Wendel and its affiliates, and other consultants who need such confidential information in order to meet contractual obligations under this Agreement.

PUBLICATION. Wendel has the right to photograph the work and to use the photos in the promotion of its professional practice through advertising, public relations, brochure or other marketing materials. Client agrees that Wendel has the authority to utilize its name as a client and general description of the work or service performed as references. Wendel will be given proper credit and acknowledgements for all services rendered including, but not limited to, planning, design and implementation. Proper credit shall be defined as being named by the Client (or their agent/owner) in project identification boards, published articles, promotional brochures and similar communications.

DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the design or construction of the work or following the completion of the work, the Client and Wendel agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise. The parties further agree to include a similar mediation provision in all agreements with independent contractors they retained for the work and to require all independent contractors and consultants to include a similar mediation provision in all agreements with their respective subcontractors, subconsultants, suppliers or fabricators retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements. In the event resolution of any conflict cannot be settled as a result of non-binding mediation, it will be addressed in an appropriate court of proper jurisdiction.

LIABILITIES. THE CLIENT AND WENDEL HAVE DISCUSSED THEIR RISKS, REWARDS AND BENEFITS OF THE WORK TO BE PERFORMED, WENDEL'S TOTAL FEE FOR SERVICES AND HAVE ALLOCATED THE RISKS SUCH THAT, UNLESS STATED OTHERWISE ELSEWHERE IN THIS AGREEMENT, THE CLIENT AGREES THAT TO THE FULLEST EXTENT PERMITTED BY LAW, WENDEL'S TOTAL LIABILITY TO THE PROPOSAL RECIPIENT FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES, DAMAGES, OR CLAIM EXPENSES ARISING OUT OF THIS AGREEMENT FROM ANY CAUSE OR CAUSES INCLUDING, BUT NOT LIMITED TO, WENDEL'S NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT OR BREACH OF WARRANTY SHALL NOT EXCEED THE TOTAL COMPENSATION RECEIVED BY WENDEL UNDER THIS AGREEMENT OR $500,000.00 WHICHEVER IS LESS.

INDEMNITY. Each Party agrees to indemnify the other from liability for losses, damages, or expenses (including reasonable costs and attorney's fees) to the extent caused by the Party's negligent acts, errors, or omissions relating to this Agreement, subject to any limitations of liability set forth elsewhere herein.

CONSEQUENTIAL DAMAGES. NEITHER PARTY WILL BE RESPONSIBLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES.

BUDGET/CONTINGENCY. The Client agrees to establish a realistic budget for the cost of the work; the budget will include a contingency fund which will be used solely for the purpose of paying for contractor change orders, addressing omissions from the construction documents, and Client approved Change Orders for Wendel's services.

OPINIONS OF CONSTRUCTION COST. Any opinion of construction cost prepared by Wendel represents its judgement as a design professional and is supplied for the general guidance of the Client. Since Wendel has no control over the cost of labor and material, or over competitive bidding or market conditions, Wendel does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to the Client.

FORCE MAJEURE. Neither Party shall hold the other responsible for damages or delays in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other or the other's employees and agents.

PURCHASE ORDERS. Client acknowledges and agrees that any purchase order issued by Client in accordance with this Agreement is intended only to establish payment authority for Client's internal accounting purposes. No purchase order shall be considered to be a counteroffer, amendment, modification, or other revision to the terms of this Agreement.

WAIVER. No waiver by either Party hereto or any failure or refusal by the other Party hereto to comply with its obligations hereunder shall be deemed a waiver of any other or subsequent failure or refusal by such Party to so comply.

PROFESSIONAL SERVICES TERMS AND CONDITIONS

GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the state in which the work or Project is located, without regard to principles of conflict of laws.

THIRD PARTY BENEFICIARIES. This Agreement is made solely for the benefit of the Client and Wendel, their successors and assigns, and no other person shall have any right, benefit or interest under or because of this Agreement.

AUTHORITY. Each Party represents and warrants to the other that it has the requisite authority to accept, deliver and perform this Agreement.

Statement of Qualifications for Architectural/Engineering Services

Village of Harrison Public Safety Building/Fire Station

HARRISON, WISCONSIN | MAY 20, 2024

SEH

Building a Better World for All of Us

Engineers | Architects | Planners | Scientists

May 20, 2024

Village of Harrison
Attn: Matt Heiser, Village Manager
W5298 State Rd. 114
Menasha, WI 54952

Building a Better World for All of Us®

RE: Village of Harrison Public Safety Building

Dear Mr. Heiser and Members of the Selection Committee:

By moving forward with the design of a new facility that will provide a base for fire suppression, first responder, and law enforcement services, the Village of Harrison is taking important measures to expand the capacity and operations of its public safety teams. For such an undertaking, the Village needs a strong planning and design partner – one who will bring innovation, responsiveness, and public safety facility design experience to your community. Short Elliott Hendrickson Inc. (SEH®) is eager to fulfill this role for the Village, serving as a committed and driven project partner for this endeavor. In doing so, our team provides the following advantages:

- **PUBLIC SAFETY FACILITY PLANNING AND DESIGN EXPERIENCE.** Giving your emergency services staff a building that will facilitate optimal service to the community is of utmost importance. **We are prepared to help the Village take care of those who take care of your community,** as we can draw on our extensive fire/EMS/police facility design experience to deliver a facility that meets modern public safety standards and demands.
- **PERSONAL CONNECTION TO YOUR COMMUNITY.** Our team is uniquely qualified to guide you through the process of constructing a new public safety facility. We have worked with your staff on the recent Village-wide facility assessment and are eager to continue working with your fire, police, and EMS staff as you move forward with this project. Having completed that planning work, we are familiar with departmental needs – both immediate and long-term – and are prepared to accommodate those needs through design.
- **EMPHASIS ON WELLNESS AND SAFETY.** Through strategic programming and design, we focus on developing training facilities, fitness spaces, and design layouts that support decontamination and general well-being. This includes features that allow for separate work and rehabilitation areas – all of which are important to preventing and mitigating exposure to harmful cancer-causing contaminants.
- **TRAINING FACILITY DESIGN.** On-site training features and facilities are a great way to enhance your facility's value over time and strengthen relationships with neighboring departments. From standalone towers with full services to individual features designed into the facility, we work with departments to design training spaces that fit their unique needs and budget.

We sincerely appreciate the opportunity to provide you with our proposal for professional services. If you have any questions regarding any of the information provided, please do not hesitate to contact me at 920.585.4320 or tfrank@sehinc.com.

Respectfully submitted,

TREVOR FRANK
AIA, LEED AP®, NCARB, PMP
ARCHITECT IN WI
PROJECT MANAGER AND PRINCIPAL IN CHARGE

CHARLES (CHUCK) LEIPZIG
FIRE STATION OPERATIONS SPECIALIST

SEH grants the Village authorization to contact any previous client (or respondent team member) for purposes of ascertaining an independent evaluation of the respondent or team.

Company Description

SEH is a 100% employee-owned company providing architectural, engineering, planning, and environmental services to public and private clients throughout the country. With considerable experience designing public safety facilities across the region, we look forward to working with the Village of Harrison community to design this building.

SHORT ELLIOTT HENDRICKSON INC. (SEH®)

SEH is an employee-owned engineering, architectural, environmental, and planning company that helps government, industrial, and commercial clients find answers to complex challenges.

Our 900-plus employee-owners share a core purpose: Building a Better World for All of Us®. This approach reflects a companywide commitment to improving the quality of life by designing safer, more sustainable infrastructure for government and helping industrial and commercial clients achieve their business goals.

Headquartered in St. Paul, Minnesota, SEH is serving clients across the nation with projects in nearly every state.

PUBLIC SAFETY EXPERIENCE AND QUALIFICATIONS

Today's public safety buildings reflect the fact that first responders are an integral part of their communities. They require facilities that are welcoming to the public, yet offer a high level of security. With more than 125 public safety building projects completed nationwide, SEH is at the forefront in current design trends and new technologies. Our understanding of the unique needs in emergency responsiveness, combined with our progressive design approach, allows us to provide municipalities with the experience necessary for project success. Our staff is familiar with all aspects of the seemingly endless list of design considerations that must be addressed early in the planning process. The end result is a facility that is functional, sustainable, and brings pride to the community.

Click or scan this QR Code for the eBook!

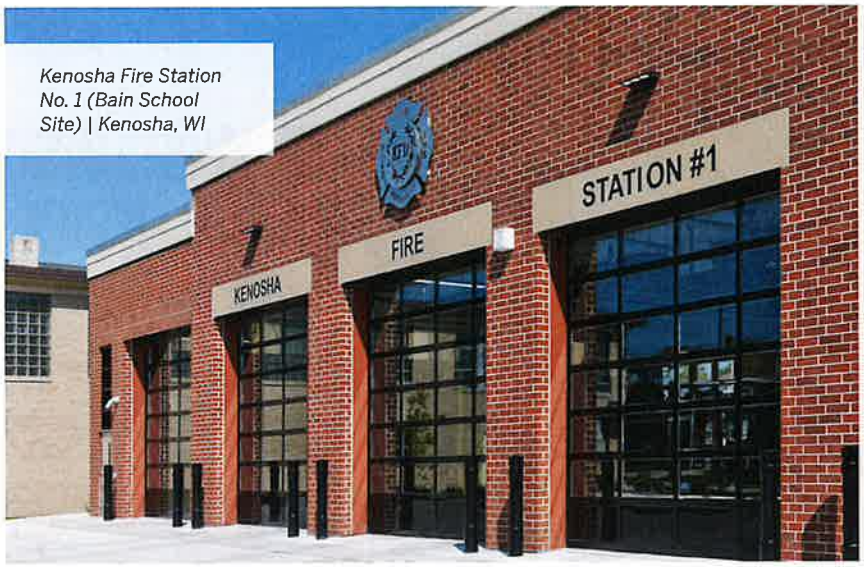
SHORT ELLIOTT HENDRICKSON INC.
founded in
1927

WE PARTNER WITH CLIENTS
in nearly every U.S. state and many Canadian provinces

EMPLOYING
900+
engineers, architects, planners, scientists, and talented professionals

WHO WORK TOGETHER TO SERVE
4 market areas: mobility, better places, clean water, and renewing infrastructure

AN IMPRESSIVE 80%
of our clients are repeat customers



Kenosha Fire Station No. 1 (Bain School Site) | Kenosha, WI

CLICK THIS IMAGE OR SCAN THE QR CODE TO LEARN ABOUT RECENT AWARDS SEH HAS EARNED.

HONORS AND AWARDS

Here's a glimpse of the awards and honors SEH projects have received, from Top Workplaces to project awards in collaboration with our invaluable client partners.

2022

Kenosha Fire Station No. 1 (Bain School Site) | Kenosha, Wisconsin

- 2022 Project of the Year | American Public Works Association, Wisconsin Chapter

2020

Kaukauna Fire Department | Kaukauna, Wisconsin

- 2020 Excellence in Masonry Merit Award | Wisconsin Masonry Alliance (WMA)

2019

Castle Rock Fire Department Fire Station #152 | Castle Rock, Colorado

- Hall of Fame Award | Varco Pruden Buildings

2017

City Hall and Police Station Design | Kaukauna, Wisconsin

- BUILD Wisconsin Award | Associated General Contractors (AGC) of Wisconsin

2015

Maplewood Fire Department South Station | Maplewood, Minnesota

- Project Excellence Award for Green/Sustainable Project | Minnesota Construction Association (MCA)

OTHER

SEH | Madison, Wisconsin

- 2023 Top Workplace | The Wisconsin State Journal and Madison.com

SEH | Milwaukee, Wisconsin

- 2017 Top Workplace | Milwaukee Journal Sentinel
- 2016 Top Workplace | Milwaukee Journal Sentinel

SEH | St. Paul, Minnesota

- 2023 Top Workplaces USA
- 2020 Top Workplace | Star Tribune
- 2019 Top Workplace | Star Tribune
- 2018 Top Workplace | Star Tribune
- 2018 Governor's Safety Award | Minnesota Safety Council
- 2016 Governor's Workplace Safety Award in Occupational Safety | Minnesota Safety Council
- 2016 Top Workplace | Star Tribune
- 2015 Company of the Year | Association of Records Managers and Administrators (ARMA) – Twin Cities Chapter

SEH | Denver, Colorado

- 2020 Top Workplace | The Denver Post
- 2019 Top Workplace | The Denver Post
- 2018 Top Workplace | The Denver Post
- 2017 Top Workplace | The Denver Post

SUBCONSULTANTS

SEH is able to provide all services outlined in the RFP in-house, but we have assembled a team that includes the following subconsultants to address your specific needs. The subconsultant teaming partners listed have decades of experience, millions of sq. ft. of facility design, and hundreds of millions of dollars in construction value designing functional facilities as an extension of the SEH team.

ATMOSPHERE

Atmosphere Commercial Interiors is committed to fostering long-term business relationships. Their focus on innovative and inspired solutions guides their partnerships with architecture and design, real estate and development, and technology industries. Atmosphere is focused on providing commercial furnishings, architectural products, and services to ensure the best fit, finish, and prices for spaces tailored to the needs of people and their business.

Today, with eight locations in four states, they are deeply embedded in their communities and passionate about working with teams of every type to deliver smart and effective space solutions. **Atmosphere is SEH's exclusive interior design partner. We are currently working on three public safety projects and have collaborated on hundreds of millions of dollars in office interior renovation projects with Atmosphere, where they are providing furniture specification and interior finish design that promotes durability, ease of maintenance, value, and longevity.**

MSA

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. They achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, they do whatever it takes to meet each need, working to make communities stronger in the process. It's more than a project. It's a commitment.

MSA's roots reach back to 1919. Once a rural land survey company, the firm now consists of 400 professionals across 17 offices.

MSA provides value with public safety facility projects by establishing a clear understanding of client needs, managing a rigorous QA/QC process, and focusing on long-term relationship building. This enables the smooth delivery of projects that prioritize safety and compliance, sustainable design, technology integration, and long-term cost-effectiveness. **The MSA team has been supporting SEH architectural projects for more than a decade.**

raSMITH

raSmith is a multidisciplinary engineering consulting firm comprising civil engineers, structural engineers, traffic engineers, land surveyors, development managers, landscape architects, ecologists, and construction services professionals.

Their services are focused on public and private sector clients' needs in design and construction, including site design, structural engineering, municipal engineering, transportation and traffic, surveying, construction services, and geographic information systems (GIS). They work on projects nationwide from their seven locations, and the firm currently employs a staff of 220. **raSmith is SEH's trusted partner on public safety facility design efforts, having provided site design on several of our recent emergency services projects.**

Proposed Team

Our design team, listed below, has a deep understanding of the community's needs, departmental goals, and how to design top-quality public safety facilities. This team's strengths will facilitate an efficient, budget-conscious approach that leads to overall project success for the Village.

ORGANIZATIONAL CHART

Village of Harrison
Matt Heiser, Village Manager

KEY STAKEHOLDERS

Village Board | **Village Staff** | **Fire Department** | **Sheriff's Department**

Trevor Frank AIA, LEED AP®, NCARB, PMP
Project Manager and Principal in Charge, SEH

ARCHITECTURE, LANDSCAPE ARCHITECTURE, AND INTERIOR DESIGN

Mark Zvitkovits AIA, LEED GREEN ASSOCIATE
Project Architect and CADD, SEH

Chuck Leipzig
Operations Specialist, SEH

Taylor Douglas
CADD Support, Production, and 3D Renderings, SEH

Brian Bergstrom AIA, NCARB
Programming and QA/QC, SEH

Rob Williams PLA, ASLA
Landscape Architect, raSmith

Schawn Jubert WRID L LEED AP ID&C
Sr. Interior Designer, Atmosphere

STRUCTURAL AND CIVIL ENGINEERING

Ben Wolf PE
Structural Engineer, SEH

Brad Hartjes PE, CFM
Sr. Civil Engineer, raSmith

Riley Stone PE
Civil Engineer, raSmith

Ryan Mann
Engineering Technician, raSmith

MECHANICAL AND ELECTRICAL ENGINEERING

Randy All PE
Mechanical Engineer, MSA

Curt Krupp DES
Sr. Electrical Designer, MSA

Justin Monk DES
Sr. Plumbing Designer, MSA

Dave Schulze DES
Sr. Electrical Engineer, MSA

FUNDING SERVICES

Nate Day AICP, NCI
Funding Specialist, SEH

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

TREVOR FRANK AIA, LEED AP®, NCARB, PMP
PROJECT MANAGER AND PRINCIPAL IN CHARGE | SEH

32
YEARS OF EXPERIENCE

Trevor will serve as the Village's key point of contact, oversee the project team tasks, and closely monitor the project schedule and budget. Trevor is a principal and senior architect with more than 32 years of experience in a wide variety of building types. His passion as an architect is to design public safety facilities that provide the necessary tools to properly train, respond, and live in the environments he creates.

EXPERIENCE

- Facility Assessment – Harrison, WI
- Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI
- Fire Station #2 Schematic Design – Sheboygan, WI
- Police, EMS, and Fire Department Space Needs Analysis – Prairie du Chien, WI
- Police and Fire Department Master Planning – Brillion, WI
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI
- Emergency Services Building – Black River Falls, WI
- Town Hall, Fire, and Police Station – Freedom, WI
- Discovery Center: New Library and Village Hall – Osceola, WI

EDUCATION

Master of Science
Architecture
University of Wisconsin-Milwaukee

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee

REGISTRATIONS/CERTIFICATIONS

Architect in WI, AZ, FL, GA, IA, IL, IN, MI, MN, NC, ND, NE, OH, RI, SD, and VA

Project Management Professional (PMP), Project Management Institute

LEED AP, U.S. Green Building Council

Architect, National Council of Architectural Registration Boards

MARK ZVITKOVITS AIA, LEED GREEN ASSOCIATE
PROJECT ARCHITECT AND CADD | SEH

16
YEARS OF EXPERIENCE

Mark will bring his knowledge of the public safety services industry to the team and serve as the project architect. Mark is an architect with experience in architectural design and construction documents. He works with AutoCAD Architecture and Autodesk Revit Architecture on a variety of building project types varying in square footage and cost. Mark's responsibilities range from drafting schematic drawings through construction drawings and construction administration. He works on design calculations and layout, as-built drawings, cost estimating, and shop drawing reviews.

EXPERIENCE

- Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI
- Fire Station #2 Schematic Design – Sheboygan, WI
- Police, EMS, and Fire Department Space Needs Analysis – Prairie du Chien, WI
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI
- Police and Fire Department Master Planning – Brillion, WI
- Town Hall, Fire, and Police Station – Freedom, WI
- Fire Station Design – Kaukauna, WI
- North East Fire Station Design – Fitchburg, WI

EDUCATION

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee

REGISTRATIONS/CERTIFICATIONS

Architect in WI

Firefighter I/HazMat Ops, Lakeshore Technical College

LEED Green Associate, U.S. Green Building Council

BRIAN BERGSTROM AIA, NCARB
PROGRAMMING AND QA/QC | SEH

26
YEARS OF EXPERIENCE

Brian will support the programming of the public safety facility and lead quality management for the design team. Brian is a senior project manager with experience leading teams in a variety of architectural related projects for both public and private clients. His responsibilities include project team coordination, development and oversight of project design, project budgets, and schedules. Project types include fire stations, police facilities, EMS buildings, city halls, libraries, public works, office buildings, parks and recreation facilities, and industrial/manufacturing facilities. Brian also has extensive experience in completing building condition assessments, building renovations, and adaptive reuse of existing facilities.

EXPERIENCE

- Fire Station Design and Public Safety Training Tower – Buffalo, MN
- Osceola Fire Station – Osceola, WI
- Police Department Feasibility Study – Kaukauna, WI
- New Fire Station #6 – St. Cloud, MN
- Maplewood Fire and Police Department South Station – Maplewood, MN
- Maplewood North Fire Station – Maplewood, MN
- Discovery Center: New Library and Village Hall – Osceola, WI
- Police/Mower County Sheriff/Dispatch Programming Study – Austin, MN

EDUCATION

Bachelor of Science
Architecture
University of Minnesota-Twin Cities

Associate of Science
Architectural Drafting
Northwest Technical Institute - Eagan, MN

REGISTRATIONS/CERTIFICATIONS

Architect in WI, AR, IA, KS, MO, NC, OK, SD, TX, VA, and WA

Certified Construction Document Technologist (CDT), Construction Specifications Institute

BEN WOLF PE
STRUCTURAL ENGINEER | SEH

28
YEARS OF EXPERIENCE

Ben will be the lead structural engineer for this project. Ben is a structural engineer with 28 years of engineering experience in structural design of buildings and other structures. Ben applies broad structural expertise and creativity to develop innovative solutions to satisfy project programming and aesthetic needs. He prioritizes providing constructive structural input early in the design process to identify realistic design parameters and cost-effective structural options to accomplish projects goals.

EXPERIENCE

- Fire Station and Public Safety Training Tower – Buffalo, MN
- Bain School Site Fire Station – Kenosha, WI
- North East Fire Station Design – Fitchburg, WI
- Fire Station Remodel and Sleeping Quarters Addition (Department of the Army) – Fort McCoy, WI
- Town Hall, Fire, and Police Station – Freedom, WI
- Osceola Fire and Police Department – Osceola, WI
- Maplewood North Fire Station – Maplewood, MN

EDUCATION

Master of Science
Engineering Mechanics
University of Missouri-Rolla

Bachelor of Science
Civil Engineering
University of Missouri-Columbia

REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI, IA, and MN

RANDY ALL PE
MECHANICAL ENGINEER | MSA

31
YEARS OF EXPERIENCE

Randy will be the lead mechanical designer for the facility. Randy's extensive and varied experience in construction and consulting, coupled with a solid engineering background, provides valuable insights to projects as they develop. His engineering degree provided the opportunity to work as a mechanical engineer, a project design engineer, and a design/build HVAC engineer in the building industry. His life experiences bring to the table a finer understanding of the construction process from the point of view of the clients he serves. He also continues to serve as a senior project engineer and is a valuable resource to the project engineers in the firm.

EXPERIENCE

- Kaukauna Fire Station – Kaukauna, WI
- East Fire Station – Fitchburg, WI
- West Fire Station – Fitchburg, WI
- Bain School Site Fire Station – Kenosha, WI
- New Fire Station Schematic Design – Greenville, WI
- De Pere Fire Station – De Pere, WI
- Kenosha Fire Station No. 4 Alterations – Kenosha, WI

EDUCATION
Bachelor of Science
Mechanical Engineering
University of Wisconsin-Platteville

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in WI, IA, IL, IN, MI, MN, MO, OH, and SD

CURT KRUPP DES
SR. ELECTRICAL DESIGNER | MSA

34
YEARS OF EXPERIENCE

Curt will lead the design of electrical systems for the facility. Curt is a project manager for educational, commercial, and municipal facility projects and specializes in lighting, power distribution, and special systems design. With more than 30 years of industry experience, he is knowledgeable in the areas of power distribution, lighting design, data distribution, fire alarm systems, Closed Circuit TV, keyless entry, paging systems, and security. Curt has provided design services for building power distribution, building lighting, emergency power systems, uninterruptible power systems (UPS), building alarm systems, building intercom, telephone and public address systems, telecommunication systems and data cable distribution, process control systems, motor controls, and lightning and surge suppression.

EXPERIENCE

- Kaukauna Fire Station – Kaukauna, WI
- East Fire Station – Fitchburg, WI
- West Fire Station – Fitchburg, WI
- Bain School Site Fire Station – Kenosha, WI
- Kenosha Fire Station No. 4 – Kenosha, WI
- Pleasant Prairie Fire Station – Pleasant Prairie, WI
- Fond du Lac Fire Station No 1 Addition – Fond du Lac, WI

EDUCATION
Electrical Program – Milwaukee School of Engineering

Civil/Structural Engineering – Moraine Park Technical College, WI

Electrical Systems – Hughes Institute

Electrical System Design – University of Wisconsin-Madison

REGISTRATIONS/CERTIFICATIONS
Registered Designer of Engineering Systems (Electrical) in WI

BRAD HARTJES PE, CFM
SR. CIVIL ENGINEER | raSMITH

29
YEARS OF EXPERIENCE

Brad will lead the site design for this facility. Brad specializes in water resource, municipal, and site development projects. He has focused extensively on water resource aspects, such as hydrologic and hydraulic analysis, stormwater management reviews, stormwater detention, and compensatory storage. He uses his skills in site plan development, stormwater management permitting, grading and earthwork analysis, plan and profiles, utility layout and design, wetland coordination, and geotechnical coordination to deliver success for his clients' projects.

EXPERIENCE

- Fire Station – Freedom, WI
- Kenosha Fire Station No. 4 – Kenosha, WI
- Kaukauna Phase IV Public Works Expansion – Kaukauna, WI
- Green Bay Drainage Study – Green Bay, WI
- Southpoint Commerce Park Expansion – Appleton, WI
- French Road Urbanization – Appleton, WI
- Viroqua Fire Station – Viroqua, WI

EDUCATION
Bachelor of Science
Civil Engineering
University of Wisconsin–Platteville

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in WI and IL

PROFESSIONAL ASSOCIATIONS
Certified Floodplain Manager, Association of State Floodplain Managers

RILEY STONE PE
CIVIL ENGINEER | raSMITH

6
YEARS OF EXPERIENCE

Riley will lead the site design for this project. Riley officially joined raSmith's municipal services division after graduating from the University of Wisconsin–Milwaukee in May 2017, although he had been working with the firm as a co-op since 2015. During his time at raSmith, Riley has assisted engineering staff with a variety of projects but primarily focused on municipal roadway, stormwater, and sanitary sewer flow monitoring efforts.

EXPERIENCE

- Fire Station – Freedom, WI
- Kenosha Fire Station 4 – Kenosha, WI
- Fire Station – Kaukauna, WI
- Municipal Service Center Expansion – De Pere, WI
- Phase IV Expansion – Kaukauna, WI
- Black River Falls Municipal Utility Operations Center – Black River Falls, WI
- Viroqua Fire Station – Viroqua, WI

EDUCATION
Bachelor of Science
Civil Engineering
University of Wisconsin-Milwaukee

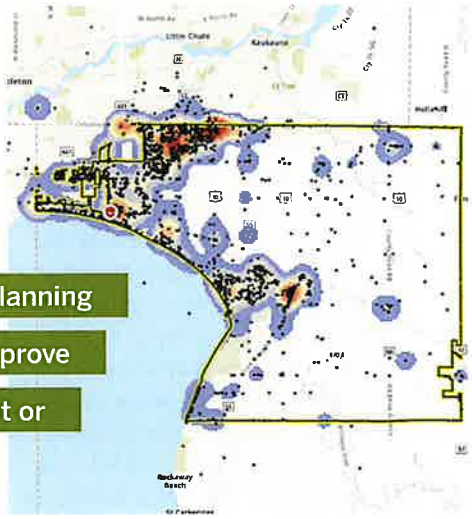
Bachelor of Science
Physics
University of Wisconsin-La Crosse

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in WI

Narrative

Based on our understanding of the community and your departments' needs, our team is prepared to get to work on this project immediately. Our plan to deliver this project in a timely and cost-effective manner is outlined below and on the subsequent information to follow.

As part of our previous work, the SEH team has toured the facilities and proposed a scope of work in detail. We look forward to discussing our qualifications to assist in completing the goals of the Village of Harrison and the associated stakeholders. Based on your goals, as well as similar experience across the country, we have developed a proven approach that we will apply for this project. On the pages to follow, we have outlined our understanding of the project and our proposed process to complete it satisfactorily.



Having recently completed the 2024 Facilities Evaluation and Concept Planning for the Village, we feel our team is ready to "hit the ground running" and prove that we are a competent and efficient architectural partner that will meet or exceed the Village of Harrison's expectations.

PROJECT UNDERSTANDING

Based on results of the previous study, SEH recognizes the challenges the Village of Harrison faces due to its rapid growth. Explosive growth in nearly every direction has precipitated the need for shorter response times by the fire department and its first responders. The current locations of the two fire stations have been analyzed, taking into account high population, high risk areas. The results of this analysis have shown that the Village's emergency services would operate more efficiently from a combined police and fire/EMS facility that is more centrally located to those high population and high hazard areas.

With our knowledge of current operations and existing site locations, we would look to weigh these sites against alternate sites based on the recent GIS "Heat Map" and available property locations within the Village. We are cognizant of pre-existing conditions that may weigh in favor of alternate sites, based on environmental attributes or potential adverse conditions that could render certain sites less desirable. We are prepared to help make these recommendations and render decisions.

Furthermore, our staff would be creating conceptual building plans, site plans, and elevations based on the information gathered during programming. These collateral materials will form the basis of the messaging the Village would need to develop referendum-level materials to educate the public.

SEH is also prepared and able to assist with community engagement – the foundation of a successful referendum. We expect that this multi-use facility would engage all entities within the Village with an interest in preserving public safety within their community.

With emergency services and municipal buildings comprising nearly of all the work that we complete, we are uniquely qualified to take on this project and are eager to get started on your behalf.

SUMMARY OF SERVICES

Based on our understanding of the project, the SEH team is prepared to:

- Determine building size based on staffing and vehicles necessary to serve the Village of Harrison well into the future
- Integrate ancillary "task-oriented" spaces that will allow for administrative staff offices, kitchen, break room, work and conference areas, training room(s), and EMS and fire storage and maintenance areas, with provisions for law enforcement
- Prepare conceptual building floor plan(s) and elevation renderings
- Identify the most feasible site based on past studies and future staff concerns and current and potential commercial development
- Prepare site plan(s) considering the identified functions, operational requirements, environmental features, road and utility access, and other site design considerations
- Recommend best practices in new emergency services building construction, including construction techniques, energy efficiency, mechanical systems, technology and security, and sustainable design elements
- Design to promote healthy and safety by creating decontamination and clean up areas separate of living and on-site work areas
- Use this information as the foundation of public education and engagement to tell the story of the Village's need to continue its legacy as a safe, well-protected community

SCOPE OF SERVICES

The SEH team members represented will be the key staff responsible for each of the scope items defined below. Our team will work with your departments and staff to develop a program and building design specific to the Village of Harrison. The scope of work below responds directly to the main scope of work described in the Request for Qualifications. Additional scope items necessary to complete subsequent phases of the work are included as additional information, but we understand those tasks will not be part of this assignment. Full professional services for the programming, design, and construction administration can be summarized as:

OVERALL SCOPE

PHASE 1 – PLANNING

- Facilitate project kickoff, which includes making introductions, identifying roles and responsibilities, developing the schedule and key milestone dates, and discussing budget and goals for the project
- Review previously completed Facilities Study
- Conduct space programming for the building interior
- Facilitate staff meetings to develop building components
- Make recommendations regarding sustainable options as prescribed by LEED standards
- Complete the due diligence necessary to identify the impacts of the wetlands or water resources on the site development and improvements
- Create collateral materials to illustrate the Conceptual Design (floor and site plans, elevations, renderings, schedules, and schematic cost estimates)
- Make recommendations regarding alternate materials, methods, and features that offer cost savings while maintaining quality
- Make recommendations for the potential to have additional training areas designed into the site and facility
- Program the various functions into the training facilities
- Discuss and weigh the advantages of live burn and simulated training capability for both fire and law enforcement
- Provide meeting materials and exhibits to gain approval of the Village Board prior to proceeding to Phase 2
- Assist the Village with the selection of a Construction Manager (if applicable)

SEH Sustainability *in Action*

REAL CHANGE STARTS WITH EACH OF US.

At the core of SEH lies a deep-rooted commitment to Building a Better World for All of Us®. This represents who we are as a Company, what we stand for, and our focus toward making a positive, lasting impact.

We do this by empowering our employees, partnering with our clients, and **working together** to build a more sustainable future.

As an employee-owned company of engineers, architects, planners, and scientists, we take pride in infusing sustainability into every facet of our work. Our vision goes beyond plans and projects; it's about cultivating positive change within the environment and recognizing our responsibility to those we serve and the world at large.

With every project, we strive to offer our clients climate-resistant, sustainable solutions, and internally, we adhere to an employee-crafted, action-based Sustainability Plan to reduce our carbon footprint

At SEH, building towards a sustainable future is not just a promise – it's the cornerstone that defines who we are and what we stand for.

Together, we are **Building a Better World for All of Us®**

COLLATERAL MATERIALS AND ESTIMATES

Once all the programing pieces are in place, the SEH team will develop the illustrative materials that will help tell the story of the need, size, and features of the new public safety facility and the site. These illustrative pieces will feature 3D renderings of exterior and interior spaces, as well as comprehensive site plans showing the interaction between public access and operational movement areas. These illustrations help inform the community and build support for the project.

COST ESTIMATES

With the program established and the needs of the site improvements accommodated for, the SEH team can provide estimates of probable cost to illustrate the size of the investment the Village of Harrison will need to make to enhance public safety in your community. More importantly, the team will show the impact of delaying a project of this magnitude by developing an inflationary estimator. Finally, we engage the Village's financial representatives to determine the impact on the taxpayer. This is another method of transparency that residents appreciate prior to a referendum.

COST CONTROL

At SEH, we have found that estimating the project at critical milestones is the best way to ensure the project budget is maintained. Completing the estimating exercise at each stage of design helps assure the project is within budget at the time the project is bid. We have been very successful managing project budgets and avoiding the surprise of having the project bid only to find the cost exceeds the budget. See the list of projects below and their respective budgets compared to actual project costs.

Having professional construction estimators as part of the project team saves time during the bidding process and will also give the City peace of mind that the project will be designed within the allotted budget. The City will only approve subsequent phases of the project if they feel confident the project will not exceed the pre-established budget. Our approach will have estimating professionals employed throughout the design process because this is the only way to help ensure the design accurately reflects the dollars available for construction.

PROJECT	ESTIMATED	ACTUAL
Middleton	$7,432,500	$7,400,000*
Bellevue	$4,100,000	$4,052,648
Elkhart Lake	$3,000,000	$2,565,900
Stoughton	$4,500,000	$4,500,000*
Eden Prairie	$2,250,000	$2,100,000
Rib Mountain	$2,100,000	$2,138,000
Marshfield	$7,480,000	$7,400,000*

**Designed and constructed under a GMP delivery contract method*

Relevant Experience

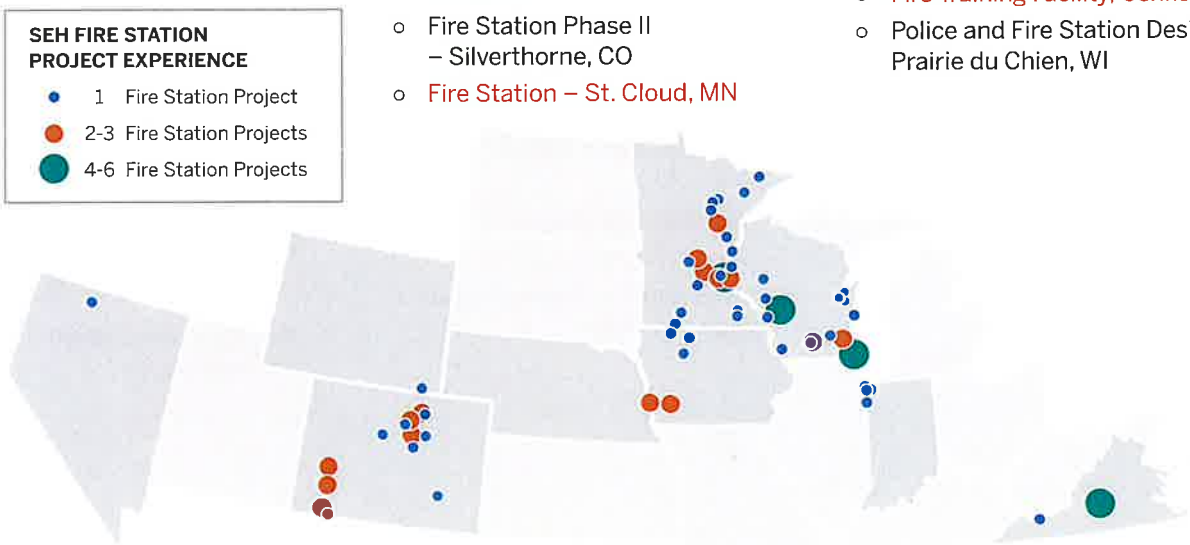
Having completed more than 125 fire stations and public safety building projects, we understand the importance of developing unique solutions to communities' emergency response needs. Our team, including our subconsultant partners, has collaborated on many of these projects, and their complementary skill sets yield positive results for the clients and their stakeholders. In this section, we have outlined our experience working with communities to deliver long-term public safety solutions.

EXPERIENCE WITHIN THE LAST 10 YEARS

SEH has delivered fire station and public safety projects throughout the country. The list in this section and map below captures this wide range of experience over the last decade:

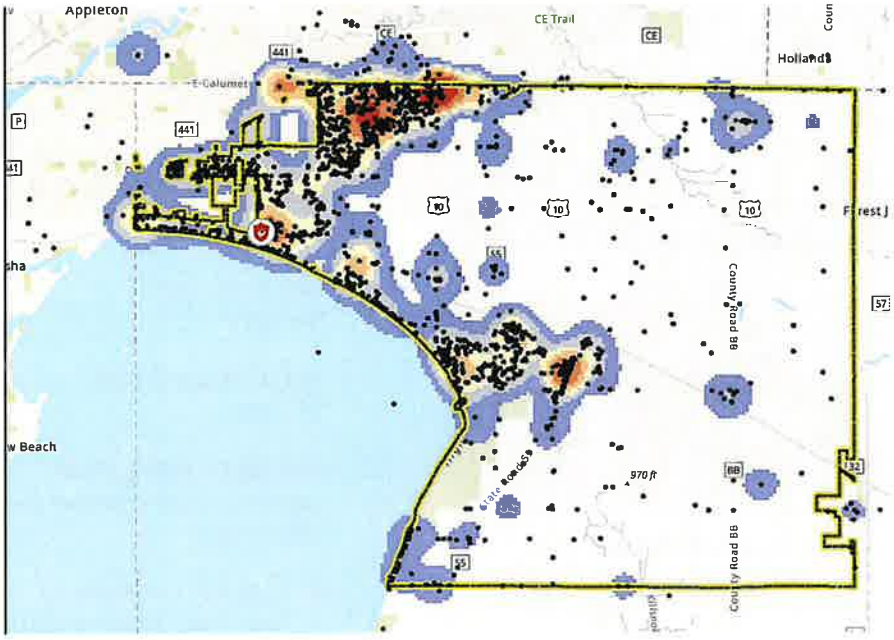
IN PROGRESS

- Montrose Fire Building – Montrose, CO
- Fire Station 13 – Denver, CO
- Fire Station 28 Repair – Denver, CO
- Fire Station #2 – Durango, CO
- Durango Fire Station #2 – Durango, CO
- Fire Station – Griswold, IA
- Old Fire Station – Hudson, WI
- Fire Stations 2 and 6 Design|Build – Longmont, CO
- Fire Admin Office Space – Lynchburg, VA
- Fire Station Hood Replacement – Lynchburg, VA
- Fire Station #9 (Liberty University) – Lynchburg, VA
- Fire Stations 2-6 Study – Lynchburg, VA
- Fire Station #53 – Omaha, NE
- Marshall Fire Rebuild – Boulder, CO
- Police and Fire Station – Rocky Ford, CO
- Fire Station Phase II – Silverthorne, CO
- Fire Station – St. Cloud, MN
- Springville Fire Station – Springville, VA
- Fire Station #5 Design – Telluride, CO
- Placerville Fire Station – Telluride, CO
- Blackduck Firehall – McGregor, MN
- Burn Tower Fire Rescue – Fort McCoy, WI
- Watertown Fire Station – Watertown, WI
- Fire Hall Re-Roof – Whitehall, WI
- Fire Training Facility, Oshkosh, WI
- Police and Fire Station Design, Prairie du Chien, WI



FACILITY ASSESSMENT

HARRISON, WISCONSIN



BUILDING TYPE
Fire Rescue and Public Safety

TOTAL PROJECT COST
$22,400

SCHEDULE AND BUDGET
Completed on schedule and on budget

KEY PROJECT PERSONNEL
- Trevor Frank, Project Manager/Sr. Project Architect
- Chuck Leipzig, Fire Department Operations Specialist
- Taylor Douglas, Architectural Intern

COMMUNITY ENGAGEMENT PROCESS
Staff interviews, public presentation

REFERENCES
Jarrod Gerl, Fire Chief
920.989.1062 ex. 7
jgerl@harrison-wi.org

Matt Heiser, Village Administrator
920.989.1062 ex. 9
mheiser@harrison-wi.org

PROJECT DESCRIPTION: SEH worked with the Village of Harrison to perform an assessment of six Village-owned facilities to support long-term growth and operations. The Village's Fire Rescue and Public Safety facilities were included in this effort, and our team analyzed the buildings' operational challenges, current conditions, and site-specific concerns.

This evaluation led to recommendations for a newly constructed combined Police and Fire/EMS facility more centrally located in the Village, considering best practices for modern public safety facilities and the incorporation of community and staff input.

The report concluded that the Fire Rescue departments needed additional space to accommodate equipment, operations, and best practices to enable a healthier, safer, and more efficient facility. Moreover, the Calumet County Sheriff's Department also needed additional space and that a shared public safety facility could provide an ideal venue to keep up with the community's expansive growth.

KENOSHA FIRE STATION NO. 4

KENOSHA, WISCONSIN

SUSTAINABLE FEATURES

- Built to LEED Silver standard
- LED lighting
- Belowground stormwater treatment
- High recycled content material
- Natural daylighting
- Regional materials

PROJECT DESCRIPTION: This new 29,260 sq. ft. fire and EMS station was built on the site directly adjacent to the existing operating station house, built in 1964. Once the new facility was operational, the existing structure was removed. The new facility serves as the department headquarters and fire training center with both academic classroom space and a live fire training tower. The building features gender neutral accommodations for both men and women firefighters, as well as several sustainable features to reduce energy consumption and environmental impact.

BUILDING FEATURES

- Day room
- Emergency operations center
- Exercise facility
- Drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus/ maintenance bays
- Turn out gear rooms
- Bunk rooms
- Ladder testing feature

TRAINING FEATURES

Tower Training

- Balcony rescue
- Confined entry
- Ladder evolutions
- Hose evolutions
- Window rescue
- SCBA confidence course
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Door and roof breaching
- Mezzanine training areas

Site Training

- Hose testing
- Vehicle extrication
- Hose evolution drills
- Equipment and apparatus training

Classroom Training

- On-site resident training and recertification
- Distance learning/video conferencing
- Training props/mannequins
- EOC operations
- Remote training tower on site

BUILDING TYPE

Public Safety

TOTAL PROJECT COST

$9.26 million

SCHEDULE AND BUDGET

Completed on time and under budget

KEY PROJECT PERSONNEL

- Trevor Frank, Project Manager/Sr. Project Architect
- Chuck Leipzig, Department Operations Manager, former Kenosha Fire Chief
- Mark Zvitkovits, Project Design Leader
- Brian Bergstrom, Programming
- Ben Wolf, Structural Engineer
- MSA, Electrical/Plumbing Engineer
- Fredericksen Engineering*, Mechanical Engineer
- raSmith, Civil Engineer

COMMUNITY ENGAGEMENT PROCESS

Worked with Fire Chief to gain support of the local neighborhood by listening to concerns and offering solutions to make this facility fit in a residential area.

REFERENCE

Daniel Tilton, Fire Chief
262.653.4100
dtilton@kenosha.org

**MSA acquired Fredericksen Engineering in July 2023.*

NORTH EAST FIRE STATION

FITCHBURG, WISCONSIN

SUSTAINABLE FEATURES

- Built to LEED Silver standard
- Geothermal heating cooling
- Solar hot water
- LED lighting
- On-site stormwater treatment

PROJECT DESCRIPTION: This new fire station located in a suburban neighborhood houses fire and EMS staff full time. The masonry fire station building with multiple mezzanines and a basement includes four apparatus bays and associated gear and laundry facilities, administrative offices, training room, and dormitory facilities.

BUILDING FEATURES

- Training facilities
- Sustainable design features
- Day room
- Emergency operations center
- Exercise facility
- Four drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms
- Tornado shelter for building occupants

TRAINING FEATURES

Building Training

- Ladder evolutions
- Window rescue
- SCBA confidence course
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Mezzanine training areas

Site Training

- Hose testing
- Vehicle extrication
- Hose evolution drills
- Equipment and apparatus training
- Confined space drills

Classroom Training

- On-site resident training and recertification
- Distance learning/video conferencing
- Training props/mannequins
- EOC operations

BUILDING TYPE

Fire Station

TOTAL PROJECT COST

$6.4 million

SCHEDULE AND BUDGET

Completed two months over schedule* and under budget

KEY PROJECT PERSONNEL

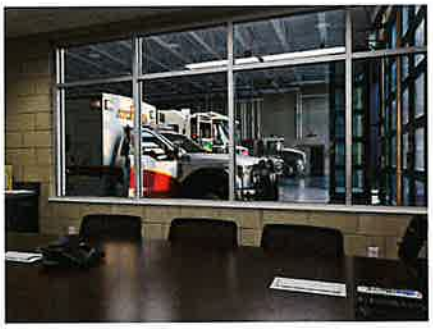
- Trevor Frank, Project Manager/ Senior Project Architect
- Mark Zvitkovits, Lead Technician
- Taylor Douglas, Architectural Intern
- Ben Wolf, Structural Engineer
- Muermann Engineering**, Electrical/ Plumbing Engineer
- Fredericksen Engineering**, Mechanical Engineer

COMMUNITY ENGAGEMENT PROCESS

Staff interviews, public presentations

REFERENCE

Lt. Dave Berman
608.712.2466
david.berman@city.fitchburg.wi.us



**Due to weather delays*
***MSA acquired Muermann Engineering in October 2019 and Fredericksen Engineering in July 2023.*

BAIN SCHOOL SITE FIRE STATION

KENOSHA, WISCONSIN

SUSTAINABLE FEATURES

- LED lighting
- On-site stormwater treatment
- Repurposed and salvaged materials

PROJECT DESCRIPTION: The 24,000 sq. ft. station is situated on an urban site in downtown Kenosha on the site of the former Bain School facility. Since the school site had historic significance to the community, many of the features of the exterior of the station mimic the historic school building.

The community engagement process for this project involved listening to City residents that had concerns about the former school site. From these meetings, several architectural features were added and material from the existing school building were used to pay tribute to the school's history.

BUILDING FEATURES

- Five drive-through bays
- Training/hose tower
- Day room/kitchen
- Exercise room
- Decontamination room
- Watch desk
- Firefighter memorial
- Shelter in place facilities

TRAINING FEATURES

Tower Training

- Balcony rescue
- Confined entry
- Ladder evolutions
- Hose evolutions
- Window rescue
- SCBA confidence course
- Vertical and near vertical rescue
- Sprinkler and standpipe training
- Smoke
- Door and roof breaching
- Mezzanine training areas

Site Training

- Hose testing
- Vehicle extrication
- Hose evolution drills
- Equipment and apparatus training

Classroom Training

- On-site resident training and recertification
- Distance learning/ video conferencing
- Training props/ mannequins
- EOC operations

BUILDING TYPE

Fire Station

TOTAL PROJECT COST

$5.25 million

SCHEDULE AND BUDGET

Completed on time and under budget

KEY PROJECT PERSONNEL

- Trevor Frank, Project Manager/Senior Project Architect
- Mark Zvitkovits, Lead Technician
- Ben Wolf, Structural Engineer
- Muermann Engineering*, Electrical/ Plumbing Engineer
- Fredericksen Engineering*, Mechanical Engineer

COMMUNITY ENGAGEMENT PROCESS

Staff interviews, public presentation, educational open houses, public workshop

REFERENCE

Daniel Tilton, Fire Chief
262.653.4100
dtilton@kenosha.org

**MSA acquired Muermann Engineering in October 2019 and Fredericksen Engineering in July 2023.*

NEW FIRE STATION

BUFFALO, MINNESOTA

SUSTAINABLE FEATURES

- LED Lighting
- In-floor heating
- Reused and cleaned up a brownfield site (old dump site)
- Underground stormwater management storage/ treatment

PROJECT DESCRIPTION: The new Buffalo Fire Station design focuses on operational efficiency, first responder safety, and future growth for the department and community's needs. The 30,000 sq. ft., $6.4 million, three-story fire station building will provide six drive-through apparatus bays to house the current department fleet, along with room for future expansion.

A decontamination room directly off the apparatus bay provides a decon shower area and space for "dirty" gear that is separated from the remainder of the facility to prevent cross contamination. The building also includes a laundry and work room, hose drying tower, clean turn-out gear room, large training room, and radio room. On the second level are administration offices, a fitness room, dayroom, and dormitory spaces that will allow to department to grow into a full time or duty-crew facility in the future. The design also included a storage mezzanine and a 5,000 sq. ft. basement area that provide storage for the Fire Department and the City.

BUILDING FEATURES

- Six drive-through apparatus bays
- Vehicle wash bay
- Hose tower
- Laundry/work room
- Decontamination/dirty gear room
- Large training room
- Fitness room
- Day room with kitchen
- Four dorm rooms
- Offices
- Storage mezzanine

BUILDING TYPE

Fire Station

TOTAL PROJECT COST

$6.5 million

SCHEDULE AND BUDGET

Completed over schedule* and under budget

KEY PROJECT PERSONNEL

- Brian Bergstrom, Project Manager/ Senior Project Architect
- Ben Wolf, Structural Engineer

COMMUNITY ENGAGEMENT PROCESS

Presentations to council

REFERENCE

Chief John Harnois
612.685.7490
john.harnois@ci.buffalo.mn.us

**We had significant material and labor issues because this was project was in the early stages of the pandemic.*

RICE LAKE PUBLIC SAFETY FACILITY/SITE SELECTION

RICE LAKE, WISCONSIN

SUSTAINABLE FEATURES

- Locally sourced materials
- High efficiency heating and cooling
- High recycled content material
- Photovoltaic array capability

PROJECT DESCRIPTION: SEH was hired by the City of Rice Lake to assess current facility conditions at the Police and Fire Departments. As part of our engagement with the public safety departments, the SEH team assisted with programming the appropriate size and features for both Police and Fire Department operations.

Engaging our GIS specialists, our team was able to determine the appropriate location for the proposed emergency services building. Using response time and heat mapping, six potential sites within the City were studied and two sites were determined to be the best location for the police and fire operations. From there, the City was able to budget for land purchase and site improvement costs required at the two recommended sites.

BUILDING FEATURES

- Drive-through apparatus bays
- Indoor police squad parking
- Evidence processing and storage
- Decontamination areas
- Drug testing
- Community room
- Work out spaces
- Hard and soft interview rooms

TRAINING FEATURES

Site Training

- Less lethal and virtual training areas
- Built-in fire training props

BUILDING TYPE

Public Safety

TOTAL PROJECT COST

$112,973 (study)

SCHEDULE AND BUDGET

Completed on time and on budget

KEY PROJECT PERSONNEL

- Trevor Frank, Project Manager and Sr. Project Architect
- Mark Zvitkovits, Project Architect
- Chuck Leipzig, Fire Department Operations Specialist
- Taylor Douglas, Architectural Intern
- Nate Day, Project Specialist

COMMUNITY ENGAGEMENT PROCESS

Staff interviews, public presentation, educational open houses, public workshop

REFERENCE

Michael Hover, Fire Chief
715.234.2119
rlfdmlh@ricelakegov.org

Steve Roux, Police Chief
715.234.5248
rlpdsgr@ricelakegov.org

SPACE NEEDS ANALYSIS AND PUBLIC SAFETY BUILDING

PRAIRIE DU CHIEN, WISCONSIN

PROJECT DESCRIPTION: SEH is currently assisting the City of Prairie du Chien with the final design and USDA grant administration for a combined police, EMS, and fire public safety facility. Interviewing staff, users, and the private ambulance company, programming for the building was an interactive process that allowed multiple stakeholders the opportunity to provide input for initial and long-term use of the facility.

SEH provided space needs templates, test site fits, schematic floor plans, cost estimates, and a GIS siting study that used response time and heat mapping to assist with site selection. These collateral planning materials informed the different options available to the City for expansion and improvements of the City-owned facilities.

The project is currently under design and will be issued for bidding and USDA review in November 2024.

BUILDING TYPE
Public Safety

TOTAL PROJECT COST
$12,466 (study)

SCHEDULE AND BUDGET
Completed on time and on budget

KEY PROJECT PERSONNEL
- Trevor Frank, Project Manager/Senior Project Architect
- Mark Zvitkovits, Project Design Leader
- Chuck Leipzig, Fire Department Operations Specialist

COMMUNITY ENGAGEMENT PROCESS
Staff interviews, public presentation, educational open houses, public workshop

REFERENCE
Tad Beutin, Fire Chief
608.326.4365
fire@prairieduchien-wi.gov

NORTHERN COLORADO LAW ENFORCEMENT TRAINING

LOVELAND, COLORADO

SUSTAINABLE FEATURES

- EV charging stations
- Site restoration
- Early-stage energy modeling for building system design
- Groundwater loop serving water-source heat pumps and outdoor air systems
- Low-flow/efficient water fixtures

BUILDING TYPE
Public Safety

TOTAL PROJECT COST
$16.1 million

SCHEDULE AND BUDGET
Completed 7 months behind schedule and 5% over budget*

COMMUNITY ENGAGEMENT PROCESS
N/A

REFERENCE
Jill Burrell, Sr. Project Manager
970.632.5068
jill.burrell@ditescoservices.com

PROJECT DESCRIPTION: The cities of Loveland and Fort Collins selected SEH in association with MWL Architects to master plan and design the jointly proposed program for a "world class" police training center. The 44-plus acre site is located on the west side of the Colorado Northern Regional Airport and includes the land formerly allocated to a future airport traffic tower.

The initial phase considered and accounted for the future arrangements of the long-term goals and space needs included in the master plan of the future Police Regional Training Center (PRTC). This phase also assessed needs included in the program and planning aspects that were incorporated into the schematic design as requested by consensus of the community of stakeholders.

The site and building elements include a world class driving track with a 1,400 ft. straightaway, a 400 ft. by 600 ft. skills/skid pad, support driver training, and an indoor 50 yd. firing range designed to accommodate a Bearcat assault vehicle for tactical training inside the range. Training support includes two classrooms with staff and building support areas.

These program elements were developed in a plan that achieved efficient space utilization, high value and economy in durable and long-lasting building components, and strategic positioning for future expansion capabilities.

BUILDING FEATURES

- Administrative wing
- Indoor firing range – 50 yards, bullet-resistant design, and acoustic separation
- Fire range support spaces – weapons cleaning stations, ammunition storage, and armory

TRAINING FEATURES

Site Training

- Emergency vehicle driving course (EVDC)
- Skills/skid pad

Classroom Training

- Multi-purpose and training classrooms
- Retractable partition
- Accommodates approximately 100 trainees

**Schedule delay and budget increase due to 40 client-initiated change orders*

Rate Sheet

The following rate sheet offers a comprehensive overview of our billing structure, providing transparent and competitive pricing for our services.

SEH HOURLY BILLABLE RATES – 2024

CLASSIFICATION - OFFICE STAFF	BILLABLE RATE (1)
Principal	$195 – $335
Project Manager	$160 – $295
Project Specialist	$115 – $215
Senior Professional Engineer II	$165 – $280
Senior Architect	$145 – $260
Architect	$125 – $190
Graduate Architect	$100 – $135
GIS Analyst	$120 – $185
Technician	$75 – $145

(1) The actual rate charged is dependent upon the hourly rate of the employee assigned to the project. The rates shown are subject to change.

Effective: January 1, 2024
Expires: December 31, 2024

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
Contract with GRG Playscapes to design a natural inclusive playground at Rennwood Park.

Issue:
Should the Village Board approve the design contract for $6,950 with GRG Playscapes for Rennwood Park?

Background and Additional Information:
GRG Playscapes has met with staff and shared examples of natural inclusive playgrounds that they have constructed in other areas. This company is located in Milwaukee and has completed projects in Fox Crossing.

Budget Impacts:
Park Impact Fees- $6,950

Recommended Action:
Motion to approve the $6,950 contract with GRG Playscapes.

Attachments:
- Design Contract - Harrison, Village of - Rennwood Park (2024).pdf
- Attachment A - Harrison, Village of - Rendwood Park (2024).pdf

GRG PLAYSCAPES
An Outdoor Play Revolution

Design Contract:
Harrison, Village of – Rennwood Park (2024)

This Contract ("the Agreement") is entered into by and between the below named parties (the "Parties").

Client (the "Client"):	The Village of Harrison, Wisconsin W5298 State Road 114, Harrison, WI 54952
Contractor (the "Contractor"):	GRG Playscapes 4121 S 6th Street, Milwaukee, WI 53221

Services

GRG Playscapes (Contractor) agrees to perform the following services in order to provide the Client with a 2D playscape rendering with call outs and a preliminary rough order of magnitude budget:

- Initial Information Intake and Design Charrette - The first step in our process is holding a collaborative design charrette with key project stakeholders. Our goal in this stage is to listen and discover what key project priorities are from various stakeholders involved with the playscape - those who use it, those who maintain it and those who oversee it. Our top priority is to learn our client's programmatic needs and to learn of any current assets the client hopes to maintain on the playscape as well as equipment and features that are desired.
- Conceptual 2D Design Development and Preliminary Rough Order of Magnitude Budgeting - During this phase, our design team sets out to holistically design the client's allotted space and to include equipment and features that meet the needs the client outlined in the initial intake stage. Our design and budget teams work closely together to ensure accuracy in the budget. Oftentimes, the budget presented becomes the not to exceed budget in our future design-build agreement. At the end of this phase, we present our design including a 2D spatial layout with concept images (either photographs of 3D renderings of play equipment) via Zoom or in person on campus. Please see examples of conceptual 2D designs in Attachment A.

The client is responsible for providing photographs, site layouts and a site survey for the Contractor to utilize before it begins the design phase. It is helpful to have a full site survey (primarily all structural features designated on survey) and topography in as large of an area as is reasonable for context purposes. At a minimum, Contractor requires the following to be provided in the site survey:

- Any and all existing structures on site within the boundaries of our design. Storm water and or utility infrastructure.
- Tree locations in the applicable area, which includes DBH and species of each tree.
- Topographic information in the proposed construction area and any and all adjacent areas that are applicable for our understanding of the lay of the land.

Fee and Terms

$6,950 to be paid upon acceptance of proposal. Applicable taxes apply.

GRG PLAYSCAPES
An Outdoor Play Revolution

Signatures

Client:

VILLAGE OF HARRISON, WISCONSIN

By: _____

_____
Print Name and Title

Date: _____

Contractor:

GRG PLAYSCAPES

By: _____
John LaPointe, Owner

Date: _____

1. 3-5 Year Old Playscape

2. 5+ Year Old Playscape

3. Multi-purpose Field

4. Basketball Half Courts

GRG PLAYSCAPES
An Outdoor Play Revolution

University School of Milwaukee | Playscape Concept | 12/14/22

414.219.9007 | www.grgplayscapes.com | 4121 S. 6th Street, Milwaukee, WI 53221

GRG PLAYSCAPES
An Outdoor Play Revolution

University School of Milwaukee | 3-5 YO Playscape Concept | 12/14/22

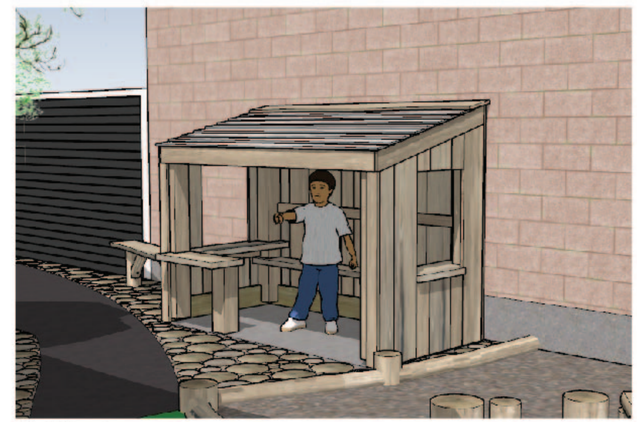
414.219.9007 | www.grgplayscapes.com | 4121 S. 6th Street, Milwaukee, WI 53221

2. Trike Path

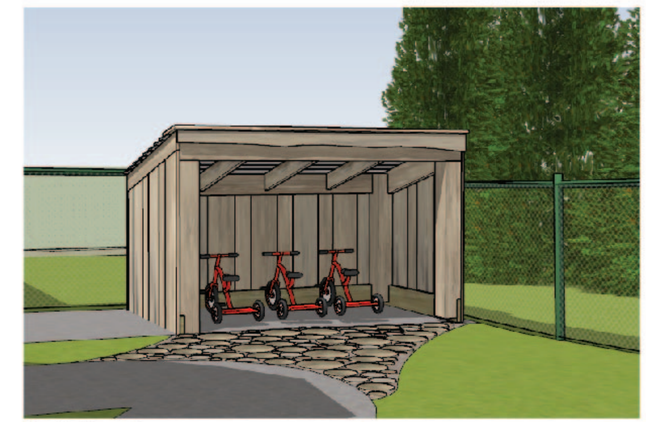
8. Sand Pay Area with Mud Kitchen and ADA Sand Play Table

1. Concrete Circulation Pathways

3. Slab Bench (Multiple)



4. Playhouse



5. Trike Garage

6. Flagstone

7. Stump Council Ring

14. Log Climber with Nets and Ropes

15. Climbing Wall and Slide

9. Water Pump

10. Bridge

11. New Trees (Multiple)

12. Pour-in-Place (PIP) Rubber Safety Surfacing

13. Playground Mulch

16. Elevation Change (Varying Heights)

GRG PLAYSCAPES
An Outdoor Play Revolution

University School of Milwaukee | 5+ YO Playscape Concept | 12/14/22

414.219.9007 | www.grgplayscapes.com | 4121 S. 6th Street, Milwaukee, WI 53221

1. Zipline

2. Concrete Circulation Pathways

3. Slab Bench (Multiple)

4. Pour-in-Place (PIP) Rubber Safety Surfacing

5. Log CLimber with Nets and Ropes

6. Rope Bridge (Optional)

8. New Trees (Optional)

7. Tall Treehouse

10. Emabankment Slide with Log and Boulder Retaining/Climbing

13. Nest Swings (For All Ages)

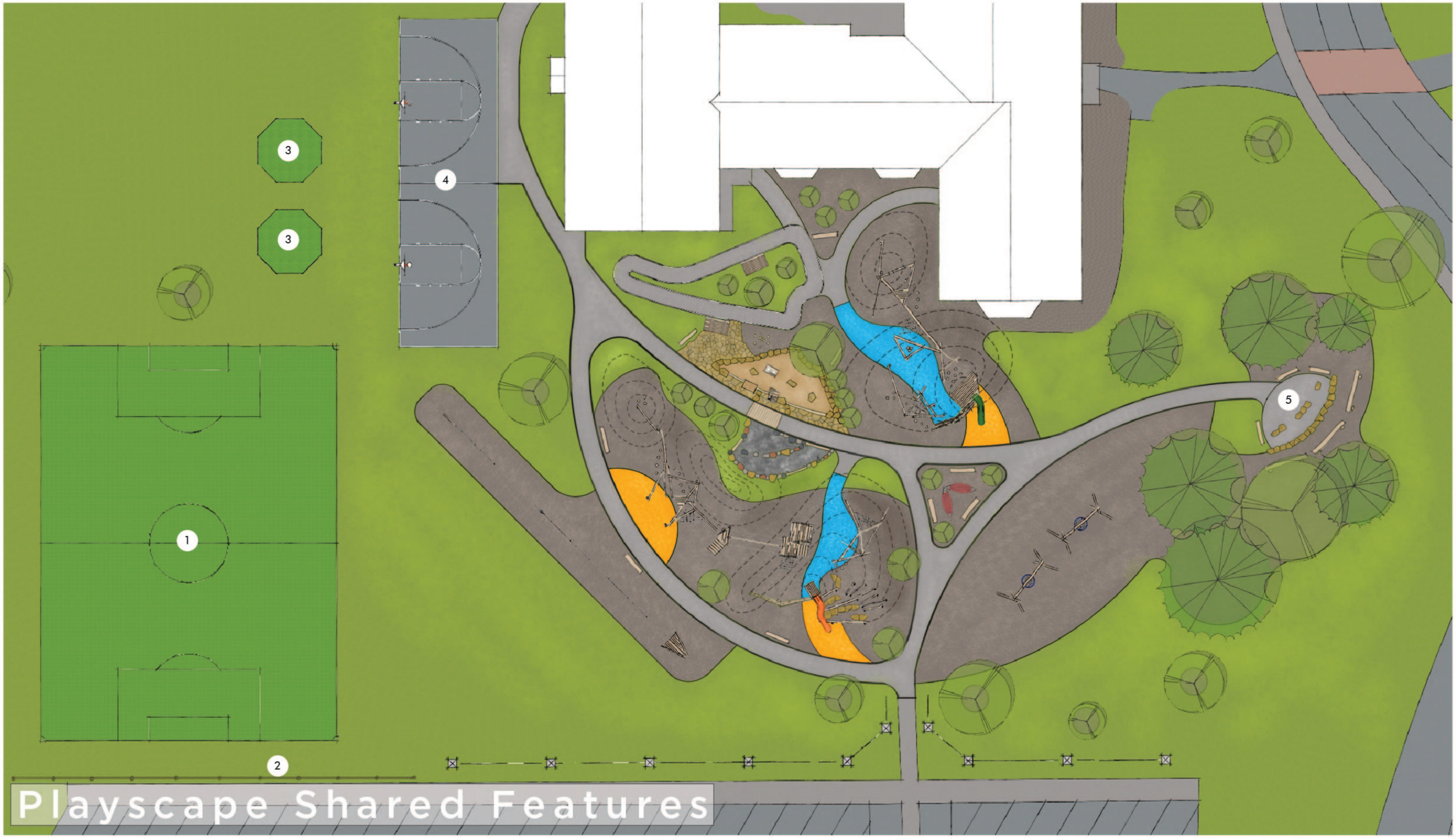
9. Climbing Wall

12. Seating Area with Hammocks

15. Elevation Change (Varying Heights)

11. Water Feature (For All Ages)

14. Playground Mulch



GRG PLAYSCAPES
An Outdoor Play Revolution

University School of Milwaukee | Playscape Shared Features | 12/14/22

414.219.9007 | www.grgplayscapes.com | 4121 S. 6th Street, Milwaukee, WI 53221

1. Multi-purpose Artificial Turf Sport Field

2. Sport Fence

3. Gaga Ball Pits with Artificial Turf

4. Basketball Half-Courts

5. Outdoor Classroom

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
Contract with McMahon to design an Emergency Engine Generator and Transfer Switch at Village Hall/DPW Facility.

Issue:
Does the Village Board approve McMahon to design an emergency engine generator at Village Hall/DPW?

Background and Additional Information:
Village staff has request McMahon to provide a proposal to add a standby generator to provide backup power for their whole municipal facility located at W5298 State Road 114. The proposed project consists of a new diesel standby generator, one automatic transfer switch, and new 600A main service disconnect. The service grounding electrode system will be modified to be moved to the new 600A main service disconnect.

Coordination with We Energies will be included in the project due to the need for a new service lateral from the utility transformer. There will also be civil design services to address topographic / survey services of the site areas affected and cutting / patching of the existing pavement. There will be plumbing design services to address moving an existing hose reel and hose bib to accommodate the new electrical equipment and
structural design services to include design for frost-protected foundation for the generator. Also included are construction management services to assist the Village during bidding and construction phases.

Although this is unbudgeted, staff recommends the board proceed with this project given that the engine generator may have an 18-24 month lead time.

Budget Impacts:
$28,000 DPW Building Exterior Maintenance

Recommended Action:
Motion to approve $28,000 in design services from McMahon for emergency engine generator at Village Hall/DPW.

Attachments:
- Harrison (Village) Generator Design & Const SF Agree (LRR).pdf

McMAHON
ENGINEERS ARCHITECTS

AGREEMENT
FOR PROFESSIONAL SERVICES

VILLAGE OF HARRISON
Attn: Chad Pelishek, Assistant Village Manager
W5298 State Road 114
Harrison, WI 54952

JUNE 19, 2024
McM. No. To be assigned
MUNICIPAL BUILDING GENERATOR
DESIGN & CONSTRUCTION SERVICES

PROJECT DESCRIPTION

The Village of Harrison is planning to add a standby generator to provide backup power for their whole municipal facility located at W5298 State Road 114. The proposed project consists of a new diesel standby generator, one automatic transfer switch, and new 600A main service disconnect. The service grounding electrode system will be modified to be moved to the new 600A main service disconnect. Coordination with We Energies will be included in the project due to the need for a new service lateral from the utility transformer. There will also be civil design services to address topographic / survey services of the site areas affected and cutting / patching of the existing pavement. There will be plumbing design services to address moving an existing hose reel and hose bib to accommodate the new electrical equipment. There will be structural design services to include design for frost-protected foundation for the generator. Also included are construction management services to assist the Village during bidding and construction phases. Architectural design services for fencing have not been included in this Proposal as requested by the Village.

McMahon Associates, Inc. (McMahon) has been requested to provide structural, civil/site, electrical, and plumbing design services for this project. McMahon's Professional Services will include design, bidding, and construction services.

SCOPE OF SERVICES

McMahon Associates, Inc. (McMahon) agrees to provide the following Scope of Services for this project:

DESIGN SERVICES PHASE

- Planning (Preliminary Design)
  - Coordinate on-site preliminary design review meeting with Village Staff prior to moving forward with final design and construction documents.
  - Conduct site visit for initial building and site verification for interior / exterior hose bib modifications to accommodate for new electrical gear.
  - Coordination with electrical utility (WE Energies)
  - Develop preliminary one-line diagrams.
  - Selection of major distribution equipment and initial layout.
- Topographical Survey
  - Provide topographic survey in the area designated by the Village for the generator placement. The topographical survey will be supplementary to the Municipal Building topographic survey performed in 2023 for the parking lot resurfacing.

SCOPE OF SERVICES

- Design
  - Prepare an AutoCAD drawing using the topographical survey data for use as a base drawing for the engineering site plan.
  - Prepare site plan drawing of generator location. Develop detail drawings of pavement and sidewalk replacements.
  - Develop structural drawings and specifications for generator pad.
  - Develop plumbing drawings and specifications for relocation of the existing hose bib.
  - Develop electrical drawings including electrical power distribution for new standby generator, service entrance, automatic transfer switch, and back-feeding of existing main distribution panel.
  - Design and sizing of new outdoor diesel generator.
  - Develop construction documents based on approved preliminary design.
  - Drawings to be developed in AutoDesk Revit format or Civil 3D, taken to a maximum coordination level of LOD:300.
  - Coordinate 90% review meeting with Client.
- Provide PDF format drawings and specifications for State submittals, bidding, and construction.
- Submit drawings, specifications, calculations, and documentation as required for applicable agency reviews and permitting.

BIDDING PHASE SERVICES

- Prepare bid documents including construction specifications.
- Advertise the project in accordance with State Statutes.
- Answer questions raised by prospective bidders.
- Prepare and distribute addenda, if necessary.
- Attend bid opening, analyze bids received and prepare bid tabulation and letter of recommendation of award.

CONSTRUCTION PHASE SERVICES

- Prepare contract documents for review and execution by successful contractor and Village of Harrison.
- Schedule and conduct pre-construction conference.
- Review shop drawings and material submittals.
- Respond to Requests for Information (RFIs).
- Answer questions during the construction phase.
- Review contractor payment applications and change orders as they are submitted. Issue payment certificates to the Village for review and approval.
- Obtain and review As-Built documentation and operation and maintenance manuals from contractors.
- Conduct site visits to observe construction (Qty. 8).
- Perform walk-through with the Client's Representative at project completion to develop punch list of items to be completed or corrected by the contractor.
- Prepare Certificate of Completion.

ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

- Redesign efforts necessitated by changes to site and building layout after planning phase approval or due to project budget reductions after bidding phase.
- Permit/review fees to municipal/State agencies, including review and recording fees (McMahon will invoice as a reimbursable expense if required).
- Geotechnical Services including soil borings, geotechnical report, and services during construction.
- Construction administration services other than those identified in the Proposal.
- LEED administrative service, design and LEED commissioning.
- Project BIM coordination.
- Record drawings and certifications.
- Record/final BIM model.
- Plumbing DSPS submittal (under limit of 16 fixtures).
- Design of low voltage systems such as fire alarm, voice/data, security, and audio/visual.
- Design of lighting.

CLIENT RESPONSIBILITIES

The Scope of Services and fee is based upon the understanding that the Village will provide the following:

- Project information in a timely manner regarding requirements for and limitations to the project which shall establish the Clients objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expansion requirements; equipment; systems and site requirements.
- Identify a representative authorized to act on the Client's behalf with respect to the project. Client shall render decisions and submittal reviews by McMahon in a timely manner in order to avoid unreasonable delays in the orderly and sequential progress of McMahon's services.
- Establish the overall project budget including the construction cost of the project, the Client's other costs, and reasonable contingency related to all these costs.
- Payment of all review and recording fees required by the review agencies and County Register of Deeds, which are not included in this Agreement.
- Geotechnical Report prepared by a Geotechnical Engineer stating the allowable soil bearing pressures and recommend foundation system.
- Access to the site and existing drawings.
- Marking of private utilities.

SPECIAL TERMS (Refer also to General Terms & Conditions, attached)

The Village of Harrison agrees that the Project Description, Scope of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of the McMahon Associates, Inc.

COMPENSATION

McMahon Associates, Inc. agrees to provide the Scope of Services described above for the following Time and Expense compensation.

DESIGN AND BIDDING SERVICES PHASE

- Topographic Survey Services.....$1,500.00
- Civil/Site Design Services $3,500.00
- Structural Design Services $1,500.00
- Plumbing Design Services.....$2,000.00
- Electrical Design Services.....$19,500.00

DESIGN & BIDDING SERVICES PHASE TOTAL $28,000.00

CONSTRUCTION PHASE SERVICES

- Construction Administration Services.....$10,000.00

COMPLETION SCHEDULE

McMahon Associates, Inc. agrees to complete this project as follows:

- Complete planning and design phase within ten weeks after authorization to proceed and we recommend four weeks for the bid phase.

ACCEPTANCE

The General Terms & Conditions and the Scope of Services (defined in the above Agreement) are accepted, and McMahon Associates, Inc. is hereby authorized to proceed with the services. The Agreement fee is firm for acceptance within sixty days from date of this Agreement.

VILLAGE OF HARRISON
W5298 State Road 114
Harrison, Wisconsin

Authorized Signature

Date

McMAHON ASSOCIATES, INC.
1445 McMahon Drive | PO Box 1025
Neenah, WI 54956 | 54957-1025
920.751.4200 | MGMGRP.COM

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

June 19, 2024
Date

Jill A. FitzSimons, P.E.
Electrical Engineer

Attachments: General Terms and Conditions
Fee Schedule
Reimbursable Schedule

McMAHON ASSOCIATES, INC.
GENERAL TERMS & CONDITIONS

MAY 10, 2024

1. STANDARD OF CARE

1.1 Services: McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

1.2 Client's Representative: McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.

1.3 Warranty, Guarantees, Terms and Conditions: McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

2. PAYMENT AND COMPENSATION

2.1 Invoices: McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.

2.2 Reimbursables: Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.

2.3 Changes: The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.

2.4 Delays and Uncontrollable Forces: Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

3. INSURANCE

3.1 Limits: McMahon will maintain insurance coverage in the following amounts:

Worker's Compensation ..... Statutory
General Liability
Bodily Injury - Per Incident/Annual Aggregate ..... $1,000,000 / $2,000,000
Automobile Liability
Bodily Injury $1,000,000
Property Damage $1,000,000
Professional Liability Coverage $2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to $250,000.

3.2 Additional Insureds: Upon request and to the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

4. CLAIMS AND DISPUTES

4.1 General: In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.

4.2 Mediation: If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.

4.3 Binding Dispute Resolution: If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

5. TERMINATION OR SUSPENSION

5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.

5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.

5.3 Suspension for Non-Payment: McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

6. COPYRIGHTS AND LICENSES

6.1 Instruments of Service: McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.

6.2 Licenses: McMahon grants to the Client a nonexclusive license to use McMahons' IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.

6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

7. AGREEMENT CONDITIONS

7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.

7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.

7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.

7.4 Mutual Non-Assignment: The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.

7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intensions and purposes in executing the Agreement.

7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

8. MISCELLANEOUS PROVISIONS

8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.

8.2 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.

8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.

8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.

8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.

8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.

8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.

8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.

8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.

McMAHON
ENGINEERS ARCHITECTS

FEE SCHEDULE | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

LABOR CLASSIFICATION	HOURLY RATE
Principal	$205.00
Senior Project Manager	$205.00
Project Manager	$145.00 - $195.00
Senior Engineer	$185.00 - $195.00
Engineer	$105.00 - $175.00
Senior Engineering Technician	$135.00 - $145.00
Engineering Technician	$75.00 - $125.00
Senior Architect	$170.00 - $190.00
Architect	$145.00 - $165.00
Senior Designer	$120.00 - $140.00
Designer	$90.00 - $110.00
Senior Land Surveyor	$130.00 - $170.00
Land Surveyor	$120.00
Land Surveyor Technician	$85.00 - $105.00
Surveyor Apprentice	$70.00
Erosion Control Technician	$90.00
Senior Hydrogeologist	$205.00
Senior Ecologist	$195.00
Environmental Scientist	$100.00 - $115.00
Senior G.I.S. Analyst	$170.00
G.I.S. Analyst	$95.00 - $115.00
Wetland Delineator	$115.00
Senior Public Management Specialist	$160.00
Public Management Specialist	$130.00
Senior Public Safety Specialist	$160.00
Public Safety Specialist	$130.00
Building Inspector Specialist	$130.00
Water / Wastewater Specialist	$105.00 - $135.00
Senior On-Site Project Representative	$120.00
On-Site Project Representative	$60.00 - $105.00
K-12 Administrative Specialist	$125.00
State Plan Reviewer	$145.00
Certified Grant Specialist	$145.00
Graphic Designer	$110.00
Senior Administrative Assistant	$95.00 - $105.00
Administrative Assistant	$85.00
Intern	$45.00 - $70.00
Professional Witness Services	$370.00

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115

Ph 815.636.9590 | Fax 815.636.9591

Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385

Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

McMAHON
ENGINEERS ARCHITECTS

REIMBURSABLE EXPENSE SCHEDULE * | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	$1,500.00
REIMBURSABLE UNITS:	
Copy Charges - Black & White	$0.08/Image
Copy Charges - Color / 8½" x 11"	$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	$0.75/Image
Mileage	$0.75/Mile
Mileage - Truck/Van	$1.05/Mile
All-Terrain Vehicle	$100.00/Day
Global Positioning System (GPS)	$21.00/Hour
Hand-Held Global Positioning System (GPS)	$15.00/Hour
Robotic Total Station	$20.00/Hour
Survey Hubs	$0.45/Each
Survey Lath	$0.80/Each
Survey Paint	$6.00/Can
Survey Ribbon	$3.00/Roll
Survey Rebars - 1¼"	$10.00/Each
Survey Rebars - ¾"	$3.50/Each
Survey Rebars - ⅝"	$3.00/Each
Survey Iron Pipe - 1"	$4.50/Each
Survey Steel Fence Post - 1"	$7.75/Each
Control Spikes	$1.75/Each

* This schedule is not all inclusive.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
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Web: WWW.MCMGRP.COM

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
Security cameras proposal at Village Hall funded with ARPA.

Issue:
Should the Village Board approve security camera installation at Village Hall?

Background and Additional Information:
Trustee Lancaster asked for a future agenda item to discuss security cameras at Village Hall. TECC Security Systems provides other security systems for Village Hall. The proposed project includes one camera in the lobby of Village Hall to monitor front counter activity, and two cameras Criss crossing the front of the building and then the north and south sides to the east end. The 16-channel NVR would allow ports for adding cameras in the future. This project would be funded with savings in APRA funding.

Budget Impacts:
$5,824.14- ARPA

Recommended Action:
Motion to approve contract with TECC Security Systems for $5,821.14 to install security cameras at Village Hall.

Attachments:
- villageofharrison_surveillance_proposal.pdf

SECURITY SYSTEMS, INC.
PO Box 7757
Appleton, WI 54912
920-969-9901 Fax 920-969-9904
www.teccsecurity.com

*** * Proposal * ***

Project Number: I8870

6/6/2024

For :

Town Hall Surveillance System

* * Proposal * * to:

Harrison Town Hall
Chad Pelishek

W5298 Highway 114
Menasha, WI 54952
Tel: (920) 989-1062

Project Site:

Harrison Town Hall
Chad Pelishek

W5298 Highway 114
Menasha, WI 54952
Fax: 262-384-8500 MATT

Mfr-Part No.	Qty	Description	Unit Price	Extended
ADI	1	WizSense AcuPick 8K 16-Channel ePoE NVR, 4 SATA, 10TB HDD		
ADI	3	4MP Night Color 2.0 LED Network Eyeball Camera		
ADI	2	4MP Night Color ePoE LED Bullet Camera		
ADI	1	4MP Enhanced Night Color Vari-Focal Bullet Camera		
ALAPRODIS	1	8MP AcuPick Starlight+ Network Eyeball Camera		
WINCITWIR	1000	CAT6 Wire		
				5,821.14

Estimate is good for 60 Days.

This estimate is for completing the project as described above, based on our intial evaluation. It does not include potential increases in labor or materials that may result should unforeseeen circumstances arise once installation begins.

Down-payment required before we can proceed.

Terms Net 15
60% Down, 40% upon Completion

Network requires direction connection to an open port, WiFi enabled devices may necessitate the addition of a dedicated router for network management.

This * * Proposal * * is Valid for 60 Days.

Customer Signature: _____ Date: _____

TECC Signature: _____ Date: _____

Proposal Provided by: ANDREW JONES, Lead Technician/Sales

Project Total: $5,821.14

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING	**VILLAGE OF HARRISON**
From: Chad Pelishek, Assistant Village Manager	**Meeting Date:** June 25, 2024

Title:
Approval of contract with McMahon for engineering services for Crossroads Business Park development funded with TID #2.

Issue:
Does the Village Board approve McMahon to complete the engineering required to develop the Crossroads Business Park development?

Background and Additional Information:
Davel Engineering provided all the preliminary plat drawings, engineering drawings, approvals and other information. Under this contract, McMahon would finish the final platting, bidding of the infrastructure to serve the park, construction phase services and on-site inspection services in conjunction with Village staff.

These costs are TID 2 eligible.

Budget Impacts:
$82,000- TID 2

Recommended Action:
Motion to approve the contract with McMahon for engineering services related to the development of the Crossroads Business Park for $82,000.

Attachments:
- Harrison Crossroads Development SF (LRR).pdf

McMAHON
ENGINEERS ARCHITECTS

AGREEMENT
FOR PROFESSIONAL SERVICES

VILLAGE OF HARRISON
Attn: Chad Pelishek, Assistant Village Manager
W5298 State Road 114
Harrison, WI 54952

JUNE 19, 2024
McM. No. To be assigned
CROSSROADS DEVELOPMENT

PROJECT DESCRIPTION

Surveying, Bidding and Construction Phase Engineering Services for the Crossroads Development located along Friendship Drive, CTH KK and Hwy 55, in the Village of Harrison. The Crossroads Development was designed and preliminary platted by Davel Engineering for a private developer. The Village has purchased the development and is requesting services to prepare the final plat, publicly bid and construct the sanitary sewer, water main, storm sewer, detention ponds and roadways.

SCOPE OF SERVICES

McMahon Associates, Inc. (McMahon) agrees to provide the following Scope of Services for this project:

SURVEYING SERVICES

- Perform a field Survey to verify/locate property boundaries for final platting.
- Prepare a Final Plat in accordance with State and local subdivision regulations.
- Submit subdivision plat to the respective utility companies for identification of required easements and create requested easements within subdivision plat.
- Submit plat to the local review agencies and the Department of Administration in Madison for review.
- Attend local review agencies meetings for subdivision plat approval.
- Monument lots with survey pins witnessed by 5-foot-long steel fence posts.
- Provide Owner with recordable print of the Final Plat of the subdivision for signatures and recording.

BIDDING SERVICES & CONSTRUCTION RELATED SERVICES

- Prepare bid documents including construction specifications.
- Advertise the project in accordance with State Statutes.
- Answer questions raised by prospective bidders.
- Prepare and distribute addenda, if necessary.
- Attend bid opening, analyze bids received and prepare bid tabulation and letter of recommendation of award.

CONSTRUCTION PHASE SERVICES

- Prepare contract documents for review and execution by successful contractor and Village of Harrison.
- Schedule and conduct pre-construction conference.
- Review material submittals.
- Provide construction and control staking once for the contractors to establish location, alignment and elevation for sanitary sewer, water main and storm sewer utilities.

SCOPE OF SERVICES

- Provide construction and control staking once for the contractors to establish location, alignment and elevation for the two stormwater detention ponds.
- Provide construction and control staking once for the contractors to establish location, alignment and elevation for the roadway construction.
- Provide elevation checks for both subgrade and gravel at 50' intervals along centerline and edges of the roadway to verify compliance with design plans and specifications.
- Field locate with GPS, for horizontal and vertical location, the sanitary sewer, water main and storm sewer utility improvements.
- Prepare utility record drawings of the sanitary sewer, water main and storm sewer utilities and distribute to Darboy Joint Sanitary District and Village of Harrison.
- Add sanitary sewer and water main utility record information to the Darboy Sanitary District GIS system and add the storm sewer utility record information to the Village of Harrison GIS system.
- Perform a stormwater detention pond record drawing for both ponds to verify elevations conform to the design plans and specifications.
- Review contractor payment applications and change orders as they are submitted. Issue payment certificates to Village for review and approval.
- Conduct periodic site visits to review progress of the work and answer questions.
- Conduct final walk-through and generate punch lists.

ON-SITE PROJECT REPRESENTATIVE SERVICES

- Provide full-time on-site personnel during the installation of the sanitary sewer and water main utilities including laterals.
- On-Site Services to be provided in accordance with the attached Exhibit A.

ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

- Permit application fees and other review or approving agency fees.
- Subdivision layout modifications.
- Preliminary Platting.
- Preparation of Restrictive Covenants.
- Rezoning and traffic study services.
- Title/Easement searches.
- Wetland delineation/exemption requests or permitting.
- Permit applications not specifically identified in the Scope of Services.

SPECIAL TERMS (Refer also to General Terms & Conditions, attached)

The Village of Harrison agrees that the Project Description, Scope of Services, and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of McMahon.

SPECIAL TERMS

- Owner to provide a current Title Policy which includes all attachments listed in schedule B-II.
- Owner to provide digital AutoCAD files of engineering and platting drawings performed by Davel Engineering.
- Assumes all submittals and approvals have been obtained for Preliminary Platting.
- Owner to provide documentation of all review agency approvals and comments received from Preliminary Plat submittals.

COMPENSATION

McMahon agrees to provide the Scope of Services described above for the following Time and Expense compensation.

- Final Platting $13,000.00
- Bidding Services $4,000.00
- Construction Phase Services $50,000.00
- On-Site Project Representative $15,000.00

COMPLETION SCHEDULE

McMahon agrees to complete this project as follows:

- Prepare bid documents for a tentative bid opening of Tuesday, July 23, 2024 and tentative Contract Award at the July 30th Village Board meeting.

ACCEPTANCE

The General Terms & Conditions and the Scope of Services (defined in the above Agreement) are accepted, and McMahon is hereby authorized to proceed with the services. The Agreement fee is firm for acceptance within sixty (60) days from the date of this Agreement.

VILLAGE OF HARRISON
W5298 State Road 114
Harrison, Wisconsin

_____
Authorized Signature

_____
Date

McMAHON ASSOCIATES, INC.
1445 McMahon Drive | PO Box 1025
Neenah, WI 54956 | 54957-1025
920.751.4200 | MGMGRP.COM

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

_____
Date

Attachments: General Terms and Conditions
Fee Schedule
Reimbursable Schedule

Exhibit A
DUTIES, RESPONSIBILITIES & LIMITATIONS OF AUTHORITY OF RESIDENT PROJECT REPRESENTATIVE

I. GENERAL

A. Resident Project Representative is ENGINEER's Agent, will act as directed by and under the supervision of ENGINEER, and will confer with ENGINEER regarding their actions. Resident Project Representative's dealings in matters pertaining to the on-site work, in general, will only be with ENGINEER and CONTRACTOR, and dealings with Subcontractors will only be through or with the full knowledge of CONTRACTOR. Written communication with OWNER will only be through or as directed by ENGINEER.

II. DUTIES & RESPONSIBILITIES

A. Resident Project Representative

1. Schedules: Review the progress schedule with the CONTRACTOR and the ENGINEER on a regular basis.

B. Liaison

1. Serve as ENGINEER's liaison with CONTRACTOR, working principally through CONTRACTOR's Superintendent and assist CONTRACTOR's Superintendent in understanding the intent of the Contract Documents. Assist ENGINEER in serving as OWNER's liaison with CONTRACTOR.
2. As requested by ENGINEER, assist in obtaining from OWNER additional details or information, when required at the job site for proper execution of the work.

C. Review of Work, Rejection of Defective Work, Inspections & Tests

1. Conduct on-site observations of the work in progress to assist ENGINEER in determining if the work is proceeding in general accordance with the Contract Documents and that completed work will substantially conform to the Contract Documents.
2. Report to ENGINEER whenever Project Representative observes that any work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or does not meet the requirements of inspections, tests or approval required to be made or has been damaged prior to final payment; and advise ENGINEER when Project Representative believes work should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
3. Observe tests, equipment and systems start-ups and operating and maintenance instructions when conducted, as required by the Contract Documents.
4. Accompany visiting inspectors representing public or other agencies having jurisdiction over the project, record the outcome of these inspections and report to ENGINEER.

D. Interpretation of Contract Documents: Transmit to CONTRACTOR ENGINEER’s clarifications and interpretations of the Contract Documents.

E. Modifications: Consider and evaluate CONTRACTOR's suggestions for modifications in Drawings or Specifications and report them with recommendations to ENGINEER.

F. Records

1. Maintain at the job site files for reproductions of original Contract Documents, including all Addenda and other project-related documents.
2. Record names, addresses and telephone numbers of all CONTRACTORS, Subcontractors, and major suppliers of materials and equipment.

G. Reports

1. Furnish ENGINEER periodic reports, as required, of progress of the work and CONTRACTOR's compliance with the approved Progress Schedule and schedule of Shop Drawings submissions.
2. Consult with ENGINEER in advance of scheduled major tests, inspections or start of important phases of the work.
3. Report to ENGINEER upon the occurrence of any accident.

H. Payment Requisitions: Review Applications for Payment with CONTRACTOR for compliance with the established procedure for their submission, and forward them with recommendations to ENGINEER, noting work completed and materials and equipment delivered at the site but not incorporated in the work.

I. Completion

1. Before ENGINEER issues a Certificate of Substantial Completion, submit to CONTRACTOR a list of observed items requiring completion or correction.
2. Conduct final construction review in the company of ENGINEER, OWNER (if the OWNER so chooses) and CONTRACTOR and prepare a final list of items to be completed or corrected.
3. Verify that all items on final list have been completed or corrected as can best be determined and make recommendations to ENGINEER concerning acceptance.

III. LIMITATIONS OF AUTHORITY

A. Except upon written instruction of ENGINEER, Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or approve any substitute materials or equipment.
2. Shall not exceed limitations on ENGINEER's authority, as set forth in the Contract Documents.
3. Shall not undertake any of the responsibilities of CONTRACTOR, Subcontractors or CONTRACTOR's Superintendent, or expedite the work.
4. Shall not advise on or issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction, unless such is specifically called for in the Contract Documents.
5. Shall not advise on or issue directions as to safety precautions and programs in connections with the work.
6. Shall not authorize OWNER to occupy the project in whole or in part.
   Shall not participate in specialized field or laboratory tests.

McMAHON ASSOCIATES, INC.
GENERAL TERMS & CONDITIONS

MAY 10, 2024

1. STANDARD OF CARE

1.1 Services: McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

1.2 Client's Representative: McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.

1.3 Warranty, Guarantees, Terms and Conditions: McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

2. PAYMENT AND COMPENSATION

2.1 Invoices: McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.

2.2 Reimbursables: Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.

2.3 Changes: The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.

2.4 Delays and Uncontrollable Forces: Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

3. INSURANCE

3.1 Limits: McMahon will maintain insurance coverage in the following amounts:

Worker's Compensation ..... Statutory
General Liability
Bodily Injury - Per Incident/Annual Aggregate ..... $1,000,000 / $2,000,000
Automobile Liability
Bodily Injury $1,000,000
Property Damage $1,000,000
Professional Liability Coverage $2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to $250,000.

3.2 Additional Insureds: Upon request and to the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

4. CLAIMS AND DISPUTES

4.1 General: In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.

4.2 Mediation: If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.

4.3 Binding Dispute Resolution: If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

5. TERMINATION OR SUSPENSION

5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.

5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.

5.3 Suspension for Non-Payment: McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

6. COPYRIGHTS AND LICENSES

6.1 Instruments of Service: McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.

6.2 Licenses: McMahon grants to the Client a nonexclusive license to use McMahons' IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.

6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

7. AGREEMENT CONDITIONS

7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.

7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.

7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.

7.4 Mutual Non-Assignment: The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.

7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intensions and purposes in executing the Agreement.

7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

8. MISCELLANEOUS PROVISIONS

8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.

8.2 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.

8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.

8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.

8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.

8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.

8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.

8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.

8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.

McMAHON ENGINEERS ARCHITECTS

FEE SCHEDULE | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

LABOR CLASSIFICATION	HOURLY RATE
Principal	$205.00
Senior Project Manager	$205.00
Project Manager	$145.00 - $195.00
Senior Engineer	$185.00 - $195.00
Engineer	$105.00 - $175.00
Senior Engineering Technician	$135.00 - $145.00
Engineering Technician	$75.00 - $125.00
Senior Architect	$170.00 - $190.00
Architect	$145.00 - $165.00
Senior Designer	$120.00 - $140.00
Designer	$90.00 - $110.00
Senior Land Surveyor	$130.00 - $170.00
Land Surveyor	$120.00
Land Surveyor Technician	$85.00 - $105.00
Surveyor Apprentice	$70.00
Erosion Control Technician	$90.00
Senior Hydrogeologist	$205.00
Senior Ecologist	$195.00
Environmental Scientist	$100.00 - $115.00
Senior G.I.S. Analyst	$170.00
G.I.S. Analyst	$95.00 - $115.00
Wetland Delineator	$115.00
Senior Public Management Specialist	$160.00
Public Management Specialist	$130.00
Senior Public Safety Specialist	$160.00
Public Safety Specialist	$130.00
Building Inspector Specialist	$130.00
Water / Wastewater Specialist	$105.00 - $135.00
Senior On-Site Project Representative	$120.00
On-Site Project Representative	$60.00 - $105.00
K-12 Administrative Specialist	$125.00
State Plan Reviewer	$145.00
Certified Grant Specialist	$145.00
Graphic Designer	$110.00
Senior Administrative Assistant	$95.00 - $105.00
Administrative Assistant	$85.00
Intern	$45.00 - $70.00
Professional Witness Services	$370.00

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

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Web: WWW.MCMGRP.COM

REIMBURSABLE EXPENSE SCHEDULE * | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	$1,500.00
REIMBURSABLE UNITS:	
Copy Charges - Black & White	$0.08/Image
Copy Charges - Color / 8½" x 11"	$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	$0.75/Image
Mileage	$0.75/Mile
Mileage - Truck/Van	$1.05/Mile
All-Terrain Vehicle	$100.00/Day
Global Positioning System (GPS)	$21.00/Hour
Hand-Held Global Positioning System (GPS)	$15.00/Hour
Robotic Total Station	$20.00/Hour
Survey Hubs	$0.45/Each
Survey Lath	$0.80/Each
Survey Paint	$6.00/Can
Survey Ribbon	$3.00/Roll
Survey Rebars - 1¼"	$10.00/Each
Survey Rebars - ¾"	$3.50/Each
Survey Rebars - ⅝"	$3.00/Each
Survey Iron Pipe - 1"	$4.50/Each
Survey Steel Fence Post - 1"	$7.75/Each
Control Spikes	$1.75/Each

* This schedule is not all inclusive.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115

Ph 815.636.9590 | Fax 815.636.9591

Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385

Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
Agreement between the Village of Harrison and Harrison Athletic Association (HAA)

Issue:
Should the Village Board approve an agreement between the Village and Harrison Athletic Association on roles and responsibilities for each organization?

Background and Additional Information:
Prior to this agreement, the Village did not have an agreement with HAA on the roles and responsibilities related to the athletic field. This agreement attempts to clarify who is responsible for what and how to handle future investments in this property.

Budget Impacts:
None

Recommended Action:
Motion to approve the agreement between the Village of Harrison and the Harrison Athletic Association (HAA).

Attachments:
- Agreement - HAA.pdf

Village of HARRISON
WHERE OPPORTUNITY LIVES

AGREEMENT
Between
THE VILLAGE OF HARRISON
And
HARRISON ATHLETIC ASSOCIATION (HAA)

PURPOSE:
The Village of Harrison recognizes that community organizations contribute to the vitality of their municipality. These community organizations can vary in role and purpose, from youth sports leagues to local Kiwanis chapters and Scouting organizations. The Village values their presence in the community and wishes to partner with them to support their missions. The Village must also balance this offer of resources, however, to be equal and fair among the different organizations and still preserve use of Village facilities for the general public. In order to accomplish this the Village desires a written agreement with its partner organizations. The goal of this agreement is to clarify and document the expectations of both parties and provide transparency in the use of publicly funded Village resources.

This agreement contains the terms applicable to all organizations:

i. All organizations whose officials, volunteers, members, or guests use Village facilities will repair any damage they cause to the facility.

ii. All organizations must receive approval from the Village Board before any permanent change is made to the facility (such as the construction/donation of a structure). Temporary changes, such as temporary storage of equipment, additional porta potties, and temporary netting to protect adjacent farm fields, can be approved by Village staff.

The Village of Harrison agrees to:

1.) The Village agrees that the HAA may have use of the Harrison Athletic Complex at no charge during the sports ball season for the purpose of softball/baseball activities which shall include appropriate practice sessions, league games and HAA sponsored tournaments; exclusive concession rights for food and drink at the Harrison Athletic Complex during such time as the said Complex is open and being used for HAA sponsored ball activities, and the right to charge other designated teams, organizations and clubs a fee for the use of the concession stand and equipment.
2.) Provide HAA the use of the tractor for lawn cutting purposes, and other general maintenance services. The John Deere 1025R Subcompact Utility Tractor shall be stored

in the Department of Public Works (DPW) garage HAA shall coordinate with DPW to utilize the tractor. The tractor shall only be used on the Village property.

3.) The Village shall provide diesel and maintenance for the shared tractor.
4.) The Village will provide the HAA access to the use of Department Public Works Department dumpster.
5.) Complementary liquor license for Class B (approx. value of $250) and up to 8 bartender licenses (approx. value of $280). If HAA requires more than 8 bartender licenses, HAA shall cover the cost.
6.) Funding the property insurance on the existing premises, savings to village taxpayers of $6,000 for maintenance of the fields.
7.) Winterization of the restroom facilities.
8.) The use of the lawn rolling equipment as needed.
9.) Two entrance stickers to the Yard Waste Site.
10.) The Village agrees to make ADA improvements to the facilities for 2024-2025 winter season as identified in the Facilities Evaluation and Concept Planning report by SEH dated January 31, 2024. Such items include new toilet fixtures, interior ramps, countertop modifications, lower serving window, epoxy floors in restroom facility, painting and replacement of doors.

HAA agrees to:

1. Filling up the tractor with gas, oil, grease prior to returning it to the Village garage.
2. Garbage bags.
3. Flags and landscaping
4. Plumbing and electrical repairs and maintenance.
5. Clean, supply and pump of septic tanks related to restroom facility.
6. Ballfield supplies, such as Diamond Mix, Turface, chalk, etc.
7. Waterline and sprinkler maintenance, if applicable.
8. Provision of hand tools.
9. Cost of electricity.
10. Grooming work, including but not limited to mowing of fields, grass and weed trimming, lawn rolling, infield and warning track grading, etc.
11. Maintenance and repair of all existing facilities, including but not limited to scoreboards, fencing, lighting (including bulb replacement), fields, bleachers, dugouts, concession stands, except as otherwise provided in this Agreement.

The Village identifies the need for larger capital improvement projects at the complex and understands the limited operating budget of HAA, therefore a cost-sharing model per the below is recommended:

Village of HARRISON
WHERE OPPORTUNITY LIVES

Capital Improvement Need	Year	Est. Cost	Village Cost	HAA Cost
Replacement of Fencing - West Field	2025	$42,000	$37,800	$4,200
Replacement of Playground Equip.	2027	$50,000	$45,000	$5,000
Upgrade of Overhead Lighting	2026	$150,000	$142,500	$7,500

* Above costs based on 2024 prices. Should costs change, HAA costs shall be re-negotiated.

Both parties agree to meet in September prior to the start of the Village budget process to review the season and discuss any capital improvements that need to be planned for as part of the Village's Capital Improvement Program process. HAA's portion of the CIP projects may be provided through volunteer labor provided the time reduces the cost of the overall project. Both parties agree to be involved in timing and details of the proposed projects.

Term: This agreement shall be in effect from the date of approval by the Village Board for two - (5) year term or 10 years. After 10 years, both parties can re-negotiate the agreement and agree on future contract timeframe.

Date of Village Board approval: _____

Signatures:

Harrison Athletic Association

_____
HAA- President

_____
HAA Officer

The Village of Harrison

_____
Village Pres. Allison Blackmer

_____
Village Clerk Vicki Tessen

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Vicki Tessen, Clerk

Meeting Date:
June 25, 2024

Title:
Special Event Permit - 9th Annual Northshore Apt. Summer Party

Issue:
Should the Board approve a special event permit for Northshore Apartments?

Background and Additional Information:
A special event permit has been requested by North Shore Apartments' management. The event would be August 8th from 5:00pm to 8:00pm, held on the lawn of the complex (private property), would not involve closing any streets, has an expected attendance of 133 invited guests, would involve a cookout, socializing and entertainment from a 5-piece local band between 6:30pm and 8:00pm.

Management of the apartment complex has been hosting a summer party for residents for the past 9 years without needing an event permit because they never had live music. The management is requesting a permit this year to ensure compliance with Harrison's noise ordinances regarding live music. For this location, the "boundary line" for how far sound may travel (without a permit) is open to some interpretation. The source of the sound will be in the center of multiple apartment buildings, but technically it is only one parcel and the sound may not reach the property line.

Budget Impacts:
none

Recommended Action:
Approve the special event permit application as presented and circulated.

Attachments:
- North Shore Apt Special Event App.pdf

Village of HARRISON
WHERE OPPORTUNITY LIVES

Special Event Application

Section 1- Event Information

Name of Event: 9th Annual (Resident only) Summer Party

Event Date and Time: Aug. 8th 2024 5pm dinner 6:30-8pm band + yard games

Event Description: BBQ, Root "Beer" and live band on clubhouse lawn + beach

Estimated Attendance: 125-150 Residents + employees (Avg. turn out is 133/yr.)

Will there be amplified music? Live band. 5 piece local band.

Will there be street closures? No, its on the lake tucked between our buildings. (see site map attached)

Section 2- Contact Information

Contact Name: Tori Kolonich Property manager

Address: W6399 Sonny Tdrive Menasha WI 54952

Phone: [illegible] Cell Email: [illegible]

Organization Name: North Shore Apartments (Toonen)

Is the organization a 501 (c)(3)? NO ? Exempt Cert. #:

Section 3- Legal Notice

I understand the filing of this application does not ensure the issuance of this permit. I also understand that all event organizers and participants must comply with all applicable ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for park facilities and fireworks permits are in addition to the fees submitted for this application. I further understand that an incomplete application may be cause for denial of the event.

I have read the general information and requirements for this application.

Sponsor Signature & Date: [signature] 6-6-2024

OFFICE USE ONLY

Recommendation from Village of Harrison:

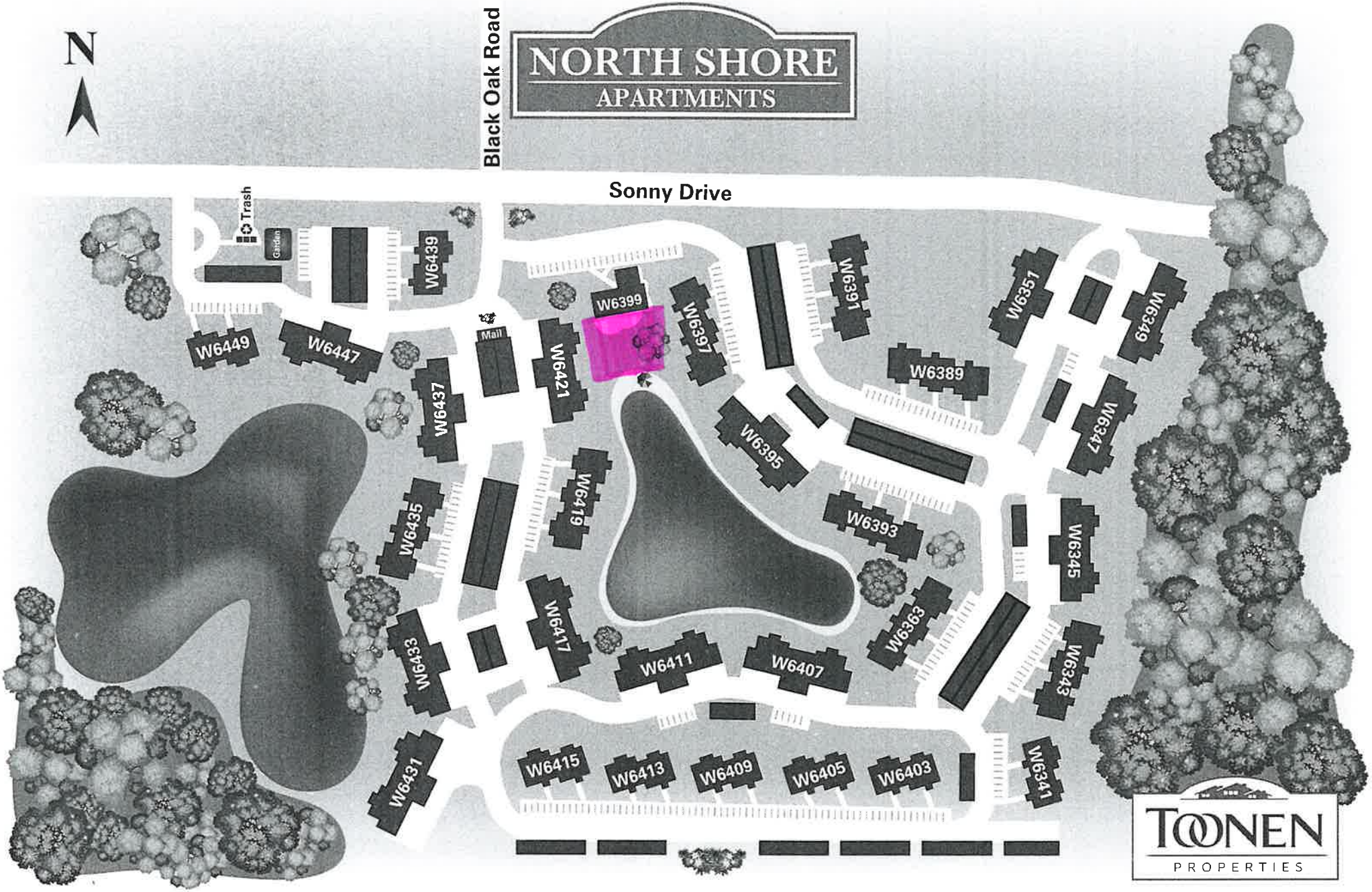
- [x] Recommend **approval** of the permit
- [ ] Recommend **refusal** of the permit

Reasons if refusal:

Clerk Signature:

Approved on this date:

Valid Dates


N
Black Oak Road
NORTH SHORE
APARTMENTS
Sonny Drive
Trash
Garden
Mail
W6439
W6449
W6447
W6437
W6435
W6433
W6431
W6421
W6419
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TOONEN
PROPERTIES

I wanted to be here tonight, however I have emergency surgery scheduled for 6-24-24. If you have questions, please call my cell phone at [redacted]

If approved, the attached flyer will be distributed to all residents.

Everyone is invited that lives at our property on Sonny Drive.

Average per year attendance over the last 9 years is 133 people.

We always have music at these events, however never to the level of a live band.

Event Date: 8-8-2024

BBQ and social from 5pm-6:30pm

Band is scheduled to play 6:30-8pm

We may be within all of the criteria of noise requirements, but to ensure the ordinance policies are not exceeded, we are applying for the permit just to be safe. We are unsure exactly how the sound will travel over the lake and may impede outside the lot lines of the property.

Thank you for your consideration,

Tori Kolonich

–

Property Manager

North Shore Apartments

9th Annual Summer Patio Party on the Lake!

August 8th, 2024

5pm – 8pm

Root beer & kiddie cocktails from the office staff, grilled dinner by the maintenance team and a live alternative/rock band too!

Bring a lawn chair and come enjoy some great food & good tunes at the best neighborhood party in the Fox Valley!

Please note, a special permit was granted by the Village of Harrison for this event. It will be loud around the property, especially the swimming lake & clubhouse area. If you wish to not attend, please ensure your windows/doors are closed to reduce the noise in your apartment.

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Allison Blackmer, Village President and Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
Approval of Contract with McMahon to Provide Interim Village Manager and Finance Director Services.

Issue:
Should the Village Board approve an interim Village Administrator and Finance Director to mentor staff through budget process/levy limits and tax collection season?

Background and Additional Information:
President Blackmer obtained a proposal from McMahon to have Russ Van Gompel serve as interim Village Manager and Finance Director. Russ brings 40 years of the Russ experience as Finance Director and Village Manager in local governments serving in the States of Wisconsin and Minnesota.

Under this contract, Russ would mentor existing staff members for the roles of Village Administrator and Finance Director through the 2025 budget process/levy limits calculations and tax collection season. At that point based on recommendation of Russ, the board would consider appointment of Village Administrator from existing staff or pursue an outside consultant to recruit this position near the end of the year. Also, there appears to be interest from existing staff for the Finance Director, so Mr. Van Gompel would mentor staff on the finance roles and likewise make a similar recommendation on finance director around the first quarter of 2025.

Budget Impacts:
$7,000-10,000 per month

Recommended Action:
Motion as determined by the board.

Attachments:
- Harrison Management Counsel Proposal-Combined.pdf

PUBLIC SAFETY &
MUNICIPAL MANAGEMENT

Proposal
For Professional
Consulting Services

Management Counsel for Interim Manager and Finance Director

Prepared for The

Village of HARRISON
WHERE OPPORTUNITY LIVES

CALUMET COUNTY | WISCONSIN

June 19, 2024

Prepared By
Lori Gosz, Senior Public Management Team Leader
Jeffrey R. Roemer, Public Safety Manager

McMAHON
ENGINEERS ARCHITECTS

PUBLIC SAFETY &
MUNICIPAL MANAGEMENT

Proposal For Professional Consulting Services

Management Counsel for Interim Manager and Finance Director

Prepared for The

Village of HARRISON
WHERE OPPORTUNITY LIVES

CALUMET COUNTY | WISCONSIN

Prepared By
McMahon Associates, Inc. | NEENAH, WISCONSIN

June 19, 2024

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McMAHON
ENGINEERS ARCHITECTS

McMAHON
ENGINEERS ARCHITECTS

June 19, 2024

Village of Harrison
Attn: Allison Blackmer, Village President
W5298 State Road 114
Harrison, WI 54952

Dear Ms. Blackmer,

We are pleased to submit a proposal for Management Counsel for Interim Manager and Finance Director for the Village of Harrison. Our teams' passion for Public Management and working with local governments provides the basis for our interest in submitting this proposal. The McMahon Associates, Inc. (McMahon) team of consultants have extensive Management Counsel experience, and I am confident they will meet your expectations.

McMahon's Public Safety and Municipal Management Group is a national and international consulting group whose focus is on Public Sector consulting services. Most of our clients are Public Sector entities: municipalities, counties, tribes, or special districts. Our team of consultants are all senior level staff and are either current or former municipal management practitioners. An important component of our approach is frequent communication with the Village Administration.

Our extensive operational and strategic experience in the public management area uniquely qualifies us for a project of this nature. The team has management, operational, technical, and consulting experience with all types of municipal and public safety operations experience.

Thank you again for the opportunity to submit this proposal. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 920-875-0501 or by email at lgoscz@mcmgrp.com. We look forward to working with you on this important project!

Respectfully,
McMahon Associates, Inc.

Lori Gosz
Senior Public Management Team Leader

Jeffrey R. Roemer
Public Safety Manager

JRR:kmh

Qualifications

McMahons provides high quality public management consulting, project management and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin City/County Management Association
- International City/County Management Association
- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- Paramedic Systems of Wisconsin
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials

Our consultants possess in-depth knowledge of relevant aspects of public service, which includes administration, communications, organization, labor relations, human resources, economics, and standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is then presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.

Methodology

Our approach to this project requires a clear understanding of the current Village of Harrison organization, staffing, operations, administration, planning, and related concerns. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved, and the goals and objectives.

- A work plan that is comprehensive, well designed, practical and provides for ample opportunity for client input.

- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

Client Input

To complete Management Counsel and make specific recommendations, it is critical that we receive quality information from officials, staff, and members of the Village of Harrison. Accordingly, our approach includes regular meetings with the Village of Harrison, along with associated agencies that would have valuable information to communicate to the Service.

Practical Recommendations

Our goal is to provide you with interim administrative services and recommendations that can be used now, and in the future, to improve the efficiency and effectiveness of the Village of Harrison during this transition. These recommendations will be based on industry standards and legal considerations.

Project Management

A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments, and frequent communications with Village of Harrison Administration.

Management Counsel services and support for the Village Administration as needed. These services will include the following;

Department Meetings

Regular meetings will be held with the Village President, to review the duties and responsibilities of McMahon and project plan during the term of this project.

Management Team

The management team will consist of the McMahon project manager, project team members, and the administrative staff. This team will meet initially to organize and plan the communications structure, the daily, weekly, and monthly work plan, which will be utilized to improve the effectiveness of Village operations and administration.

Reporting

A management summary report will be provided to the Village of Harrison President and Board monthly. This report will outline the transition management activities and actions that have taken place during this project.

Availability

The McMahon project team will perform project work 16 – 24 hours per week, with an anticipation of 16 – 20 hours being on-site. They will also provide the ability for direct communications with the Village President and Department Heads on a daily basis.

Administration

The management team will manage the department transition plan, mission statement, goals, policies, procedures, processes, and discipline procedures. The McMahon management team will assist with budget review and understanding in preparation of the upcoming 2025 budget plan, including revision of the capital improvement plan if needed, assist with long term financial planning, preparation of monthly financial statements and reports, accounts payable, accounts receivable, insurance administration including health, liability and property insurance, maintenance of Village's general ledger including monthly journel entries and account reconciliation, cash investments and trust accounting, and assist with collection of property taxes and settlement with County as necessary.

Department Analysis

The McMahon project manager will review all the administrative options available to the Village of Harrison and make recommendations to the Village President and Board regarding the best options available for the Village Departments to provide the most effective and efficient services to the community.

Personnel Management

The McMahon management team will assist the Village of Harrison with the selection, promotion, evaluation, scheduling, and discipline of the department employees.

Legal Compliance

The McMahon management team will assist the Village of Harrison in maintaining compliance with all current administrative rules and applicable standards, along with current departmental practices to ensure compliance with relevant legal guidelines and standards.

Village Administration Coordination

The McMahon management team will assist with the coordination and communications with outside communities.

The McMahon management team will also provide guidance and assistance with department shared services implementation and relations with internal and external agencies.

The McMahon management team would also be available to assist with human resource management as needed by the Village of Harrison.

Project Fee / Schedule

Project Fee

McMahon Associates, Inc. proposes to provide the Scope of Services described in this Proposal for the Management Counsel Services as follows:

Time & Expense estimated at: *$7,000 - $10,000/ month*

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated May 10, 2024, which will be incorporated into the Agreement for reference.

Invoices will be sent every month based on the previous months' time and expenses.

Project Schedule

McMahon has the staff available to begin this project immediately upon award. We would continue the project until the Village no longer has the need, plus any additional transition time needed for individuals to move to the area and begin employment.

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMahon). The Project Manager supervises the Project Team and clerical personnel support the team. The combined resources ensure that the client receives the best possible combination of professional attention.

Russ M. Van Gompel – Public Management Specialist

Russ will act as Project Manager and will provide the interim services. Russ has over 40 years of experience as Finance Director and Village Manager in local governments serving in the States of Wisconsin and Minnesota. His experience includes working in the governments of large cities to smaller units of government and includes public cooperation agreements, public private partnerships and impact fee analysis and financial forecasting. Russ recently retired as the Finance Director for the City of Oshkosh where he expanded the Capital Improvement Plan and presented a long-term financing plan for the City to meet the goal of reducing the impact of future bond issues and meet the City's long range goals. Russ has taught the Budgeting and Financial oversight session at the League of Wisconsin Municipalities Newly Elected Officials workshops for nearly 10 years.

Lori M. Gosz – Senior Public Management Specialist

Lori will asssist the Project Team, is a self-motivated, results driven professional with over 25 years of municipal management experience in Northeast Wisconsin. A people, process and solution-oriented leader who appreciates the needs of the local government. Her focused experience is in human resource management, data research and analysis, operational and organizational studies, compliance to federal, state, and local regulations. She has worked successfully with the Wisconsin Department of Administration, Department of Natural Resources, and Department of Transportation on grant funding and administration of numerous projects.

Henry B. Veleker – Public Management Specialist

Henry will assist the Project Team, and is a forward thinking, pragmatic public manager bringing 30 years of public management experience to the challenges facing local governments and their respective communities. A collaborative leader who values the commitment and work of local government elected officials and staff. He is a professional who appreciates that successful local governments must always strive to be strategic, transparent, fiscally prudent and action oriented.

Kevin K. Kloehn – Public Safety Specialist

Kevin will assist the Project Team and has over 31 years of experience in the Fire, Emergency Medical, and Emergency Management field. He recently retired as a Fire Chief of a consolidated fire department in Wisconsin. Before his position as Fire Chief, he worked as a Shift Commander/Battalion Chief, Captain, and Driver. Prior to becoming a career Fire Chief, Kevin worked as a Fire Chief for a Volunteer Department for 8 years in which he consolidated two (2) Fire Departments within a Community. Kevin has experience on two (2) major Consolidation Projects, Strategic Planning, Emergency Operations Planning, and developing Training Plans for new Firefighters.

Jeffrey R. Roemer – Public Safety Manager

Jeff will assist the Project Team with review of project specific information and processes as well as advising on findings and recommendations. He has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Group for McMahon. Jeff is a certified public manager and has been providing full-time public safety management consulting for the last 24 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.

References

CITY OF WEYAUWEGA
Executive Selection and Management Counsel
Rich Luedke, Mayor
rluedke@cityofweyauwega-wi.gov
109 E, Main Street
Weyauwega, WI 54983
920-284-0110

VILLAGE OF KIMBERLY
Executive Selection
Chuck Kuen, Village President
ckuen@valleymanagment.com
515 W. Kimberly Avenue
Kimberly, WI 54136
920-716-4502

VILLAGE OF PALMYRA
Executive Selection, Public Safety Director
Kathleen Weiss, Village President
villpres@vi.palmyra.wi.gov
100 Taft Street
Palmyra, WI 53156
262-495-8294

TOWN OF BUCHANAN
Executive Selection and Management Counsel
Karen Lawrence, Supervisor 1
Supervisor1@townofbuchanan.wi.gov
N178 County Road N
Appleton, WI 54915
920-734-8599

VILLAGE OF JOHNSON CREEK
Executive Selection and Management Counsel
John Swisher, Village President
johns@johnsoncreekwi.org
125 Depot Street
Johnson Creek, WI 53038
414-659-6105

CITY OF WAUPACA
Execute Selection and Management Counsel
Aaron Jenson, City Administrator
ajenson@cityofwaupaca.org
111 S. Main Street
Waupaca, WI 54981
715-258-4411

VILLAGE OF UNION GROVE
Executive Selection
Steve Wicklund, Village President
swicklund@uniongrove.net
925 15th Avenue
Union Grove, WI 53182
262-878-1818

CITY OF WISCONSIN DELLS
Executive Selection and Police Management Counsel
Karen Terry, Administrator
kterry@dellscitygov.com
300 La Crosse Street
Wisconsin Dells, WI 53965
608-254-2012 X403

CITY OF WAUTOMA
Police Chief Selection
Tommy Bohler, Administrator
tommybohler@cityofwautoma.com
210 East Main Street
Wautoma, WI 54982
920-787-4044

CITY OF NEW HOLSTEIN
Management Counsel and Executive Selection of Police Chief
Richard Snelson, Mayor
rsnelson@cnhwi.org
2110 Washington Street
New Holstein, WI 53061
920-898-5766

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Allison Blackmer, Village President and Chad Pelishek, Assistant Village Manager

Meeting Date:
June 25, 2024

Title:
Consideration of proposals with Public Administration Associates, LLC for recruitment of a Village Manager and Finance Director.

Issue:
Should the Village Board approve hiring Public Administration Associates, LLC to recruit a Village Manager and Finance Director?

Background and Additional Information:
The Board authorized the Village President to contact Public Administration Associates (PAA), LLC to assist in recruiting a Village Manager and Finance Director. PAA has indicated that it would take 8-12 months to find a Finance Director.

Staff recommends the board table the proposal for the Village Administrator, but proceed with PAA for a finance director given the timeframe it may take to find a candidate should the internal candidate not work out 6 months of time will not be lost.

Budget Impacts:
$18,900- Costs to recruit a Finance Director

Recommended Action:
Motion to table the proposal for a Village Administrator and approve the contract with PAA to recruit a Finance Director.

Attachments:
- Proposal Manager 06182024v5.pdf
- Proposal Finance Director 06192024.pdf

Public Administration Associates, LLC

June 19, 2024

Allison Blackmer
Village President

Via Email

Dear President Blackmer;

Thank you for providing us with an opportunity to submit our proposal for your upcoming Village Manager search. Public Administration Associates, LLC (PAA) has been serving local governments since 1998. We have a team of local government experts that can bring value to your Village at this time of transition. Jon Hochkammer and I would be working on this project. Jon joined our firm after serving county, state and municipal governments for more than forty years. I joined PAA as a shareholder following a career of nearly thirty years in county and municipal government.

PAA specializes in public sector executive recruitment and interim management. During the past year we performed approximately 25 executive recruitments for cities, villages, towns and counties. We are in contact with a significant number of qualified candidates in both Wisconsin and the Midwest. We would challenge any recruiting firm to match our experience in Wisconsin local government.

Information about our firm and the consultants that would be working on your projects is contained in Attachment 1. Our proposal and methodology are set forth in Attachment 2. Attachment 3 provides a summary of potential milestone dates and pricing options. Attachment 4 is an example of a position profile that we recently prepared for another client, Lancaster, Wisconsin. Finally, Attachment 5 is a draft of our services agreement.

Our pricing typically compares favorably to our competitors. We pride ourselves on "what you see is what you get pricing." We do offer several options in our proposal to reduce the cost of the recruitment. With a few exceptions our service agreement sets forth the total cost of this project. You will not be billed separately for expenses such as advertising, consultant travel and lodging. If we are not successful in our initial recruitment or your Manager quits during their first year of service, we will perform another search. In that case, the Village of Harrison will only be responsible for the actual cost of advertising and consultant mileage.

Thank you for your consideration. We agree to hold this pricing for thirty days. Please reach out to me at (414) 350-3328 with any questions about this proposal.

Sincerely,

David A. Bretl
Vice President

David Bretl
414-350-3328
bretld.paa@gmail.com

1155 W. South Street
Whitewater, WI 53190

QUALIFICATIONS

Public Administration Associates, LLC, "PAA" is recognized among the most trusted and effective local government consultants in Wisconsin and the Midwest. All of our consultants are highly skilled former and current public sector practitioners, each of whom has served many years in top-level leadership roles in town, village, city and county governments. We achieve excellent results through an unparalleled commitment to public service, high standards and the efficient use of client time and resources.

Public Administration Associates

Since 1998 PAA has conducted over 350 executive searches. A significant amount of our work repeat business from satisfied clients who have trusted our firm over the past three decades.

PAA was founded in 1998 by partners William (Bill) Frueh, Denise Frueh and Dr. Stephen (Steve) Hintz. Bill and Denise had served in local government for many years while Steve was a professor for over thirty years in the MPA program at the University of Wisconsin-Oshkosh. A core principle of the start-up company then was to improve communities through professional municipal management by providing quality and affordable consulting services to local government. Service was a priority over profit. Although our company has grown over the years, our commitment to returning value to the profession that we served remains our top priority.

Today, PAA is comprised of seventeen associate consultants in addition to the shareholder owners Kevin Brunner, Chris Swartz and Dave Bretl. We are based in Whitewater, Wisconsin, however, our consultants live throughout the State of Wisconsin. PAA is a comprehensive consulting firm.

SINCE 1998

COMPREHENSIVE GOVERNMENT CONSULTING SERVICES

EXECUTIVE RECRUITMENT

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.

INTERIM MANAGEMENT SERVICES

Providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time.

ORGANIZATION & MANAGEMENT STUDIES

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety.

CLASSIFICATION & COMPENSATION STUDIES

Analyzing and developing classification and compensation plans using internal and external equity standards.

ECONOMIC DEVELOPMENT SERVICES

Assisting communities in the establishment and implementation of economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.

STRATEGIC PLANNING & IMPLEMENTATION

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.

REFERENCES

We are proud of the relationships that we have created over the years. Feel free to contact any of the following references who can attest to the quality of service that we provide.

JACK ANDERSON
Village President
Village of Greenville, WI
920-757-5181 *(cell)*

BARBARA DAUS
City Council President
City of Platteville, WI
608-348-3365 *(cell)*

SUSAN SANABRIA
President
Village of Wind Point, WI
262-994-0733 *(cell)*

MICHAEL BABLICK
Mayor
City of Park Falls, WI
715-762-2436 Ext. 229

DR. BILL DUNCAN
Village President
Village of Williams Bay, WI
262-245-2700

JOHN SCHUEPBACH
Former President
Village of Marshall, WI
608-655-4017 *(office)*

MARTY BECKER
Former Mayor
City of Port Washington, WI
262-707-1464 *(cell)*

RICH O'CONNOR
Mayor
City of Hudson, WI
715-386-4765 (Ext. 120) *(cell)*

RYAN SCHROEDER
Mayor
City of Delavan, WI
262-728-5585 ext. 11 *(office)*

MASON BECKER
City Council President
City of Fort Atkinson, WI
920-723-4924 *(cell)*

JOE OSTERMAN
Chair
Town of Lisbon, WI
262-246-6100 (Ext. 1200) *(office)*

JOHN SWISHER
President
Village of Johnson Creek, WI
414-659-6105 *(cell)*

DAVID BENFORADO
Village President
Village of Shorewood Hills, WI
608-535-2960

THOMAS PAVLIC
Mayor
City of Cudahy, WI
414-769-2222 *(office)*

MICHAEL THOM
Former Mayor
City of Columbus, WI
920-623-5900 *(cell)*

JEANNE CARPENTER
Former Village President
Village of Oregon, WI
608-358-7837 *(cell)*

HARLEY REABE
County Board Chair
Green Lake County, WI
920-294-0824 *(cell)*

DR. LANNY TIBALDO
Chair
Town of Lawrence, WI
920-619-6257 *(cell)*

ROGER TRUTTMAN
President
Village of New Glarus, WI
608-212-6785 *(cell)*

GERALD DEWOLFE
President,
Village of Ellsworth, WI
715-821-1097 *(cell)*

MARK MCANDREWS
Former Chair
Town of Buchanan, WI
920-734-8599 *(office)*

DAVID VARNAM
Mayor
City of Lancaster, WI
608-723-4109 *(cell)*

STEVE GENISOT
Mayor
City of Marinette, WI
906-399-8854 *(cell)*

TIM MCCUMBER
County Board Chair
Sauk County, WI
608-963-6581 *(cell)*

JIM WEISS
Chair
Town of Linn, WI
262-245-2700 *(cell)*

THEODORE GRANT
Mayor
City of Ripon, WI
920-896-6900 *(office)*

MARK MILLIREN
Mayor
City of Durand, WI
715-672-8770 *(office)*

DALE YURS
President
Village of Belleville, WI
608-577-9502 *(cell)*

TOM HARTZ
Former Mayor
City of Lake Geneva, WI
262-374-9127 *(cell)*

LAURA NELSON
Former President
Village of Suamico, WI
920-246-8212 *(cell)*

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GOVERNMENT EXPERIENCE

PAA CLIENTS

The number beside the municipality name is the number of times PAA has assisted the municipality. State of Wisconsin unless otherwise noted. View the interactive map on our website for the work that we have performed for these communities.

CITIES

Abbotsford (2)
Adams (2)
Algoma
Antigo (3)
Ashland (2)
Baraboo (2)
Berlin (2)
Brillion
Chilton (2)
Chippewa Falls (2)
Clintonville (2)
Columbus (3)
Crystal River Florida
Delavan (2)
DePere (3)
Durand (3)
Eagle River
El Paso, Illinois
Elroy (3)
Evansville (3)
Fond du Lac
Fort Atkinson (2)
Fox Lake (3)
Geneseo, Illinois
Hartford
Hillsboro (3)
Horicon (2)
Hudson
Independence, Iowa
Jefferson (4)
Kewaunee
Lake Geneva (2)
Lancaster (4)
Marinette (2)
Marquette, Iowa
Marshfield (2)
Mauston (3)
Menominee, Michigan
Mequon
Menasha
Merrill
Middleton
Milton
Mineral Point
Minonk, Illinois (3)
Monona (3)
Monroe (2)
New Lisbon
New London (3)
Niagara
Oak Park Heights, MN
Oconto (2)
Omro
Park Falls
Pine Island, MN
Platteville (5)
Prairie du Chien (2)
Princeton (2)
Port Washington
Racine
Reedsburg (2)
Rhinelander
Rice Lake
Richland Center
Ripon
Shawano (4)
South Haven, MI
St. Croix Falls
St. Francis
Sturgeon Bay (5)
Thorp
Tomah (2)
Verona (3)
Washburn (2)
Waukesha
Waupaca
Waupun
Wautoma
Wauwatosa (2)
Weyauwega (3)
Whitewater (3)

OVER 325
MUNICIPAL ADMINISTRATOR
SEARCHES SINCE 1998

VILLAGES

Ashwaubenon
Bayside (3)
Bellevue
Belleville
Bonduel
Brown Deer
Clinton (2)
Colfax
Cross Plains (2)
Darien
Denmark(2)
DeForest
East Troy
Edgar
Egg Harbor (2)
Elkhart Lake
Elm Grove
Ephraim
Fox Point (2)
Germantown
Grafton (2)
Greendale (2)
Greenville
Hales Corners
Hammond
Hartland (3)
Howard (3)
Johnson Creek (3)
Kewaskum
Little Chute (5)
Lodi (3)
Marshall (2)
Maple Bluff
McFarland (2)
Merton
New Glarus (3)
North Fond du Lac (3)
Oregon (2)
Osceola (3)
Paddock Lake (2)
Palmyra
Pardeeville
Port Edwards
Poynette Prairie du Sac
Pulaski
Rothschild
Salem Lakes
Sherwood
Slinger (2)
Somerset
Spring Green
Suamico (3)
Stanley
Sussex
Thiensville (2)
Turtle Lake
Twin Lakes (2)
Union Grove (2)
Waterford
Waunakee
W. Milwaukee (3)
Williams Bay (2)
Wind Point (2)
Winneconne (4)
Whitefish Bay (2)
Wrightstown (3)

TOWNS

Algoma (3)
Beloit
Buchanan (5)
Cedarburg (2)
Clayton
Empire
Fox Crossing (Menasha) (4)
Gibraltar (2)
Grand Chute (3)
Greenville (2)
La Pointe (2)
Lawrence (2)
Ledgeview
Linn
Lisbon
Oconto
Osceola
Rib Mountain
Richfield (2)
Sevastopol
Shorewood Hills
Weston

COUNTIES

Ashland
Chippewa
Dodge
Door
Grant
Green Lake
Iowa
Kewaunee
Monroe
Oconto (2)
Polk (3)
Price
Richland
Sauk
Sawyer
Shawano
Trempealeau
Wabasha, MN (2)
Waushara
Washburn
Grant

YOUR PROJECT TEAM

If selected, two PAA consultants would work on your project. The project lead and your point of contact will be Jon Hochkammer. Biographical information follows.

DAVID BRETL

Vice President/Shareholder

David Bretl has as served local governments in Wisconsin for twenty-nine years. He retired in early 2020 from his position as County Administrator and Corporation Counsel for Walworth County, Wisconsin, a combined position that he held since 2003. He began working as a consultant for PAA in 2018 and joined as a shareholder in in 2020. During his eighteen years at Walworth County, Dave was involved in the two board down-sizings, the replacement of most of the County's facilities and the consolidation of six departments. Dave helped organize and moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal, county and town governments). In 2005 he helped organize a county-wide private-public economic development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.). In 2015 that organization honored him by establishing the Dave Bretl Community Betterment Award. In addition to conducting studies and recruitments at PAA, Dave served as the Interim Administrative Coordinator for Sauk County, Wisconsin the Interim Village Administrator in Williams Bay, Wisconsin on two occasions and as the Interim Village Administrator for Salem Lakes, Wisconsin. Dave earned a Master's Degree in Public Administration and a Law Degree from the University of Wisconsin-Madison.

JON HOCHKAMMER

Associate

Jon Hochkammer has over forty years of public sector experience in Wisconsin. He recently retired from his twenty-one-year employment with the Wisconsin Counties Association (WCA). While employed with the WCA, Jon served as Director of Insurance Operations, Legislative Director and Outreach Manager. He was elected Wisconsin State Senate Sergeant-at-Arms in 1994 and held that position for eight years during which he also served as President of the National Association of Legislative Services and Security Association.

Jon gained extensive first-hand experience working at the local, state and federal level through these employment opportunities.

Jon has twenty-nine years of local elected experience. He was elected to the Manitowoc County Board of Supervisors in 1984. He served for eight years including serving as its board chairperson/administrative coordinator. He was elected to the Verona City Council in 1997 including serving as Mayor from 2006 - 2018. Jon was President of the Dane County Cities and Villages Association from 2007 - 2018.

Jon is a member of the Leadership Wisconsin Board of Directors. He is President of the Friends of the Dane County Bookmobile Board and chairs the Dane County Area Agency on Aging Access Committee. Prior service with Dane County includes the following boards: Area Agency on Aging Board (Chair), Specialized Transportation Commission, Human Services Board, and Library Board (Chair). Additionally, he was Fitch-Rona EMS Commission Treasurer, Verona Fire District President, Newton Fire Department President and 1st Assistant Chief, and on the Madison Family Medicine Residency Board.

Attachment 2

Cost and Methodology

PAA proposes to conduct this recruitment for a cost of $18,900. Options, explained below can reduce this to $18,100. Our proposed methodology for the recruitment is as follows:

1. Kickoff meeting with the Village Board and appropriate staff

What we do: This meeting ensures that there is a "meeting of minds" in terms of the overall methodology of the recruitment including the schedule and key milestones. It also helps PAA prepare documents for the recruitment. During this meeting, we explore the characteristics you seek in the next Village Manager. We will review with you the relevant ordinances and job description, prepare revisions, if needed, and seek your input into the position profile, which will be a key document in our recruitment process. We will discuss your salary expectations for the position as well as key terms of an employment contract if you choose to have one.

Options: It is possible to conduct this meeting via Zoom if the Village has had success with Zoom meetings and Board members are comfortable with this approach. If you want to hold this meeting via Zoom, PAA will deduct $400 from the $18,900 contract amount.

Timing: We have included dates in this proposal to give you a sense of the timing of the recruitment. Actual dates are determined by the Village and are subject to consultant availability. Approval of a contract with PAA will begin the recruitment. Strictly for illustration we will assume a contract with PAA is approved and our kick-off meeting is held on July 2. You may delay the start date of our engagement as necessary based on availability of Village personnel and your recruitment goals. PAA would be ready to start as early as July 2 assuming a contract is in place.

2. Approval of recruitment documents and plan/advertising

What we do: With the benefit of the information we receive at our first meeting, PAA will meet with you again to obtain your final approval of the recruitment schedule, position description, position profile and advertising plan. We have developed a strategy for advertising based on years of experience. At this meeting we will share with you the specific sites where we will place your position announcement. These will include national job boards, such as the International City/County Management Association, regional job boards and Wisconsin-specific resources such as the League of Wisconsin Municipalities. Included in our price is an advertising allowance of $1,800 which will pay for the ads in our plan. If you desire to advertise in additional sources we are happy to place the ads at their actual cost which will be in addition to our fixed price. At this second meeting we will discuss with you and learn your preferences as to what separates an ideal or highly qualified candidate from one which simply meets the minimum qualifications for the position. This will be important to help PAA and the Village focus attention on the most viable candidates. We would like to lock in dates for the rest of the recruitment at this meeting. This will reduce the chances of a candidate not being able to attend the final assessment. This would be an in-person meeting unless you choose virtual (See below).

Timing: If the kick-off meeting is held on July 2, this second meeting (approval of recruiting documents) could be held as early as July 23. Our ads could begin running as early as July 24.

Options: It is possible to conduct this meeting via Zoom. If you want to hold this meeting via Zoom, PAA will deduct $400 from the $18,900 contract amount.

3. Application period is open

What we do: During the application period, PAA will be encouraging candidates to apply and responding to applicant inquiries. We will conduct recorded Zoom interviews with candidates who we deem most qualified for the position and conduct reference reports on those candidates which will be shared with the Village.

Timing: If the position is posted on July 24, we recommend that the recruitment period be open until August 19.

4. Candidate Report

What we do: PAA will furnish the Board with a confidential candidate report that will provide a summary of all applicants for the position classified as “Well-qualified," "Qualified” and “Not Qualified.” We will conduct short recorded Zoom interviews with candidates that meet the minimum requirements for the position. Our report will also identify our recommendation of finalists for the position and rationale for selection. Our preferred method of getting this information to you is a Google drive file. This will permit Trustees to watch the videos and read background information prior to our meeting (#5 below). If you do not want to work with Google drive we can get the videos to your IT department for distribution to Board members.

Timing: If the recruitment closes on August 19, we can furnish this report to the Village by August 27.

5. Selection of finalists.

What we do: PAA will meet with Village officials in closed session to discuss the candidate report described above. This is the opportunity for the Village to review PAA’s recommendations of the candidates and select finalists. PAA will seek input into final interview questions and discuss the parameters of reimbursement of candidate travel and lodging expenses (if any are to be provided). Details of the final candidate assessment will be discussed and approved.

Timing: If the recruitment closes on August 19, we can conduct the finalist selection meeting as early as August 30.

6. Assessment.

What we do: Finalists will be invited to Harrison to participate in an assessment. PAA facilitates this process. Assessment activities are up to the client but, at a minimum, typically involve a formal board interview, an interview with department heads, a community tour and a "meet and greet" activity.

Timing: Assuming finalists are selected on August 30, the assessment could take place as early as September 9/10.

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7. Contract negotiation.

What we do: Normally, PAA receives instructions from our client and negotiates an employment agreement for review and approval by the Board. We will work with your Village Attorney or outside employment attorney. PAA does not provide legal services so review of the contract by the Village's attorney is essential.

Timing: If a finalist is selected on August 30, it should be possible to complete a contract assuming "a meeting of the minds" no later than September 13.

8. Confirmation

Assuming a contract is completed; the Board could meet as early as early as the week of September 16 to confirm the candidate as the next Manager. PAA would not attend that meeting in person but would be available via Zoom if requested by the Village. Confirmation is typically contingent upon a background check that is acceptable to the Village as well as physical or psychological exams that the Village might require and/or drug testing. The background check is the responsibility of the Village. Most municipal clients normally utilize law enforcement, such as a police department or Sheriff's Office, to conduct the background check.

9. Start date of new Village Manager

An employed candidate will typically require a minimum of thirty-days notice to leave his or her current employer in a professional manner. The Village's meeting schedule, as well as time it takes to complete the background check, will start that clock running. A candidate is not likely to resign his or her employment until a contract is approved and all contingencies have been resolved. Many clients are surprised by the time it takes to get a new administrator or manager on board.

A consultant can tell you what you want to hear, but a minimum of 60-70 days are baked into the process in a normal recruitment (advertising, background check and candidate notice). We would be happy to discuss a more aggressive timetable, however steps would need to be modified (such as a reduced period of advertising or a shorter list of finalists) to make it more likely that your next Village Manager can be on-board before mid-October. Given the importance of this decision to the Village, finding the right fit for a long-term relationship with your next Village Manager needs to be the primary goal. The realistic start date for your next Village Manager would be late-October.

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ATTACHMENT 3

SUMMARY OF PROPOSED SCHEDULE AND COST OPTIONS

Summary of potential recruitment schedule

Dates are shown for illustration purposes and are dependent upon approval of a contract with PAA as well as Village scheduling preferences and consultant availability.

July 2	Kick-off meeting
July 23	Approval of recruitment documents
July 24	Recruitment opens
August 19	Recruitment closes
August 27	Report provided to Village
August 30	Selection of finalists
September 9/10	Assessment center and finalist selection
September 13	Contract negotiations
September 16	Confirmation by Village Board
Late October	Probable start date for next Manager

Price for full recruitment: $18,900

Less deductions for options selected by Village

Virtual kick-off meeting: -$400

Virtual approval of documents meeting: -$400

Price with all deductions selected: $18,100

Attachment 4

CITY OF LANCASTER

ADMINISTRATOR RECRUITMENT

POSITION PROFILE

Public Administration Associates

This recruitment is facilitated by Public Administration Associates, LLC

PROFILE OVERVIEW

The City of Lancaster seeks its next dynamic leader to help guide the city government for this picturesque Grant County community. Under the direction of the mayor and city council, the city administrator oversees day to day operations for the City of Lancaster. This position provides leadership for city departments like public works, fire and police, the library, and city golf course. The city administrator will work with departments on developing and implementing the annual budget which for 2024 totals $9.8 million. The administrator helps coordinate the city's day to day operations, convenes stakeholders to resolve challenges, and will also be the city's lead point of contact for private, public, and non-profit partners on various community focused initiatives. The salary for this position is $100,000 to $125,000 DOQ plus excellent benefits.

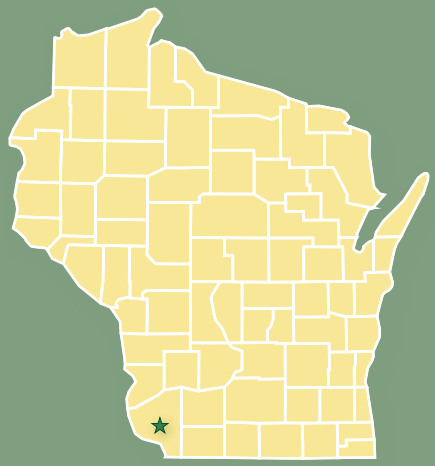
THE COMMUNITY

Quality of Life

Lancaster boasts a variety of family recreational opportunities including seven parks, an 18-hole golf course, and a public swimming pool at its popular Memorial Park. In addition to the pool and waterslide, the park features basketball and volleyball courts, softball diamonds, and a pond for fishing that includes a handicap accessible pier. Located in the heart of Grant County, there are over 30 miles of off-road bike trails in the region, with an additional 450 miles of on road routes that wind through rolling cropland and clear, spring fed streams and creeks. The region has a series of ATV/UTV trails that help support local tourism, restaurants and shops.

History

Lancaster is a community rich in history. Located in the Driftless Region of southwest Wisconsin, Lancaster is the county seat of Grant County and home to around 4,000 residents. The county seat of Grant County Wisconsin, Lancaster is named after a homesick settler who found his way to the Midwest from Lancaster, Pennsylvania. The discovery of lead brought settlers to the region and Lancaster was in fact one of the earliest settlements in what we now know as Wisconsin. A classic town square style downtown illustrates the community's rich heritage and features an iconic county courthouse. That site was home to the original Grant County Courthouse in 1838. The county's courthouse still stands there today with that building constructed in 1902. Lancaster is home to the first publicly conceived Civil War monument, which was publicly dedicated in 1867. Lancaster was home to Wisconsin's first Governor, Nelson Dewey.



Situated in Southwest Wisconsin, the Grant and Wisconsin Rivers are only minutes away. Lancaster is surrounded by miles of trout streams and popular kayak and canoe routes.

STRONG ECONOMY

Lancaster is an affordable community with a high quality of life. It consistently maintains an unemployment rate below state and federal averages, most recently at 3.8%. Cost of living remains much lower than many other communities of its size with median rent on a two bedroom around $800 a month. The community is projected to experience steady job growth over the next decade, with an expected increase of more than 32% over that time. Median household incomes and home values have both experienced healthy, sustainable growth in recent years, providing stability and opportunities for families of all ages.

Centrally located in Grant County, Lancaster is home to a regional medical center and within minutes of an NCAA Division three Wisconsin State College, the University of Wisconsin-Platteville. The median household income in Lancaster is over $77,000 annually, 10% higher than the state of Wisconsin. Health care and public employment with Grant County government and the local schools are among the community's top employers. Lancaster also boasts healthy growth in private industry with companies such as Amcor and Skyline Homes which support hundreds of family supporting jobs.

EDUCATION

Lancaster is a vibrant community, offering a wide range of opportunity for those of all ages. The population of just under 4,000 residents has held relatively steady over the past decade. The community's median age is around 40 years-old and Lancaster has around 1,500 households. Lancaster has public school district with an elementary, middle, and high school, and a private Catholic elementary school. The Lancaster K-12 school district has just under 1,000 students with the largest average class sizes in grades Kindergarten through 5th grade, indicative of the community's vitality for many years to come.

The community is within minutes of six institutions of higher learning, including the Southwest Technical College and University of Wisconsin-Platteville. These campuses have a combined 50,000 students and are gateways to the region's economy. Nearby Southwest Technical College has over 2,500 students in a wide-range of career oriented, hands-on learning programs while the University of Wisconsin-Platteville continues to see steadily increasing enrollment. The campus has over 6,700 students this year, a 3% increase over last school year.

GOVERNMENT

Leading the City of Lancaster means working for a community that's committed to delivering consistent, highly skilled, efficient, and responsive services. The city has adopted the following five goals:

1. Providing quality, cost effective municipal services
2. Support economic and community development activities that promote employment growth, new housing opportunities, and maintains Lancaster's strong base of retail and service enterprises
3. Maintain the city's infrastructure
4. Monitor, protect, and improve the financial position of the city and its various businesses
5. Address state and federal mandates in a manner that minimizes negative fiscal or regulatory impacts on residents and businesses in Lancaster

The City of Lancaster is served by an elected mayor and eight-member city council. 15 city committees made up of elected officials and citizen volunteers provide input and guidance on vital public services including parks, the airport, fire department, streets, the library, and how the community grows.

Grant Regional Health Center has served the region for 68 years.

Lancaster Fire Department has served the community for 125 years.

Lancaster is committed to growth that is robust, shared, and enduring.

Schreiner Memorial Library serves more than 4,000 Lancaster residents.

THE IDEAL CANDIDATE

Skills & Experience

Requires a Bachelor's degree in public administration, business administration, planning, finance or accounting or a related field. Master's degree is preferred. Significant experience in the administration of a complex organization, including a minimum of three years of upper-level management experience is required. ICMA-CM certification is a plus. An equivalent combination of education and experience which provides necessary knowledge, skills and abilities may be considered. Private sector and military candidates who have led comparably-sized, complex organizations are encouraged to apply.

The Opportunity to Lead Lancaster

The city administrator plans, coordinates, and guides city government function under policy guidance and supervision from the mayor and city council. The position oversees development and implementation of a nearly $10 million annual budget with just over $2 million for capital projects (2024 figures).

The next administrator of Lancaster will have an active role in managing projects including: a $2.25 million renovation at the Lancaster Fire & EMS station, $1.8 million for reconstruction of McKinley Street, and the estimated $2.6 million replacement of the city's wastewater pumping station in Memorial Park.

More information about Lancaster can be found at: www.lancasterwisconsin.com

Additional details about the position can be located at: www.public-administration.com/jobs

The Lancaster city administrator works collaboratively with the mayor, city council, city departments and residents to ensure effective and efficient delivery of public services. The Administrator helps manage 32 full and part time city employees.

HOW TO APPLY

Email cover letter, résumé, three professional references and salary history as a single PDF to Jon Hochkammer Public Administration Associates, LLC at *jonhochkammer@gmail.com*. Include Lancaster Administrator Search in the subject line. Questions regarding the position should be directed to Mr. Hochkammer at 608-225-3024. The deadline for applications is May 13, 2024.

Confidentiality must be requested by applicant and cannot be provided for finalists.

Services Agreement for Village Manager Recruitment

This Agreement is entered into as of this _____day of _____, 2024 by and between Public Administration Associates, LLC, ("PAA") and Harrison, Wisconsin, ("Village").

Whereas, Village needs assistance with professional recruitment of a Village Manager; and

Whereas, PAA has expertise in professional recruitment;

Therefore, the parties agree as follows:

1. **Services**. At Village's request, PAA will provide those services set forth in Attachment A which is incorporated herein. Services provided by PAA will depend upon which options set forth in said Attachment A are selected by the Village ("Options"). If the Village does not notify PAA to the contrary, PAA will perform all of the work set forth in Exhibit A; that is PAA will assume no Options have been selected.

2. **Term**. PAA anticipates that this recruitment will take approximately fourteen weeks to complete, depending upon the availability of Village officials to conduct key meetings.

3. **Payment**. For these services, Village will pay PAA an amount not to exceed $18,900 less price reductions attributable to Options selected by the Village and work performed by PAA as set forth on Exhibit A. ("Recruitment Cost"). Payment shall be made as follows.

A. One-third of Recruitment Cost upon approval of recruitment documents;

B. One-third of Recruitment Cost upon selection of the finalists for the position; and

C. One-third Recruitment Cost upon confirmation of the Village Manager by the Village Board.

D. If Village terminates this contract prior to the conclusion of services by PAA, Village will immediately pay PAA for the next one-third of the Recruitment Cost. For example, if Village has paid PAA one-third upon approval of recruitment documents and terminates the contract prior to the selection of the finalist candidates, then the Village will immediately pay PAA another one-third of the Recruitment Cost.

E. PAA may terminate this agreement at any time if Village has not made payment within 45 days of invoicing.

F. Included in the Recruitment Cost are all fees for PAA's professional services, the cost of advertising as well as consultant mileage, meals and lodging and postage. The following expenses are not included in the above-stated price and are the responsibility of the Village: Candidate travel and lodging if authorized by the Village, final candidate physical or psychological exam or drug testing if required by the Village, candidate background check (normally conducted by local law enforcement). Village is responsible for all room rental charges (if a venue is required

for the community meet and greet) as well as the cost of refreshments (if any are to be provided) for any portion of the assessment activities. PAA will provide all documents electronically. If hard-copies of documents are requested PAA will charge twenty cents per page.

4. **Professional Conduct**. PAA will provide the services to Village in a professional and business-like manner and will act in accordance with all Federal, State, and local laws, regulations, rules and ordinances. PAA will at all times endeavor to uphold and preserve the reputation of Village.

5. **Cooperation, Conduct and Village Responsibilities**. Similarly, Village and its representatives will act and communicate at all times in a professional manner, will provide its full cooperation to PAA in PAA's search on behalf of Village agrees to assist PAA in distribution of electronic documents to Village Board members and staff, furnish PAA with photographs (if available) and documents to assist in the preparation of recruitment materials and coordinate meeting/testing rooms. Village is responsible for properly noticing all meetings. PAA does not provide legal services. PAA will comply with all Federal, State, and local laws, regulations, rules and ordinances, including anti-discrimination laws, regulations, rules and ordinances.

6. **Liability Insurance**. PAA carries professional liability insurance with limits of $1,000,000 per occurrence/$1,000,000 aggregate.

7. **Hold Harmless & Indemnity**. To the extent permitted by law, Village agrees to hold harmless, indemnify and defend PAA from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or Village for Village's negligent or intentional conduct resulting in damages to a candidate or third party. Similarly, PAA agrees to hold harmless, indemnify, and defend Village from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or Village for PAA's negligent or intentional conduct resulting in damages to a candidate or third party.

8. **PAA Guarantees:** If the initial search is not successful, PAA will conduct an additional search until the Village Manager position is filled. If the candidate selected either resigns or is terminated for cause within the first twelve months of employment, PAA will conduct a new search. In either case, PAA will waive its consulting fee. Village would be responsible for advertising costs and consultant mileage for subsequent searches.

9. **Authorized Signatory**. The person signing this contract on behalf of Village warrants and represents that she/he/they have the authority to do so.

10. **No Assignment**. Neither party may assign this contract without the written consent of the other party.

11. **Entire Agreement**. This contract contains the entire agreement between the parties, and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.

12. **Disclosure of Attorney**. PAA discloses to Village that one of PAA's members is an attorney; however, PAA will not provide Village with legal advice. Village must seek legal advice from its own counsel.

13. **Governing Law**. This agreement is governed by the laws of the State of Wisconsin.

Dated this ___ day of _____, 2024.

PUBLIC ADMINISTRATION ASSOCIATES, LLC

By_____
DAVID A BRETL, Vice President

By:_____

VILLAGE OF HARRISON

By_____

Public Administration Associates, LLC

June 19, 2024

Allison Blackmer
Village President

Via Email

Dear President Blackmer;

Thank you for providing us with an opportunity to submit our proposal for your upcoming Finance Director search. Public Administration Associates, LLC (PAA) has been serving local governments since 1998. We have a team of local government experts that can bring value to your Village at this time of transition. Jon Hochkammer and I would be working on this project. Jon joined our firm after serving county, state and municipal governments for more than forty years. I joined PAA as a shareholder following a career of nearly thirty years in county and municipal government.

PAA specializes in public sector executive recruitment and interim management. During the past year we performed approximately 25 executive recruitments for cities, villages, towns and counties. We are in contact with a significant number of qualified candidates in both Wisconsin and the Midwest. We would challenge any recruiting firm to match our experience in Wisconsin local government.

Information about our firm and the consultants that would be working on your projects is contained in Attachment 1. Our proposal and methodology are set forth in Attachment 2. Attachment 3 provides a summary of potential milestone dates and pricing options. Attachment 4 is an example of a position profile that we recently prepared for another client, East Dubuque, Illinois. Finally, Attachment 5 is a draft of our services agreement.

Our pricing typically compares favorably to our competitors. We pride ourselves on "what you see is what you get pricing." We do offer several options in our proposal to reduce the cost of the recruitment. With a few exceptions our service agreement sets forth the total cost of this project. You will not be billed separately for expenses such as advertising, consultant travel and lodging. If we are not successful in our initial recruitment or your Finance Director quits during their first year of service, we will perform another search. In that case, the Village of Harrison will only be responsible for the actual cost of advertising and consultant mileage.

Thank you for your consideration. We agree to hold this pricing for thirty days. Please reach out to me at (414) 350-3328 with any questions about this proposal.

Sincerely,

David A. Bretl
Vice President

David Bretl
414-350-3328
bretld.paa@gmail.com

1155 W. South Street
Whitewater, WI 53190

QUALIFICATIONS

Public Administration Associates, LLC, "PAA" is recognized among the most trusted and effective local government consultants in Wisconsin and the Midwest. All of our consultants are highly skilled former and current public sector practitioners, each of whom has served many years in top-level leadership roles in town, village, city and county governments. We achieve excellent results through an unparalleled commitment to public service, high standards and the efficient use of client time and resources.

Public Administration Associates

Since 1998 PAA has conducted over 350 executive searches. A significant amount of our work repeat business from satisfied clients who have trusted our firm over the past three decades.

PAA was founded in 1998 by partners William (Bill) Frueh, Denise Frueh and Dr. Stephen (Steve) Hintz. Bill and Denise had served in local government for many years while Steve was a professor for over thirty years in the MPA program at the University of Wisconsin-Oshkosh. A core principle of the start-up company then was to improve communities through professional municipal management by providing quality and affordable consulting services to local government. Service was a priority over profit. Although our company has grown over the years, our commitment to returning value to the profession that we served remains our top priority.

Today, PAA is comprised of seventeen associate consultants in addition to the shareholder owners Kevin Brunner, Chris Swartz and Dave Bretl. We are based in Whitewater, Wisconsin, however, our consultants live throughout the State of Wisconsin. PAA is a comprehensive consulting firm.

SINCE 1998

COMPREHENSIVE GOVERNMENT CONSULTING SERVICES

EXECUTIVE RECRUITMENT

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.

INTERIM MANAGEMENT SERVICES

Providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time.

ORGANIZATION & MANAGEMENT STUDIES

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety.

CLASSIFICATION & COMPENSATION STUDIES

Analyzing and developing classification and compensation plans using internal and external equity standards.

ECONOMIC DEVELOPMENT SERVICES

Assisting communities in the establishment and implementation of economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.

STRATEGIC PLANNING & IMPLEMENTATION

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.

REFERENCES

We are proud of the relationships that we have created over the years. Feel free to contact any of the following references who can attest to the quality of service that we provide.

JACK ANDERSON
Village President
Village of Greenville, WI
920-757-5181 *(cell)*

MICHAEL BABLICK
Mayor
City of Park Falls, WI
715-762-2436 Ext. 229

MARTY BECKER
Former Mayor
City of Port Washington, WI
262-707-1464 *(cell)*

MASON BECKER
City Council President
City of Fort Atkinson, WI
920-723-4924 *(cell)*

DAVID BENFORADO
Village President
Village of Shorewood Hills, WI
608-535-2960

JEANNE CARPENTER
Former Village President
Village of Oregon, WI
608-358-7837 *(cell)*

BARBARA DAUS
City Council President
City of Platteville, WI
608-348-3365 *(cell)*

DR. BILL DUNCAN
Village President
Village of Williams Bay, WI
262-245-2700

RICH O'CONNOR
Mayor
City of Hudson, WI
715-386-4765 (Ext. 120) *(cell)*

JOE OSTERMAN
Chair
Town of Lisbon, WI
262-246-6100 (Ext. 1200) *(office)*

THOMAS PAVLIC
Mayor
City of Cudahy, WI
414-769-2222 *(office)*

HARLEY REABE
County Board Chair
Green Lake County, WI
920-294-0824 *(cell)*

SUSAN SANABRIA
President
Village of Wind Point, WI
262-994-0733 *(cell)*

JOHN SCHUEPBACH
Former President
Village of Marshall, WI
608-655-4017 *(office)*

RYAN SCHROEDER
Mayor
City of Delavan, WI
262-728-5585 ext. 11 *(office)*

JOHN SWISHER
President
Village of Johnson Creek, WI
414-659-6105 *(cell)*

MICHAEL THOM
Former Mayor
City of Columbus, WI
920-623-5900 *(cell)*

DR. LANNY TIBALDO
Chair
Town of Lawrence, WI
920-619-6257 *(cell)*

ROGER TRUTTMAN
President
Village of New Glarus, WI
608-212-6785 *(cell)*

GERALD DEWOLFE
President,
Village of Ellsworth, WI
715-821-1097 *(cell)*

MARK MCANDREWS
Former Chair
Town of Buchanan, WI
920-734-8599 *(office)*

DAVID VARNAM
Mayor
City of Lancaster, WI
608-723-4109 *(cell)*

STEVE GENISOT
Mayor
City of Marinette, WI
906-399-8854 *(cell)*

TIM MCCUMBER
County Board Chair
Sauk County, WI
608-963-6581 *(cell)*

JIM WEISS
Chair
Town of Linn, WI
262-245-2700 *(cell)*

THEODORE GRANT
Mayor
City of Ripon, WI
920-896-6900 *(office)*

MARK MILLIREN
Mayor
City of Durand, WI
715-672-8770 *(office)*

DALE YURS
President
Village of Belleville, WI
608-577-9502 *(cell)*

TOM HARTZ
Former Mayor
City of Lake Geneva, WI
262-374-9127 *(cell)*

LAURA NELSON
Former President
Village of Suamico, WI
920-246-8212 *(cell)*

UNPARALLED LOCAL
GOVERNMENT EXPERIENCE

PAA CLIENTS

The number beside the municipality name is the number of times PAA has assisted the municipality. State of Wisconsin unless otherwise noted. View the interactive map on our website for the work that we have performed for these communities.

CITIES

Abbotsford (2)
Adams (2)
Algoma
Antigo (3)
Ashland (2)
Baraboo (2)
Berlin (2)
Brillion
Chilton (2)
Chippewa Falls (2)
Clintonville (2)
Columbus (3)
Crystal River Florida
Delavan (2)
DePere (3)
Durand (3)
Eagle River
El Paso, Illinois
Elroy (3)
Evansville (3)
Fond du Lac
Fort Atkinson (2)
Fox Lake (3)
Geneseo, Illinois
Hartford
Hillsboro (3)
Horicon (2)
Hudson
Independence, Iowa
Jefferson (4)
Kewaunee
Lake Geneva (2)
Lancaster (4)
Marinette (2)
Marquette, Iowa
Marshfield (2)
Mauston (3)
Menominee, Michigan
Mequon
Menasha
Merrill
Middleton
Milton
Mineral Point
Minonk, Illinois (3)
Monona (3)
Monroe (2)
New Lisbon
New London (3)
Niagara
Oak Park Heights, MN
Oconto (2)
Omro
Park Falls
Pine Island, MN
Platteville (5)
Prairie du Chien (2)
Princeton (2)
Port Washington
Racine
Reedsburg (2)
Rhinelander
Rice Lake
Richland Center
Ripon
Shawano (4)
South Haven, MI
St. Croix Falls
St. Francis
Sturgeon Bay (5)
Thorp
Tomah (2)
Verona (3)
Washburn (2)
Waukesha
Waupaca
Waupun
Wautoma
Wauwatosa (2)
Weyauwega (3)
Whitewater (3)

OVER 325
MUNICIPAL ADMINISTRATOR
SEARCHES SINCE 1998

VILLAGES

Ashwaubenon
Bayside (3)
Bellevue
Belleville
Bonduel
Brown Deer
Clinton (2)
Colfax
Cross Plains (2)
Darien
Denmark(2)
DeForest
East Troy
Edgar
Egg Harbor (2)
Elkhart Lake
Elm Grove
Ephraim
Fox Point (2)
Germantown
Grafton (2)
Greendale (2)
Greenville
Hales Corners
Hammond
Hartland (3)
Howard (3)
Johnson Creek (3)
Kewaskum
Little Chute (5)
Lodi (3)
Marshall (2)
Maple Bluff
McFarland (2)
Merton
New Glarus (3)
North Fond du Lac (3)
Oregon (2)
Osceola (3)
Paddock Lake (2)
Palmyra
Pardeeville
Port Edwards
Poynette Prairie du Sac
Pulaski
Rothschild
Salem Lakes
Sherwood
Slinger (2)
Somerset
Spring Green
Suamico (3)
Stanley
Sussex
Thiensville (2)
Turtle Lake
Twin Lakes (2)
Union Grove (2)
Waterford
Waunakee
W. Milwaukee (3)
Williams Bay (2)
Wind Point (2)
Winneconne (4)
Whitefish Bay (2)
Wrightstown (3)

TOWNS

Algoma (3)
Beloit
Buchanan (5)
Cedarburg (2)
Clayton
Empire
Fox Crossing (Menasha) (4)
Gibraltar (2)
Grand Chute (3)
Greenville (2)
La Pointe (2)
Lawrence (2)
Ledgeview
Linn
Lisbon
Oconto
Osceola
Rib Mountain
Richfield (2)
Sevastopol
Shorewood Hills
Weston

COUNTIES

Ashland
Chippewa
Dodge
Door
Grant
Green Lake
Iowa
Kewaunee
Monroe
Oconto (2)
Polk (3)
Price
Richland
Sauk
Sawyer
Shawano
Trempealeau
Wabasha, MN (2)
Waushara
Washburn
Grant

YOUR PROJECT TEAM

If selected, two PAA consultants would work on your project. The project lead and your point of contact will be Jon Hochkammer. Biographical information follows.

DAVID BRETL

Vice President/Shareholder

David Bretl has as served local governments in Wisconsin for twenty-nine years. He retired in early 2020 from his position as County Administrator and Corporation Counsel for Walworth County, Wisconsin, a combined position that he held since 2003. He began working as a consultant for PAA in 2018 and joined as a shareholder in in 2020. During his eighteen years at Walworth County, Dave was involved in the two board down-sizings, the replacement of most of the County's facilities and the consolidation of six departments. Dave helped organize and moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal, county and town governments). In 2005 he helped organize a county-wide private-public economic development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.). In 2015 that organization honored him by establishing the Dave Bretl Community Betterment Award. In addition to conducting studies and recruitments at PAA, Dave served as the Interim Administrative Coordinator for Sauk County, Wisconsin the Interim Village Administrator in Williams Bay, Wisconsin on two occasions and as the Interim Village Administrator for Salem Lakes, Wisconsin. Dave earned a Master's Degree in Public Administration and a Law Degree from the University of Wisconsin-Madison.

JON HOCHKAMMER

Associate

Jon Hochkammer has over forty years of public sector experience in Wisconsin. He recently retired from his twenty-one-year employment with the Wisconsin Counties Association (WCA). While employed with the WCA, Jon served as Director of Insurance Operations, Legislative Director and Outreach Manager. He was elected Wisconsin State Senate Sergeant-at-Arms in 1994 and held that position for eight years during which he also served as President of the National Association of Legislative Services and Security Association.

Jon gained extensive first-hand experience working at the local, state and federal level through these employment opportunities.

Jon has twenty-nine years of local elected experience. He was elected to the Manitowoc County Board of Supervisors in 1984. He served for eight years including serving as its board chairperson/administrative coordinator. He was elected to the Verona City Council in 1997 including serving as Mayor from 2006 - 2018. Jon was President of the Dane County Cities and Villages Association from 2007 - 2018.

Jon is a member of the Leadership Wisconsin Board of Directors. He is President of the Friends of the Dane County Bookmobile Board and chairs the Dane County Area Agency on Aging Access Committee. Prior service with Dane County includes the following boards: Area Agency on Aging Board (Chair), Specialized Transportation Commission, Human Services Board, and Library Board (Chair). Additionally, he was Fitch-Rona EMS Commission Treasurer, Verona Fire District President, Newton Fire Department President and 1st Assistant Chief, and on the Madison Family Medicine Residency Board.

Attachment 2

Cost and Methodology

PAA proposes to conduct this recruitment for a cost of $18,900. Options, explained below can reduce this to $18,100. Our proposed methodology for the recruitment is as follows:

1. Kickoff meeting with the Selection Committee and appropriate staff

What we do: This meeting ensures that there is a "meeting of minds" in terms of the overall methodology of the recruitment including the schedule and key milestones. It also helps PAA prepare documents for the recruitment. During this meeting, we explore the characteristics you seek in the next Finance Director. We will review with you the relevant ordinances, ssist you in drafting a job description and seek your input into the position profile, which will be a key document in our recruitment process. We will discuss your salary expectations for the position as well as key terms of an employment contract if you choose to have one.

Options: It is possible to conduct this meeting via Zoom if the Village has had success with Zoom meetings and Selection Committee members are comfortable with this approach. If you want to hold this meeting via Zoom, PAA will deduct $400 from the $18,900 contract amount.

Timing: We have included dates in this proposal to give you a sense of the timing of the recruitment. Actual dates are determined by the Village and are subject to consultant availability. Approval of a contract with PAA will begin the recruitment. Strictly for illustration we will assume a contract with PAA is approved and our kick-off meeting is held on July 2. You may delay the start date of our engagement as necessary based on availability of Village personnel and your recruitment goals. PAA would be ready to start as early as July 2 assuming a contract is in place.

2. Approval of recruitment documents and plan/advertising

What we do: With the benefit of the information we receive at our first meeting, PAA will meet with you again to obtain your final approval of the recruitment schedule, position description, position profile and advertising plan. We have developed a strategy for advertising based on years of experience. At this meeting we will share with you the specific sites where we will place your position announcement. These will include national job boards, such as the Government Finance Officers Association, regional job boards and Wisconsin-specific resources such as the League of Wisconsin Municipalities. Included in our price is an advertising allowance of $2,000 which will pay for the ads in our plan. If you desire to advertise in additional sources we are happy to place the ads at their actual cost which will be in addition to our fixed price. At this second meeting we will discuss with you and learn your preferences as to what separates an ideal or highly qualified candidate from one which simply meets the minimum qualifications for the position. This will be important to help PAA and the Village focus attention on the most viable candidates. We would like to lock in dates for the rest of the recruitment at this meeting. This will reduce the chances of a candidate not being able to attend the final assessment. This would be an in-person meeting unless you choose virtual (See below).

Timing: If the kick-off meeting is held on July 2, this second meeting (approval of recruiting documents) could be held as early as July 23. Our ads could begin running as early as July 24.

Options: It is possible to conduct this meeting via Zoom. If you want to hold this meeting via Zoom, PAA will deduct $400 from the $18,900 contract amount.

3. Application period is open

What we do: During the application period, PAA will be encouraging candidates to apply and responding to applicant inquiries. We will conduct recorded Zoom interviews with candidates who we deem most qualified for the position and conduct reference reports on those candidates which will be shared with the Selection Committee.

Timing: If the position is posted on July 24, we recommend that the recruitment period be open until August 19.

4. Candidate Report

What we do: PAA will furnish the Board with a confidential candidate report that will provide a summary of all applicants for the position classified as "Well-qualified," "Qualified" and "Not Qualified." We will conduct short recorded Zoom interviews with candidates that meet the minimum requirements for the position. Our report will also identify our recommendation of finalists for the position and rationale for selection. Our preferred method of getting this information to you is a Google drive file. This will permit Selection Committee members to watch the videos and read background information prior to our meeting (#5 below). If you do not want to work with Google drive we can get the videos to your IT department for distribution to Board members.

Timing: If the recruitment closes on August 19, we can furnish this report to the Village by August 27.

5. Selection of finalists.

What we do: PAA will meet with the Selection Committee in closed session to discuss the candidate report described above. This is the opportunity for the Selection Committee to review PAA's recommendations of the candidates and select finalists. PAA will seek input into final interview questions and discuss the parameters of reimbursement of candidate travel and lodging expenses (if any are to be provided). Details of the final candidate assessment will be discussed and approved.

Timing: If the recruitment closes on August 19, we can conduct the finalist selection meeting as early as August 30.

6. Assessment.

What we do: Finalists will be invited to Harrison to participate in an assessment. PAA facilitates this process. Assessment activities are up to the client but, at a minimum, typically involve a formal board interview, an interview with department heads and a community tour.

Timing: Assuming finalists are selected on August 30, the assessment could take place as early as September 9.

UNPARALLED LOCAL
GOVERNMENT EXPERIENCE

7. Contract negotiation.

What we do: Normally, PAA receives instructions from our client and negotiates an employment agreement for review and approval by the Board. We will work with your Village Attorney or outside employment attorney. PAA does not provide legal services so review of the contract by the Village's attorney is essential. If a contract is not desired for this position we can convey a conditional offer letter to the candidate on the Village's behalf.

Timing: If a finalist is selected on August 30, it should be possible to complete a contract (if one is desired) assuming "a meeting of the minds" no later than September 13.

8. Confirmation

Assuming negotiations are satisfactorily completed; the Board could meet as early as early as the week of September 16 to confirm the candidate as the next Finance Director. PAA would not attend that meeting in person but would be available via Zoom if requested by the Village. Confirmation is typically contingent upon a background check that is acceptable to the Village as well as physical or psychological exams that the Village might require and/or drug testing. The background check is the responsibility of the Village. Most municipal clients normally utilize law enforcement, such as a police department or Sheriff's Office, to conduct the background check.

9. Start date of new Finance Director

An employed candidate will typically require a minimum of thirty-days notice to leave his or her current employer in a professional manner. The Village's meeting schedule, as well as time it takes to complete the background check, will start that clock running. A candidate is not likely to resign his or her employment until a contract is approved and all contingencies have been resolved. Many clients are surprised by the time it takes to get a new administrator or department head on board.

A consultant can tell you what you want to hear, but a minimum of 60-70 days are baked into the process in a normal recruitment (advertising, background check and candidate notice). We would be happy to discuss a more aggressive timetable, however steps would need to be modified (such as a reduced period of advertising or a shorter list of finalists) to make it more likely that your next Finance Director can be on-board before mid-October. Given the importance of this decision to the Village, finding the right fit for a long-term relationship with your next Finance Director needs to be the primary goal. The realistic start date for your next Finance Director would be late-October.

UNPAALLED LOCAL
GOVERNMENT EXPERIENCE

ATTACHMENT 3

SUMMARY OF PROPOSED SCHEDULE AND COST OPTIONS

Summary of potential recruitment schedule

Dates are shown for illustration purposes and are dependent upon approval of a contract with PAA as well as Village scheduling preferences and consultant availability.

July 2	Kick-off meeting
July 23	Approval of recruitment documents
July 24	Recruitment opens
August 19	Recruitment closes
August 27	Report provided to Village
August 30	Selection of finalists
September 9/10	Assessment center and finalist selection
September 13	Contract negotiations
September 16	Confirmation by Village Board
Late October	Probable start date for next Finance Director

Price for full recruitment: $18,900

Less deductions for options selected by Village

Virtual kick-off meeting: -$400

Virtual approval of documents meeting: -$400

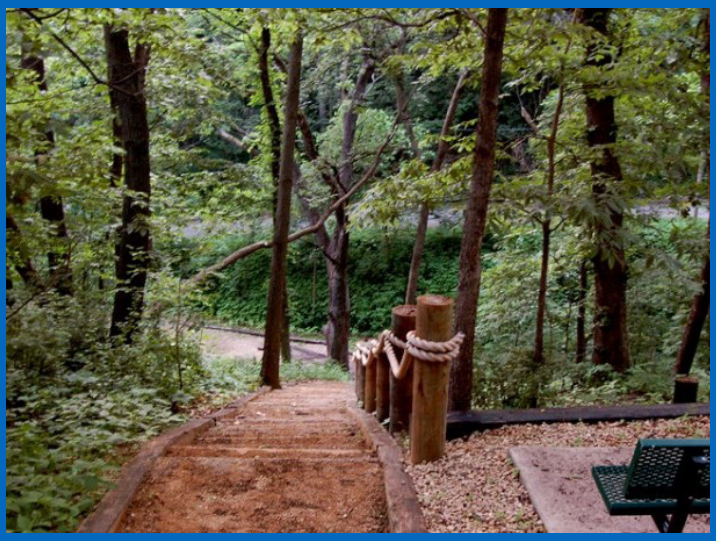
Price with all deductions selected: $18,100

Attachment 4

CITY MANAGER RECRUITMENT
EAST DUBUQUE, ILLINOIS
POSITION PROFILE

Public Administration Associates

This recruitment is facilitated by Public Administration Associates, LLC



PROFILE OVERVIEW

The City of East Dubuque, IL (Pop. 1,505) seeks its next City Manager. Located on the Mississippi River in northwest, Illinois, residents and visitors enjoy a high quality of life in a quiet, safe community. Appointed by and accountable to the Mayor and six-member City Council, the position serves as the City's chief administrative officer. The City Manager is responsible for overseeing all aspects of city government management.

The salary range for the position is $88,000 to $100,000 DOQ. Excellent benefits are included.

THE COMMUNITY

Quality of Life

East Dubuque residents enjoy a quiet and safe community with access to bigger city amenities. East Dubuque embodies Illinois tagline, "In the middle of everything." Located across the river from Dubuque, Iowa, the City is minutes away from Galena, Illinois, 90 minutes away from Madison, Wisconsin and Iowa City, Iowa and approximately three hours from Chicago. In addition to its distinctively close-knit neighborhoods and breathtaking views, the City features a number of pubs and restaurants. The Mid-Town Marina, located on the Mississippi River is pictured on the top right of this page. For those interested in history or outdoor activities, the City maintains Gramercy Park, a ten acre park located on a bluff overlooking the river. (Pictured at the top left of this page.) An Illinois Natural Heritage Landmark, the site is home to 26 ceremonial and burial mounds from the Hopewell Native American Culture in addition to walking trails and scenic picnic sites. The Dunleith Aquatic Center and Park features a swimming pool, tennis courts, baseball field and a disc golf course.

Located on the eastern shore of the Mississippi River in northwest Illinois, East Dubuque has a fascinating history dating back to the Hopewell indigenous people between 500 and 1200 AD. The city takes its name from Julien Dubuque, a Canadian explorer who settled in the area in the late 1700s.

EAST DUBUQUE GOVERNMENT

The City of East Dubuque is governed by a mayor and six-member City Council who serve staggered four-year terms.

Approximately 15 employees, together with volunteers, provide residents with quality services. The departments include: Public Works, Fire, Police and City Hall Administration.

The City Manager is appointed by the Council to serve as the chief administrative officer and is responsible for overseeing all aspects of local government management.

East Dubuque's total annual 2023-2024 operating budget is approximately $4.6 million. The City also has a capital improvement budget and utility budgets.

DEPARTMENTS AND SERVICES

POLICE

With a total staff of eleven positions including seven full-time and one part-time sworn officer, two part-time dispatchers, and one part-time clerical position, the Police Department provides protection and law enforcement services to the City's 1,505 residents and businesses.

FIRE

The Fire Department provides fire, rescue and transport EMS to East Dubuque and the surrounding area. The service includes approximately 35 volunteers paid on call.

CITY HALL

City Hall staff includes the City Manager, City Clerk, City Treasurer and Administrative Assistant. These staff are responsible for providing the administration to the city as well as providing support and assistance to the Mayor and City Council.

PUBLIC WORKS

The Department of Public Works, comprised of six employees, maintains and manages the public infrastructure of the City including roads, parks, sewer, water and garbage services.

THE POSITION

POSITION SUMMARY

The City Manager is responsible for ensuring effective implementation of City Council policies through efficient professional management of all aspects of City government. The City Manager serves as the City's chief administrative officer and in this capacity is responsible for the administration, coordination, and management of all City services and a workforce of approximately 15 employees. This position is responsible for strategic planning, operations, and an annual operating budget of approximately $4.6 million. The City Manager also oversees the capital improvement budget and the utility budgets.

COMPENSATION

The salary range for the position is $88,000 to $100,000 depending on qualifications. Excellent benefits are included.

ESSENTIAL FUNCTIONS

SOME ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE:

- Control all matters and things pertaining to the operation and maintenance of the properties of the City and of all of the departments of the City, including, but not limited to, the Department of Public Works, the Fire Department, the Police Department, the Water, Sewer and Sanitation Utilities and the general offices of the City.
- Supervise such other administrative agencies and departments and officers as may be hereafter created by the City Council unless the administration and control of such departments and officers is expressly delegated elsewhere.
- Recommend to the Mayor and to the Council the appointment of all officers of the City who are required by law to be appointed by the Mayor with the advice and consent of the City Council, and he/she may recommend to the Mayor the appointment of employees and officers who are required to be appointed by the Mayor. He/She shall further recommend the removal or suspension of any such officer or employee when such removal or suspension shall be consistent with the best interests of the City. Appoint and remove all directors of departments.
- Have custody and control of all documents, including debts, mortgages, leases, contracts, judgment orders, notes, bonds, and evidences of indebtedness belonging to the City except such as are directed by law or ordinances to be deposited elsewhere. Supervise the issuance and sale of all bonds, warrants and obligations and have supervision over the accounting work of the City.
- Recommend to the Mayor and the City Council the salaries to be paid each appointive subordinate employee of the City. With the approval of the City Council, consolidate, combine, or reorganize positions or units under his/her jurisdiction.
- Purchase all materials, supplies or equipment subject to directives and appropriations made and provided by the Mayor and the City Council and subject also to the Statutes of the State pertaining to creation of liabilities against the City and pertaining to the expenditures or appropriations of the monies of the City.

These are representative duties of the position. The full position description is available to candidates upon request.

THE IDEAL CANDIDATE

The ideal candidate for the East Dubuque City Manager will be an innovator; an approachable leader with a proven track record of building high-quality teams. The City seeks a collaborative leader, with exceptional listening and communication skills as well as the ability to react to changing conditions. It will be critical for the Manager to promote teamwork between the City Council and staff and to cultivate productive relationships with staff, citizens, Alderpersons and other units of government.

SKILLS & EXPERIENCE

A strong finance background including a sound knowledge of budget development and capital improvement planning is essential. The successful candidate will be leader who is approachable, and a team builder with strong communication skills.

QUALIFICATIONS

Requires a Bachelor's degree in a related field, such as public or business administration, finance or accounting or a related field. Master's degree is preferred. Significant experience in the administration of a complex organization, including a minimum of five years of upper-level management experience is required. Unlimited access to reliable transportation is required. ICMA-CM credential is a plus.

Some challenges that will face the next Manager will be overseeing construction of a new fire station, upgrading the city's infrastructure and increasing economic development efforts.

HOW TO APPLY

Email cover letter, résumé, three professional references and salary history as a single PDF to Jon Hochkammer Public Administration Associates, LLC at *nhill.paa@gmail.com.* Include East Dubuque Manager Search in the subject line. Questions regarding the position should be directed to Mr. Hochkammer at (608) 225-3024. The deadline for applications is September 11, 2023.

Confidentiality must be requested by applicant and cannot be provided for finalists.

Attachment 5

Services Agreement for Finance Director Recruitment

This Agreement is entered into as of this _____day of _____, 2024 by and between Public Administration Associates, LLC, ("PAA") and Harrison, Wisconsin, ("Village").

Whereas, Village needs assistance with professional recruitment of a Finance Director; and

Whereas, PAA has expertise in public sector professional recruitment;

Therefore, the parties agree as follows:

1. **Services**. At Village's request, PAA will provide those services set forth in Attachment A which is incorporated herein. Services provided by PAA will depend upon which options set forth in said Attachment A are selected by the Village ("Options"). If the Village does not notify PAA to the contrary, PAA will perform all of the work set forth in Exhibit A; that is PAA will assume no Options have been selected.

2. **Term**. PAA anticipates that this recruitment will take approximately fourteen weeks to complete, depending upon the availability of Village officials to conduct key meetings.

3. **Payment**. For these services, Village will pay PAA an amount not to exceed $18,900 less price reductions attributable to Options selected by the Village and work performed by PAA as set forth on Exhibit A. ("Recruitment Cost"). Payment shall be made as follows.

A. One-third of Recruitment Cost upon approval of recruitment documents;

B. One-third of Recruitment Cost upon selection of the finalists for the position; and

C. One-third Recruitment Cost upon confirmation of the Finance Director by the Village Board.

D. If Village terminates this contract prior to the conclusion of services by PAA, Village will immediately pay PAA for the next one-third of the Recruitment Cost. For example, if Village has paid PAA one-third upon approval of recruitment documents and terminates the contract prior to the selection of the finalist candidates, then the Village will immediately pay PAA another one-third of the Recruitment Cost.

E. PAA may terminate this agreement at any time if Village has not made payment within 45 days of invoicing.

F. Included in the Recruitment Cost are all fees for PAA's professional services, the cost of advertising as well as consultant mileage, meals and lodging and postage. The following expenses are not included in the above-stated price and are the responsibility of the Village: Candidate travel and lodging if authorized by the Village, final candidate physical or psychological exam or drug testing if required by the Village, candidate background check (normally conducted by local law enforcement). Village is responsible for all room rental charges (if any are required as well as for the cost of refreshments (if any are to be provided)

for any portion of the assessment activities. PAA will provide all documents electronically. If hard-copies of documents are requested PAA will charge twenty cents per page.

4. **Professional Conduct**. PAA will provide the services to Village in a professional and business-like manner and will act in accordance with all Federal, State, and local laws, regulations, rules and ordinances. PAA will at all times endeavor to uphold and preserve the reputation of Village.

5. **Cooperation, Conduct and Village Responsibilities**. Similarly, Village and its representatives will act and communicate at all times in a professional manner, will provide its full cooperation to PAA in PAA's search on behalf of Village agrees to assist PAA in distribution of electronic documents to Village Board, Selection Committee members and staff, furnish PAA with photographs (if available) and documents to assist in the preparation of recruitment materials and coordinate meeting/testing rooms. Village is responsible for properly noticing all meetings. PAA does not provide legal services. PAA will comply with all Federal, State, and local laws, regulations, rules and ordinances, including anti-discrimination laws, regulations, rules and ordinances.

6. **Liability Insurance**. PAA carries professional liability insurance with limits of $1,000,000 per occurrence/$1,000,000 aggregate.

7. **Hold Harmless & Indemnity**. To the extent permitted by law, Village agrees to hold harmless, indemnify and defend PAA from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or Village for Village's negligent or intentional conduct resulting in damages to a candidate or third party. Similarly, PAA agrees to hold harmless, indemnify, and defend Village from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or Village for PAA's negligent or intentional conduct resulting in damages to a candidate or third party.

8. **PAA Guarantees:** If the initial search is not successful, PAA will conduct an additional search until the Finance Director position is filled. If the candidate selected either resigns or is terminated for cause within the first twelve months of employment, PAA will conduct a new search. In either case, PAA will waive its consulting fee. Village would be responsible for advertising costs and consultant mileage for subsequent searches.

9. **Authorized Signatory**. The person signing this contract on behalf of Village warrants and represents that she/he/they have the authority to do so.

10. **No Assignment**. Neither party may assign this contract without the written consent of the other party.

11. **Entire Agreement**. This contract contains the entire agreement between the parties, and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.

12. **Disclosure of Attorney**. PAA discloses to Village that one of PAA's members is an attorney; however, PAA will not provide Village with legal advice. Village must seek legal advice from its own counsel.

13. **Governing Law**. This agreement is governed by the laws of the State of Wisconsin.

Dated this ___ day of _____, 2024.

PUBLIC ADMINISTRATION ASSOCIATES, LLC

By_____
DAVID A BRETL, Vice President

By:_____

VILLAGE OF HARRISON

By_____

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Chad Pelishek, Assistant Village Manager and Meghan Winkler, Deputy Clerk

Meeting Date:
June 25, 2024

Title:
Draft Position Descriptions for new Finance Director/Village Treasurer and Village Clerk positions.

Issue:
Should the Village Board approve the position descriptions for the Finance Director/Village Treasurer and the Village Clerk positions?

Background and Additional Information:
Deputy Clerk Winkler and Assistant Village Manager Pelishek researched other similarly sized communities to prepare these job descriptions. The Village Board had requested this item on the June agenda.

The position descriptions are provided for the board review. Village staff is recommending that this item be held until to allow interim administrator/finance director to provide input on these documents.

Budget Impacts:
None

Recommended Action:
Motion to table this item until interim administrator/finance director can assist with development of these job descriptions.

Attachments:
- Finance Director - Treasurer June 2024.pdf
- Village Clerk June 2024.pdf
- Wage Study - Fin Dir & Clerk.pdf

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE OF HARRISON POSITION DESCRIPTION

Position:	Finance Director/Village Treasurer
Department:	Administration
Reports to:	Village Manager
FLSA Status:	Exempt
Pay Grade:	Pay Grade
Benefits:	Insurance (health, dental, vision, life, disability), Health Savings Account, WI Retirement System, Paid Time Off, and Holidays
Created:	June 2024

Purpose of Position:

The purpose of this position is to direct and administer accounting and financial management functions, policies and procedures, and oversee and manage the Village of Harrison's financial position, including stormwater, sewer and water utilities. The work is performed under the direction of the Village Manager.

Essential Functions:

- Perform the statutory duties of the Finance Director/Village Treasurer as provided in Wisconsin statute 61.26.
- Manages the annual budget and monitors budgeted revenues and expenditures for all funds. Prepare and publish statutory budget notices.
- Reconciles general ledger account and bank accounts
- Managers municipal/Utility funds, including general, debt service, capital projects, TIF, utility, and revolving loans.
- Prepares and reviews financial reports and information with the Village Board, Committees, and Commissions.
- Maintains the general financial ledger for the Village and Utilities
- Processing accounts receivable, payable and payroll
- Maintains files of completed form 1099 for all payee
- Manage village investments

- Manage debt and make debt service payments
- Oversees the audit of the Village financial statements
- Oversees the preparation of the tax roll, mailing of tax bills, tax bill collection, calculates tax rates, reconciles tax accounts, including tax settlement, prepares corresponding journal entries, and prepares paperwork for charge back of rescinded or refunded taxes
- Answers question from public about property assessment and property taxes.
- Manages and supervises Finance Department personnel; recruits and recommends hiring and trains new employees; plans, coordinates, assigns and reviews work; maintains standards; acts on problems, allocates personnel; evaluates performance and determines outcomes.
- Prepares higher level journal entries, cost reports and financial statements; closes financial books at end of year; prepares financial schedules; prepares and submits all required reports for the State and other agencies; prepares financial documents and reports for grants and bond issues.
- Oversees the preparation of all journal entries to comply with annual audit and preparation of the annual Public Service Commission (PSC) report: collects and submits data for the PSC report.
- Prepares for and assists with external audit of Finance Department; performs regular internal audits; addresses problems found by auditors; reviews all adjusting journal entries performed by the auditors and advises Village Manager of fiscal impact.
- Reviews and audits a variety of statements, claims, reports and spreadsheets for accuracy; audits claims before authorizing payments; monitors all accounts for budget versus actual expenditures
- Resolves all higher level finance related complaints and complicated issues; responds to all Wisconsin Public Service Commission complaints.
- Conducts annual financial analysis of the Water, Sewer, and Stormwater Utilities for items such as equity balances, depreciation balances, debt coverage, customer rates, etc.
- Analyzes and recommends to the Village Board various services, such as commercial line insurance, banking, investment, accounting/auditing, etc.
- Attend Village Board of Committee Meetings as required.

- Performs other duties as required by law, ordinance or under the direction of the Village Board or Village Manager

Education and Experience:

Bachelor's degree in Accounting, Business Administration, Finance or a related field with five to seven years of government fund accounting and financial management experience that includes two years of supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Knowledge, Skills and Abilities,

- High level of customer service skill in person, on the phone, e-mail and mail.
- Requires the ability to multi-task and work with frequent interruptions.
- Skills in operation of office equipment and technology including computers, copy/fax machine, and related financial, word processing, spreadsheet, and database software (Microsoft Office Suite, Windows Operating System and Workhorse software)
- Requires proficiency in the 10-key numeric keypad.
- Ability to perform cashier duties accurately
- Ability to communicate effectively in person, by phone, and by email with all levels of management, elected officials, vendors, other employees, and the general public/
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to understand and follow instructions, prioritize demands, work independently, problem solve, and deal with numerous interruptions.
- Effective time management skills with the ability to multi-task and prioritize work to meet deadlines, while maintaining attention to detail.
- Maintain a professional appearance and attire

Physical Requirements and Working Conditions

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, sitting and reaching with hands and arms and occasionally requires walking, pushing or pulling and lifting; work requires close vision, distance

vision, ability to adjust focus and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a
moderately noisy location (e.g. business office, light traffic).

Special Requirements

Certified Public Accountant (CPA)

Certified Municipal Treasurer of Wisconsin (CMTW)

Submit a resume and cover letter to:
Village of Harrison
W5298 State Road 114
Menasha, WI 54952
Or e-mail them to:

The position will remain open until filled. Initial interviews will be held the week of _____ _____

The Village of Harrison is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE OF HARRISON POSITION DESCRIPTION

Position:	Village Clerk
Department:	Administration
Reports to:	Village Manager
FLSA Status:	Exempt
Pay Grade:	Pay Grade
Benefits:	Insurance (health, dental, vision, life, disability), Health Savings Account, WI Retirement System, Paid Time Off, and Holidays
Created:	June 2024

Purpose of Position:

The purpose of this position is to ensure the duties of the Village Clerk as provided in Wisconsin Statute 61.25, as well as the duties contained in Village ordinances, resolutions and policies that may be enacted by Village Board or Village Meeting are strictly followed.

Essential Functions:

- Provides administrative assistance to the Village Manager and Village President in meeting management, preparing agendas, assembling exhibits and agenda attachments and attends all regular and special Village Board meetings.
- Responsible for accurately recording the proceedings, preparing the minutes, filing and posting as necessary for public record.
- Files ordinances and resolutions of the Village Board and effectuates the codification of ordinances into the Municipal Code.
- Attest and sign all official documents.
- Performs all election duties as required by Wisconsin Statutes. Keeps and maintains all election records and all property used in conjunction with holding elections.
- Process applications and issue licenses for alcohol/liquor licenses, discharge of firearms, fireworks, tobacco, special events, solicitors, operator licenses, and other miscellaneous permits. Report to appropriate State agencies.
- Prepare a variety of legal notices, documents, correspondence, publication notices, monthly reports and other documents as necessary.

- Administers oath of office to public officials.
- Serves as a notary public.
- Serves as clerk for Board of Review, report to state and county any changes.
- Responsible for maintenance of the Village website.
- Adds special assessments, delinquent sewer/water/garbage/recycling bills to the tax roll
- Assist the Treasurer with collection of taxes.
- Manage information requests from the general public. Answer phones and wait on counter customers.
- Maintains and interprets record retention policy.
- Supervision of Clerk Office staff, including selection, training, performance evaluation, training and development
- Assists the general public in problems pertaining to village matters and handles general complaints either in person, on the phone or by email
- Takes deposits to the bank.
- Performs other duties as required by law, ordinance or under the direction of the Village Board or Village Manager

Education and Experience:

Associate or Bachelor degree in public administration or business with three to five years of municipal experience, or any combination of education and experience in a municipal clerk environment that provides equivalent knowledge, skills and abilities. Certification as a Wisconsin Municipal Clerk is highly preferred.

Knowledge, Skills and Abilities,

- Skills in operation of office equipment and technology including computers, copy/fax machine, and related financial, word processing, spreadsheet, and database software (Microsoft Office Suite, Windows Operating System and Workhorse software)
- Ability to perform cashier duties accurately

- Ability to communicate effectively in person, by phone, and by email with all levels of management, elected officials, vendors, other employees, and the general public/

- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

- Ability to understand and follow instructions, prioritize demands, work independently, problem solve, and deal with numerous interruptions.

- Effective time management skills with the ability to multi-task and prioritize work to meet deadlines, while maintaining attention to detail.

- Maintain a professional appearance and attire

- Ability to meeting the bonding requirements of the village

- Ability to obtain a notary commission from the State of Wisconsin

Physical Requirements and Working Conditions

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and night vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Election Administration Certification by Wisconsin Elections Commission

Wisconsin Municipal Clerk Certification within five (5) years

Attendance at UW-Green Bay Municipal Clerk's/Treasurer's Institute

Valid driver's license in the state of Wisconsin.

Submit a resume and cover letter to:
Village of Harrison
W5298 State Road 114
Menasha, WI 54952
Or e-mail them to:

The position will remain open until filled. Initial interviews will be held the week of _____ _____

The Village of Harrison is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

POSITION	Finance Director			Community (Est.Pop.2020)	Minimum	Maximum	Actual(2023)	Comments
	Treasurer			V. of Weston (15,700)	86,257.00	118,310.00	97,656.00	15 yrs service, 8/23 Market-98,592
	Range Data	Minimum Salary	Maximum Salary	V. of Allouez (14,156)			112,232.00	Director of Finance
	1. Lowest Base Salary			V. of Ashwaubenon (16,991)	96,813.00	127,743.00	118,041.00	16 yrs in position
	2. Highest Base Salary			V. of Fox Crossing (18,794)	102,189.00	127,737.00	102,200.00	1 yr in position, 6 in field, same Title
	3. Average of all			V. of Greenville (12,687)	77,902.00	113,488.00	87,729.00	8 yrs in position, Village Treasurer
				V. of Harrison (12,418)	62,545.00	80,412.00	74,152.00	Combined Clerk/Treas./ 2 yrs in position
	4. Lowest-Highest Salary			V. of Hobart (10,211)			62,400.00	Combined Clerk/Trea. /2 yrs. in position
	5. Average of Items 1-4			C. of Marshfield (18,929)	96,907.00	126,526.00	99,611.00	Finance Director, 2 yrs in position
				C. of Merrill (9,347)	90,938.00	117,374.00	117,374.00	AlsoRedevelopment Auth. Secretary, 20 yrs.
	6. Range midpoint of Item 5			C. of Onalaska (18,803)	94,552.00	124,019.00	102,569.00	2 yrs in position
				V. of Plover (13,519)			94,286.00	Finance Dir./Treas.
	7. Average of Actual Base			V. of Suamico (12,820)			94,994.00	12 yrs in position
	Salaries without range data							
	8. Weighted Data **Midpoint**	96,564						
					621,846.00	817,299.00	1,065,588.00	
	9. Item 8 **Weighted Midpoint**							
	Working range .875-1.20	84,494	115,877					
	Working range .85-1.15	82,079	111,049					
	Working range.90-1.10	86,908	106,220					

POSITION Village Clerk							
			Community (Est.Pop.2020)	Minimum	Maximum	Actual(2023)	Comments
			V. of Weston (15,700)	65,458.00	89,794.00	74,797.00	1 yr service, 8/23 Market-74,7907
Range Data	Minimum Salary	Maximum Salary	V. of Allouez (14,156)				N/A
1. Lowest Base Salary			V. of Ashwaubenon (16,991)	71,723.00	94,637.00	82,388.00	2.5 years in position
2. Highest Base Salary			V. of Fox Crossing (18,794)	67,962.00	84,952.00	72,000.00	3 yrs in position
3. Average of all			V. of Greenville (12,687)	77,902.00	113,488.00	87,729.00	8 yrs in position
			V. of Harrison (12,418)	62,545.00	80,412.00	74,152.00	Combination Title Clerk/Treas./2 yrs in position
4. Lowest-Highest Salary			V. of Hobart (10,211)			62,400.00	2 yrs in position
5. Average of Items 1-4			C. of Marshfield (18,929)	65,728.00	85,800.00	67,558.00	15 yrs in position, city clerk
			C. of Merrill (9,347)			65,964.00	elected, full-time city clerk, 1 yr in position
6. Range midpoint of Item 5			C. of Onalaska (18,803)	74,894.00	98,235.00	79,070.00	7 yrs in position, City Clerk
			V. of Plover (13,519)			95,368.00	
7. Average of Actual Base			V. of Suamico (12,820)			65,998.00	2 yrs in position
Salaries without range data							
8. Weighted Data **Midpoint**	78,747						
				420,754.00	557,524.00	752,627.00	
9. Item 8 **Weighted Midpoint**							
Working range .875-1.20	68,904	94,496					
Working range .85-1.15	66,935	90,559					
Working range.90-1.10	70,872	86,622					

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Vicki Tessen, Clerk

Meeting Date:
June 25, 2024

Title:
Charter Ordinance No 3 to Separate the Clerk and Treasurer Roles

Issue:
Should the Board separate the clerk and treasurer positions?

Background and Additional Information:
During the May Board meeting there was discussion regarding potentially separating the Offices of the Clerk and Treasurer. Staff members were directed to conduct research, draft position descriptions, and draft an ordinance.

The roles are combined through a charter ordinance and thus there are addition requirements, such as publication and a wait period, that must be met before any changes can occur.

The proposed charter ordinance no. 3 includes a clause to delay the effective date beyond the statutory requirements if needed, to allow for an appointment to both offices.

Budget Impacts:
Market salary and benefits of a FT position

Recommended Action:
none

Attachments:
- CHARTER ORDINANCE NO 3 Separation of Clerk and Treasurer Position.pdf

CHARTER ORDINANCE NO. 3
VILLAGE OF HARRISON
Calumet and Outagamie Counties

AN ORDINANCE TO REPEAL AND RECREATE SECTION 1.05 (B) AND SECTION 1.05 (C) OF THE VILLAGE OF HARRISON CHARTER ORDINANCE NO. 1 RELATED TO THE SEPARATION OF THE OFFICES OF CLERK AND TREASURER

WHEREAS, the Village of Harrison is an incorporated Wisconsin municipality operating under Chapter 61 of the Wisconsin State Statutes; and,

WHEREAS, the Village Board is desirous to separate the positions of Clerk and Treasurer as authorized under Wis. State Stats. §66.0101 and §61.195;

WHEREAS, it is in the best interest of the Village to allow for the effective separation date to occur after the effective date mandated by statute, if necessary to ensure that neither office of the Clerk nor the Treasurer would be vacant.

NOW, THEREFORE, pursuant to Wis. State Stats. §66.0101 and §61.195, and other applicable laws, the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin does hereby ordain as follows:

That section 1.05 (B) is hereby repealed.

Section 1.05 (B) and 1.05 (C) are hereby recreated to read as follows:

Section 1.05

B. Village Clerk

1. Pursuant to Wis. State Stats. §66.0101 and §61.195, the Village of Harrison hereby elects to not be governed by those portions of Wis. State Stats. §61.19 and §61.23 which relate to the selection and tenure of the Village Clerk.

2. The Village Clerk shall be appointed by the Village Board for a term of indefinite duration based upon a nomination or recommendation by either the Village President or Village Manager. The Village Clerk may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.

3. The powers and duties of the Village Clerk shall be as prescribed by Wis. State Stats. § 61.25.

C. Village Treasurer

1. Pursuant to Wis. State Stats. §66.0101 and §61.195, the Village of Harrison hereby elects not to be governed by those portions of Wis. State Stats.

§61.19 and §61.23 which relate to the selection and tenure of the Village Treasurer.

2. The Village Treasurer shall be appointed by the Village Board for a term of indefinite duration based upon a nomination or recommendation by either the Village President or Village Manager. The Village Treasurer may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.

3. The powers and duties of the Village Treasurer shall be as prescribed by Wis. State Stats.§ 61.26.

4. Annual audits shall be made of the records of the Treasurer with the audit to be made by a Certified Public Accountant.

All ordinances or parts of ordinances in direct conflict with this charter ordinance are hereby repealed.

EFFECTIVE DATE This is a charter ordinance and shall take effect after acceptable candidates for both offices have been retained and at least sixty (60) days after its passage and publication unless, within sixty (60) days after such publication, a referendum petition as provided for in Wis. State Stats. §66.0101 (5) shall be filed. In the event of the filing of such a petition in such a manner, this ordinance shall not take effect until it is submitted to a referendum of the electors and approved by a majority of the electors voting thereon and acceptable candidates for both offices have been retained.

PASSED AND ADOPTED by a 2/3 majority of votes of the Village Board of the Village of Harrison, Calumet and Outagamie Counties, Wisconsin, this day of .

VILLAGE OF HARRISON

By:_____
Allison Blackmer, Village President

ATTEST:

_____
Vicki L. Tessen, Village Clerk

Date Introduced: _____

Date Adopted: _____

Date Published: _____

Date Effected: _____

Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Vicki Tessen, Clerk

Meeting Date:
June 25, 2024

Title:
Authority of the Village President

Issue:
Does the Board wish to review or amend any authorities granted the Village President?

Background and Additional Information:
Two trustees have requested a discussion and possible amendments to the authority currently granted the Village President role.

Attachments include Harrison's current Charter Ordinance and two articles that were submitted by a trustee as a reference and to begin discussion.

Budget Impacts:
none

Recommended Action:
Staff has no recommendations.

Attachments:
- Charter Ordinance.pdf
- Distinctions Between Cities & Villages _ LWM, WI.pdf
- 3--Roles-and-Authority-of-Governing-Body-Members.pdf

CHARTER

1.01 The Village Board
1.02 Meetings
1.03 Presiding Officer
1.04 Roll Call/Quorum
1.05 Appointed Officials

1.01 The Village Board

A. *Constituted*. The Village Board shall consist of the Village President and six Trustees, all of whom shall be elected from the Village at large. Nomination papers shall be used for nomination to elective Village offices, pursuant to the procedures described in Wis. Stats. § 8.05(4).

B. *Term of Office*.

1. The six trustees elected at the first election shall serve their terms, as follows:

    a. The term of office of the three candidates receiving the highest number of votes in the first election shall be two (2) years ending with the spring election in 2015.

    b. The term of office of the three candidates receiving the remaining votes shall be for one (1) year ending with the spring election in 2014.

    c. Thereafter, the term of office of all Trustees shall be two (2) years with three (3) trustees being elected in even numbered years and three (3) trustees being elected in odd numbered years.

2. The term of the Village President elected at the first election shall be for two (2) years ending with the spring election in 2015. Thereafter, the Village President shall be elected in odd numbered years for a term of two (2) years.

C. *Compensation*.

1. The compensation for the Village Trustees and Village President shall be determined pursuant to Wis. Stats. § 61.193.

HISTORY
Adopted by Ord. V13-01 on 3/26/2013

1.02 Meetings

A. Regular Meetings. Regular meetings of the Village Board shall be determined by majority vote of the Village Board.

B. Special Meetings.

1. Special meetings of the Village Board may be called by the Village President or two members of the Village Board pursuant to Wis. Stats. § 61.32.

2. Appropriate public notice of any such meeting shall be given according to Wisconsin State Statutes.

3. All meetings shall comply with the notice and other requirements of the Wisconsin Open Meeting Law.

HISTORY
Adopted by Ord. V13-01 on 3/26/2013

1.03 Presiding Officer

A. *Designated*. The Village President shall preside at all Village Board meetings. In the absence of the President, the Village Clerk shall call the meeting to order and preside until the Trustees present elect one of their members as the temporary presiding officer. If the President appears while the meeting is in session, the temporary presiding officer shall vacate the chair.

B. *Duties*. The presiding officer shall preserve order and decorum, decide all questions of order and conduct for the proceedings of the meeting in accordance with the parliamentary rules contained in the latest revision of Robert's Rules of Order and/or A Guide to Parliamentary Procedure for Local Governments in Wisconsin, unless otherwise provided by statute or by these rules.

C. *Decisions, Appeals From*. Any member may appeal from a decision of the presiding officer. Such appeal is not debatable and shall be sustained by a ¾ majority vote of the members present, excluding the presiding officer.

HISTORY
Adopted by Ord. V13-01 on 3/26/2013

1.04 Roll Call/Quorum

A. *Roll Call; Procedure When Quorum Not in Attendance*. As soon as the Village Board is called to order, the presiding officer shall proceed to call the names of the members, noting who is present and who is absent, and the result will be recorded the same in the proceedings of the Board. If there is not a quorum present, the fact shall be entered in the minutes and the Board will adjourn.

B. *Quorum*. A majority of the members of the Village Board shall constitute a quorum. The President shall be counted in computing a quorum. A majority vote of all members of the Board in favor of any proposed ordinance, resolution, or appointment shall be necessary for passage or approval, unless a larger number is required by statute, law, or other applicable rule.

HISTORY
Adopted by Ord. V13-01 on 3/26/2013

1.05 Appointed Officials

A. *Village Manager*.

1. There is hereby established the office of Village Manager for the Village of Harrison, Wisconsin. The Village Manager shall be appointed by the Village Board and shall be solely responsible to the Village Board. The Village Manager shall be appointed solely based on merit with due regard for training, experience, ability and general qualifications for performing the duties of the office.

2. Unless otherwise provided in a written agreement between the Village Board and the Village Manager, he/she shall be appointed by the Village Board for an indefinite term subject to termination at the discretion of either the Village Board or the Village Manager upon 60 days' prior written notice. The Village Manager may, at any time, be removed from office by a majority vote of the entire Village Board.

3. The Village Manager shall be the chief administrative officer of the Village responsible only to the Village Board. The Village Manager shall have authority, within statutory, ordinance, or policy limits, to assure the efficient and effective organization and operation of all Village departments and services. The Village Manager shall be responsible for the proper administration of the affairs of the Village, pursuant to statutes, ordinances, and resolutions of the Village Board, with powers and duties as follows. The Village Manager shall:

    a. See that all laws, ordinances or resolutions of the Village Board subject to enforcement by him/her or by officers subject to his/her discretion and supervision are faithfully executed.

    b. Develop Village personnel policies and procedures, including a plan of administrative organization, and be responsible for all Village personnel functions, including appointment for merit, counseling, motivation, development, discipline and suspension or discharge of employees; provided however that the Village Manager may designate a department head to handle any of these duties within his/her respective department.

    c. Have the duty to make recommendations to the Village Board for the appointment of administrative officers appointed by the Village Board.

    d. Supervise and coordinate the functions and duties of all administrative officers and, when he/she deems it necessary, discipline, suspend or remove any administrative officer of the Village, except for the Village Attorney and Fire Chief; provided, however, that any appointed personnel who are so discharged shall have the right to request that the Administrative Committee review their discharge.

    e. Except for the purpose of inquiry, the Village Board and its members shall deal with the administrative services solely through the Manager, and neither the Board nor any Trustees shall give orders to any subordinate of the Village Manager either publicly or privately.

    f. Be an ex-officio member of all boards, commissions and committees appointed by the President or Village Board pursuant to law, but without a vote.

    g. Have authority to review all records, routines and working hours for all employees, administer fringe benefits plans and recommend to the Village Board administrative control routines that will best promote efficiency and economy.

    h. Recommend to the Village Board for adoption such measures as the Village Manager may deem necessary or expedient to carry out the terms and

conditions of any contracts in which the Village is interested or in which it is a party.

i. Be the purchasing agent for the Village and, in ordinary course of business, make or authorize the purchase of materials and supplies necessary for the Village, as provided for in the annual budget, following the procedures set forth in Wis. Stats. §§ 66.0901 and 66.0131.

j. Prepare or cause to be prepared, plans, specifications, or estimates for public work, as directed by the Village Board.

k. Prepare and submit the annual budget and capital improvement program to the Village Board.

l. Keep the Board fully advised as to the financial condition of the Village through submission of periodic reports as requested by the Village Board.

m. Be in charge of obtaining all outside financial assistance requested by the Village Board.

n. Keep the Village Board advised concerning the needs of the Village, its administration, business and affairs, including such matters as pertain to its future growth and development.

o. Have the responsibility for the operation and maintenance of all Village-owned property, lands, public buildings, public ways, improvements and equipment.

p. Perform such other duties as may be prescribed by this article or any other ordinance or resolution of the Village Board.

4. All officers and employees of the Village shall cooperate with and assist the Village Manager of the Village of Harrison so that the affairs of the Village will be most economically and harmoniously administered.

B. *Village Clerk/Treasurer*.

1. Pursuant to Wis. Stats. §§ 66.0101 and 61.195, the Village of Harrison hereby proceeds to consolidate the offices of Village Clerk and Village Treasurer.

2. The Village Clerk/Treasurer shall be appointed by the Village Board for a term of indefinite duration based upon nomination or recommendation by either the Village President or Village Manager. The Village Clerk/Treasurer may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.

3. The power and duties of the Village Clerk/Treasurer shall be as prescribed by Wis. Stats. §§ 61.25 and 61.26.

4. Annual audits shall be made of the records of the Clerk/Treasurer with the audit to be made by a Certified Public Accountant.

C. [Reserved.]

D. *Village Assessor*.

1. Pursuant to Wis. Stats. §§ 66.0101 and 61.195, the Village of Harrison hereby elects to not to be governed by those portions of Wis. Stats. §§ 61.19 and 61.23 which relate to the selection and tenure of the Village Assessor.

2. The Village Assessor shall be appointed by the Village Board for a term of indefinite duration based upon a nomination or recommendation by either the Village President or Village Manager. The Village Assessor may be subject to termination at the discretion of the Village Manager, subject to confirmation by the Village Board.

3. The powers and duties of the Village Assessor shall be as prescribed by Wis. Stats. § 61.27.

E. *Police Services; Marshal/Constable*.

1. Pursuant to Wis. Stats. § 61.195, the Village of Harrison hereby abolishes the offices of Marshal and Constable.

HISTORY
Adopted by Ord. V13-01 on 3/26/2013
Amended by Ord. V18-03 on 5/29/2018

Distinctions Between Cities & Villages

While the powers of cities and villages are similar, there are differences in the way they are organized. Generally speaking, city government consists of a mayor or city manager and a common council. The mayor or manager is the chief executive officer and the council is the legislative arm of the city. The members of the council are elected from aldermanic districts and the mayor is elected at large. Village government consists of a village board made up of trustees and a village president. The village board serves as the executive officer and legislative body of the village. The village president and the trustees are elected at large.

Since 1933, villages have had the same broad statutory home rule powers to change the structure of their local government or exercise corporate powers as cities. Secs. 61.34(1) (villages) and 62.11(5) (cities), Stats. Most state or federal grants-in-aid or shared revenue laws distinguish between local general purpose units of government on the basis of population or need rather than on legal nomenclature. Therefore, although statutory differences still exist between the basic structures and powers of city and village government, the distinctions tend to become blurred with the passage of time and local ordinances.

Summary of Differences

In cities, when district boundaries are coterminous, the office of alder person may be consolidated with the office of county supervisor. In villages, only the office of village president may be so combined. Sec. 66.0503(1)(a), Stats. A village changing to a city would not, however, thereby acquire greater representation on the county board, since supervisory districts are based on population. Sec. 59.10(3), Stats.

Mayors Have More Power Than Village Presidents

A mayor has the veto power, is the city's chief executive officer and is the head of the police and fire departments, except in cities that have adopted optional powers for police and fire commissions under sec. 62.13(6) Stats. Sec. 62.09(8), Stats. A mayor presides at common council meetings and votes on matters before the council only in cases of a tie. While the mayor is a member of the council, the mayor is not counted in determining whether a quorum is present at a meeting. Village presidents preside at village board meetings but are not considered the chief executive officer of the village. Village presidents do not have veto power and, like any other trustee, may vote on all measures that come before the board. Village presidents are members of the village board and are counted in determining whether a quorum is present at the meeting.

Police & Fire Commission

Cities with populations of 4,000 or more must establish a police and fire commission. Sec. 62.13(2), Stats. Nothing in the state statutes requires cities to provide police or fire protection services. Villages over a certain population are, on the other hand, mandated to provide police and fire protection services. Villages with a population of 5,000 or more must provide police protection services by creating their own department, contracting for those services with another local governmental entity, or by creating a joint department with another city, town or village. Sec. 61.65(l)(a), Stats.

Villages with a population of 5,500 or more must provide fire protection services by any of the 3 permissible techniques available for the provision of police services or by using a fire company organized under ch. 213, Stats. Sec. 61.65(2)(a), Stats. Each village with a population of 5,000 or more that creates a joint police department must create a joint board of police commissioners to govern the department. Similarly, each village whose population exceeds 5,500 that creates its own police department or a joint police department with another municipality must create its own or a joint board of police commissioners to govern the department.

- Villages, but not cities, with programs established prior to 1987, may provide combined police and fire services. Sec. 61.66, Stats.
- Nominations are generally made by caucus in villages and are always made by nomination papers in cities. Secs. 8.05(l) and 8.10, Stats. If a village board opts to use nomination papers for candidates for village office, the caucus method cannot be used. Sec. 8.10(4), Stats.
- Cities may be held liable for mob damage under sec. 893.81, Stats. Counties may also be held liable for such damage under this law, but there is no direct village liability.

All cities are required to have an official newspaper and to publish all legal notices, council proceedings and ordinances in it. Sec. 985.06, Stats. In villages, no official newspaper is required, although publication in newspapers is required in some instances. Secs. 61.32, 61.50 and 985.05(l), Stats. Also, in villages only ordinances that impose a forfeiture must be published or posted. Sec. 61.50, Stats.

Statutory Officers

The list of statutory officers for cities is somewhat longer than for villages. For example, fire chiefs and police chiefs are listed as city officers in ch. 62, Stats., but they are not listed as village officers in ch. 61, Stats. Compare sec. 62.09(1)(b), Stats., with sec. 61.19-29, Stats. However, both cities and villages are authorized to create additional offices not listed in the statutes and eliminate offices listed in the statutes. Other statutory city officers that are not mentioned as village officers in ch. 61, Stats., include comptroller, attorney, engineer, local health officer or local board of health, street commissioner and board of public works. Except for the offices of city attorney and health commissioner, these offices may be eliminated and their duties transferred as provided under sec. 62.09(l)(b), Stats.

Village presidents under sec. 61.31, Stats., and trustees are officers of the peace, and may suppress riotous or disorderly conduct in public places and may command the assistance of private citizens. Formerly, city council members were given such powers by sec. 62.09(14), Stats. That section, however, was repealed by the legislature in 1983.

The extraterritorial zoning and plat approval jurisdiction of first, second and third class cities extends to the unincorporated area within 3 miles of their corporate limits. Fourth-class cities and villages have extraterritorial zoning and plat approval jurisdiction for only 1.5 miles beyond their corporate boundaries. Secs. 62.23(7a)(a) and 236.02(5), Stats.

Village Boards

In villages, a majority of the members-elect constitutes a quorum of the village board. Sec. 61.32, Stats. The village president, being a trustee is counted in determining whether a quorum is present. In cities, two-thirds of the members of the common council constitutes a quorum, except that in cities having not more than 5 alder persons a majority constitutes a quorum. Sec. 62.11(3)(b), Stats. While the mayor is considered a member of the common council, the mayor is not counted in determining whether a quorum is present at a meeting. Sec. 62.11(l), Stats.

- Cities, but not villages, are expressly authorized by sec. 66.0923, Stats., to jointly construct or otherwise acquire, equip, operate and maintain a county-city auditorium.
- Cities, but not villages, are expressly authorized by sec. 66.0925, Stats., to jointly construct or otherwise acquire, equip, operate and maintain a county-city safety building.

Library Boards

Village library boards consist of 5 members while library boards in cities of the fourth class consist of 7 members and library boards in cities of the second or third class consist of 9 members. Sec. 43.54(1)(a), Stats. Library boards in first class cities consist of 12 members as specified in sec. 43.54(1)(am), Stats.

Roles and Authority of Governing Body Members

Maria Davis, Assistant Legal Counsel and Claire Silverman, Legal Counsel, League of Wisconsin Municipalities

League attorneys frequently receive requests for information explaining the duties and authority of governing body members (common council and village board members). Most often, these requests are prompted by situations where a governing body member's authority has been, or is being, questioned. Although the Wisconsin Statutes detail statutory authority and responsibilities for certain governing body members, such as mayors and village presidents, the statutes do not particularly detail or define the responsibilities of alderpersons and trustees.

Mayor

The statutes provide that the mayor and alderpersons shall be the common council.[1] A mayor is the city's chief executive officer.[2] As that title denotes, mayors possess executive authority, though they exercise administrative authority as well. As the chief executive, the mayor is responsible for ensuring that city ordinances and state laws are observed and enforced, overseeing day-to-day operations, and making sure that all city officers and employees discharge their duties.[3] Although mayors do not possess legislative authority (that is reserved for the council, as discussed below), the statutes do provide mayors with certain executive authority relating to the legislative branch. For example, a mayor shall, from time to time, give the council information and make recommendations that the mayor deems advantageous to the city.[4] As executive, the mayor also presides at council meetings.[5] Mayors do not have voting authority on matters before the council, unless there is a tie, in which case the mayor may vote to break the tie. However, the mayor does have the ability to veto acts/decisions of council – though, this is subject to council override.[6] As chief executive, the mayor is also head of the city's police and fire departments – unless the city's police and fire commission has optional powers.[7] The statutes also authorize the mayor to make various appointments, which are subject to confirmation by the council unless otherwise provided by law.[8]

Village President

In villages, the village president is a trustee, with a vote on all matters, and shares executive authority with the entire board of trustees. In contrast to mayors, village presidents are not statutorily designated as the village's chief executive officer. However, it's worth noting that there are some statutory references in statutes pertaining to cities, villages, and towns, that refer to "chief executive" and include a corresponding provision defining "chief executive" to include village president.[9] Some references do not contain a definition and simply refer to the chief executive office of a village.[10] In those instances, it is reasonable to infer the legislature is referring to the village president.

Although the president is not generally considered a chief executive officer, the president does have certain unique, statutory duties and also serves as a figure-head of sorts for the village. A village president's statutory duties include presiding at all board meetings and signing ordinances, bylaws, regulations, licenses, etc. authorized by the board.[11] The president also maintains peace and good order; sees that ordinances are faithfully obeyed; and in case of disturbance, riot or other apparent necessity may appoint as many special marshals as the president deems necessary.[12] Additionally, the president has charge of the village jail, which includes certain recordkeeping duties, but may delegate this responsibility to the village constable or a village police officer.[13] Unlike mayors, village presidents do not have veto power – because they always have voting authority. The statutory default affords village boards the power to appoint "other officers."[14] However, some statutes specifically give the village president appointing authority for certain offices – e.g., election officials,[15] plan commission,[16] and zoning board of appeals.[17]

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1. Wis. Stat. sec. 62.11(1).
2. Wis. Stat. § 62.09(8)(a).
3. Wis. Stat. § 62.09(8)(a).
4. Wis. Stat. § 62.09(8)(b).
5. Wis. Stat. § 62.09(8)(b).
6. Wis. Stat. § 62.09(8)(c).
7. Wis. Stat. § 62.09(8)(d).
8. Wis. Stat. § 62.09(3)(e).
9. E.g., Wis. Stat. §§ 66.1007(1)(c), 66.1109(1)(c).
10. E.g., Wis. Stat. § 30.37(3).
11. Wis. Stat. § 61.24
12. Wis. Stat. § 61.24.
13. Wis. Stat. § 61.24.
14. Wis. Stat. § 61.19.
15. Wis. Stat. § 7.30.
16. Wis. Stat. §§ 61.35, 62.23(1).
17. Wis. Stat. §§ 61.35, 62.23(7)(e)2.

Alder & Trustee

Common councils and village boards are legislative bodies. Alders and trustees are leaders, responsible for setting policy and charting the future of the municipality. Although the statutes provide some detail as to the duties and powers of city mayors and village presidents, the statutes provide *no* detail regarding the duties and authority of alders and trustees. This lack of detail reflects the fact that alders and trustees do not have authority in their individual capacity. Instead, the statutes address the responsibilities and powers of village boards and common councils as a whole. This is because the governing body's authority is collective; it holds power as a unit rather than through its individual members. This does not mean individual governing body members are prohibited from doing anything related to their roles outside of the common council or village board meeting setting. They may still carry out certain functions of their role as an alder or trustee. For example, governing body members can and should function as a liaison between the municipality and the members' constituents. Alders and trustees may engage with their constituents – e.g., hold listening sessions, write newsletters, survey constituents. However, certain actions remain outside the scope of the role as alder or trustee. For example, individual governing body members do not have supervisory authority over municipal employees and, as such, should refrain from directing municipal staff. While it's not necessarily inappropriate to request information from staff, governing body members should not demand that certain information be provided or actions taken unless local law authorizes governing body members to do so – such actions stray into executive authority territory.

Because there are no statutory provisions offering direction for individual governing body members, municipalities may want to consider establishing guidelines and/or developing materials to help governing body members more fully understand their roles and responsibilities. This could include a code of conduct and a training/resource manual for new (and returning) governing body members.

Legislative, Executive, and Administrative Power

In order for governing body members to stay within their respective roles and avoid overstepping their authority, it's helpful to understand the difference between legislative, executive, and administrative powers. Here are some

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relatively clear examples of the different types of authority:

Legislative

Enactment of legislation (e.g., adopting budget, ordinance regulating keeping of animals, determining what services the municipality will provide, enacting land use regulations).

Executive

Directing staff, developing details relating to delivery of services the governing body has determined to provide, decisions relating to matters where legislation is silent as to details.

Administrative

Signing checks, carrying out specific directions.

Although the above examples are fairly clear, the line between legislative and executive authority is not always clear. In distinguishing between legislative and executive actions, a prominent municipal treatise provides as follows:

> Municipal corporations ordinarily are vested with legislative and executive powers, the latter being sometimes referred to as administrative or ministerial powers or duties. Legislative power, as distinguished from executive power, is the authority to make laws, but not to enforce them, or appoint the agents charged with the duty of such enforcement. If it can be shown that the particular act could not have been done without a law or ordinance, such act is considered as legislative. The crucial test for determining what is legislative and what is administrative has been said to be whether the ordinance is one making a new law, or one executing a law already in existence.

2A McQuillin Mun. Corp. sec. 10:6 (3d ed.) (footnotes omitted).

In Governing Bodies 392, the League was asked to weigh in on the difference between legislative and executive authority in a situation where the council and mayor gave staff conflicting instructions. The fire department had already used the amount appropriated as a line item in the city budget for fire department overtime. The mayor instructed the fire chief to eliminate overtime unless urgent or necessary. In response, the council instructed the fire chief to *not* take action to reduce overtime and to maintain current staffing levels. We opined that the common council is a legislative, policy-making body and may not, by simple directive or order, countermand lawful orders of the mayor as chief executive that relate to the day-to-day operations of the city. The mayor was executing the budget as enacted by the council. However, the council could exercise its legislative authority and establish a new general policy (e.g., amend the budget to appropriate additional funds for overtime). The mayor would then be required to exercise his or her executive authority within the bounds of the newly established policy.

Executive authority can also include filling in details when existing legislation is silent on how the policy is accomplished.

> [T]he complexities of modern life often impel legislatures to confer on executive and administrative departments the authority to make rules and regulations in order to enforce and achieve the policy intended. Thus, the making of such rules and regulations by executive and administrative departments sometimes become not a matter of mere law enforcement but of secondary law creation. However, so long as the determination of the legislative principle remains within the control of the legislative body, the determination of the secondary structure that ensures and assists the establishment of the principle is not legislation. The idea is that the creative element delegated is exclusively limited to arrangements and procedures consistent with the substantive principle. Further, when administrative agencies are delegated regulatory power, legislative action by the agency to establish general rules and guidelines may be necessary as a condition precedent to exercise the powers in individual cases.

2A McQuillin Mun. Corp. sec. 10:6 (3d ed.) (footnotes omitted).

The following scenario may be helpful in demonstrating the differences between the various types of power and how these powers are exercised by elected governing body members in cities and villages:

1. Following a snow storm, Alderperson Smith receives several calls from angry constituents on Elm Street who are upset to see public works employees removing snow from the nearby city park when their residential street has not yet been plowed. These constituents are upset because they are waiting to leave for work and frustrated that clearing snow from the park has apparent priority over plowing Elm Street. Question: What are appropriate ways for Alderperson Smith to respond?

a. Alderperson Smith calls the city's Director of Public Works (DPW) and tells the Director that plowing residential streets is more important than removing snow from city park areas, and Elm Street needs to be plowed immediately.

b. Alderperson Smith calls the Mayor, explains the situation, and asks the Mayor to have the DPW get Elm Street plowed right away.

c. Alderperson Smith pursues legislative policy setting priority for snow removal in the City.

Answer: B and C are appropriate ways for the alderperson to respond. As a legislator, it is appropriate for Smith to communicate constituent concerns to the mayor and ask the mayor, as chief executive officer, to direct city staff. It is also appropriate for the alderperson to pursue legislation that sets priority for snow removal. It is not appropriate for the alderperson to direct city staff.

2. What if the above scenario occurs in a village and, instead of Alderperson Smith, we have Trustee Smith and, instead of Mayor, we have the Village President?

Trustee Smith can communicate constituent concerns to public works staff but, like Alderperson Smith, lacks authority to direct staff individually. The trustee can appropriately pursue legislative policy setting priority for snow removal. The main difference in a village is that unlike the mayor, a village president is not a chief executive officer and shares executive authority with the village board. So technically speaking, the village president also lacks authority to unilaterally direct employees. As a practical matter, however, in many villages the village president has more regular contact with the staff than other trustees and does serve as a bridge between staff and the village board. In that case, it may be appropriate for the trustee to have the village president communicate the constituents' concerns to public works staff.

Hopefully a better understanding of respective roles and authority will help all governing body members be more effective leaders.

Governing Bodies 409

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Village of HARRISON
WHERE OPPORTUNITY LIVES

VILLAGE BOARD MEETING | **VILLAGE OF HARRISON**

From:
Vicki Tessen, Clerk

Meeting Date:
June 25, 2024

Title:
Rules and Procedures for Board Meetings

Issue:
Should there be any updates made to the Rules and Procedures for board meetings?

Background and Additional Information:
Two trustees have requested the board meeting rules and procedures be reviewed for consideration to making any changes. The current policy has been in place since February of 2021.

Budget Impacts:
none

Recommended Action:
Staff has no suggested action.

Attachments:
- Board Rules for VB Meetings.pdf
- Board Ordinance example -gilman-wi.pdf
- Board Guidelines Rules Procedures example - Thiensville.pdf

VILLAGE OF HARRISON

RULES AND PROCEDURES FOR BOARD MEETINGS

Meetings

A. Regular Meetings

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

B. Special Meetings

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

Preparation of Agenda

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

Presiding Officer

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

Quorum Required

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

Call to Order

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

Absence of Members

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

Reading of Ordinances

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

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

Point of Order

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

Adjournment

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

Reconsideration of Question

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

Mail Correspondence

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

Order of Business

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

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

Order of Action

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

Introduction of Business

A. Introduction of Requirements

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

B. Filing

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

C. Reintroduction Restricted

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

D. Availability to the Board

Agenda and Packets are to be made available to the Board at least 4 Business Days prior to the meetings.

E. Unofficial Meeting Minutes

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

F. Meeting Minutes

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

Voting

A. Termination of Debate

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

B. Majority Vote Required

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

C. Abstentions

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

D. Vote Change

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

Manner of Deliberation

A. Method

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

B. Recognition of Board Member

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

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

C. Termination of Debate

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

Suspension of Rules

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

Amending of Rules

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

Robert's Rules of Order to Govern Board

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

Approved 2-23-2021

Village President Kevin M Hietpas ***Village Clerk*** _____

§ 30.01 VILLAGE OFFICERS; STATE LAW ADOPTED.

(A) *Adoption.*

(1) The following Wisconsin Statutes are hereby incorporated and made part of this section thereto: Wis. Stats. § 61.19 Annual elections: appointments; Wis. Stats. § 61.20 Election of Trustees; terms; number; Wis. Stats. § 61.23 Terms; temporary vacancy; Wis. Stats. § 61.24 President; Wis. Stats. § 61.25 Clerk; Wis. Stats. § 61.26 Treasurer; Wis. Stats. § 61.27 Assessor; Wis. Stats. § 61.31 Peace Officers; and Wis. Stats. § 61.32 Village Board; meetings; salaries, except as such statutes have been modified by Charter ordinance adopted pursuant to Wis. Stats. § 66.0101.

(2) References to specific statutory sections wherever used in this chapter shall mean the most current applicable state statutes.

(B) *Offices.*

(1) *Offices dispensed with.* The Offices of Engineer, Comptroller and Board of Public Works are dispensed with and the duties thereof shall be performed by the Village Board.

(2) *Trustees.* The village shall have six Trustees, whose term of office shall be two years (three of whom shall be elected each year).

(C) *Board of Review.* The President, Clerk and all Village Trustees shall constitute the Board of Review.

(D) *Village Planning Committee.* The Village Planning Committee shall consist of seven members appointed by the Village President with approval of the Village Board. The Village President may choose the presiding officer. The Village President may appoint himself or herself to the Committee and may appoint other village elected or appointed officials, except that the Committee shall always have at least three citizen members who are not village officials. Citizen members shall be persons of recognized experience and qualifications. Appointments shall be made during the month of April for terms that expire in April or at any other time if a vacancy occurs during the middle of the a term. Of members of the Committee first appointed, two shall be appointed for one year, two shall be appointed for two years, and three shall be appointed for three years. Thereafter, all members of the commission shall be appointed for three years. See Wis. Stat. §§ 61.35 and 62.33(1).

(E) *Board of Zoning Appeals.* The Board of Zoning Appeals shall consist of five members and one alternative member who shall be residents of the village appointed by the Village President and confirmed by a majority vote of the Village Board. Members first appointed shall serve one year, two for two years, two for three years and the alternate member shall serve three years. Thereafter, all members shall be appointed for three years. The Board shall have the powers and duties prescribed by § 30.15 and Wis. Stats. § 62.23(7)(e).

(F) *Assessor.* An Assessor, who may reside outside of the village, shall be appointed by the Village Board on an as need basis.

(G) *Policeman.*

(1) The Village Board, pursuant to Wis. Stats. §§ 61.195 and 66.0101, has by chapter ordinances discontinued the Office of Marshal or Constable, and pursuant to Wis. Stats. § 61.31, and other powers including general Village Board powers has created the Office of Policeman. Village police officers possess the powers, enjoy the privileges and are subject to the liabilities conferred and imposed by law upon village marshals or constables.

(2) The Village Board may appoint one or more deputies or reserves to the Village Police Chief from time to time as it sees fit, to assist the Police Chief in the performance of his or her duties. Such deputies shall be employees at will, serving at the pleasure of the Village Board without definite term or promise of continued employment.

(H) *Bond of Village Treasurer.* Pursuant to Wis. Stats. § 70.67, the village elects not to give the bond required by Wis. Stats. § 70.67, and in compliance with Wis. Stats. § 70.67(2) does obligate the village to pay, in case the Village Treasurer thereof shall fail to do so, all taxes of any kind required by law to be paid by such Treasurer to the County Treasurer. No bond will be required by the municipality of the Treasurer, other than the official bond required of all municipality treasurers, the Treasurer of this county, and a certified copy of this section shall be filed with the County Treasurer.

(Prior Code, § 2.01) (Ord. passed 3-12-2008; Ord. 2023-02, passed 7-12-2023)

§ 30.02 VILLAGE BOARD MEETINGS AND RULES OF PROCEDURE.

(A) *Regular meeting of Village Board.*

(1) Regular meetings of the Village Board will be held at the Village Hall at 380 East Main Street, Gilman, Wisconsin, at 7:00 p.m. on the second Wednesday of each month. Any regular meeting of the Village Board falling on a legal holiday shall be held on the day designated by the Village Board, or shall not be held, at the discretion of the Board. Any meeting of the Village Board, including any special or adjourned meetings that are not held at the Village Hall but at any other substitute location, shall be designated by the Village President or his or her designee, in compliance with the Open Meeting Law, by posting a proper written notice of the substituted location at the three usual and customary posting location likely to give notice. This notice shall occur at least 24 hours prior to meeting of the Village Board, unless in an emergency wherein the proper notice posting shall occur at least two hours prior to the meeting of the Village Board.

(2) The three usual and customary posting locations shall be the following unless the Village Board directs posting at other locations:

(a) Gilman Municipal Building, 380 E. Main Street;

(b) Romig's Inc., 109 E. Main Street; and

(c) Gilman Market, 235 E. Main Street.

(B) *Quorum.* A majority of the Village Board, including the Village President, shall constitute a quorum but a lesser number may adjourn from time to time or compel the attendance of absent members.

(C) *Special meeting of the Village Board.*

(1) Any special meeting of the Village Board may be called by the Village President or any two members of the Village Board in writing, with the written call for the special meeting of the Village Board filed with the Village Clerk at least 24 hours prior to the proposed special meeting of the Village Board with the specific time specified in the written call for the special meeting.

(2) No special meeting of the Village Board shall be held unless the notice requirement of the State Open Meeting Law, pursuant to Wis. Stats. § 19.84 and notice requirement of the open meeting provisions have been complied with by the person or persons requesting the public meeting.

(3) The Village Clerk, upon notification of call by the Village President or receipt of the written call for a special meeting of the Village Board, shall immediately notify, in writing, each member of the Village Board by delivering the written notice or by having the written notice delivered to each member of the Village Board. If any member of the Village Board cannot be personally notified in writing, then the Village Clerk shall deliver or have delivered a copy of the written notice at the home of any such member of the Village Board. The Village Clerk shall post such special meeting written notice in the above-noted three usual and customary locations.

(4) Special meetings of the Village Board attended by a quorum of the members shall be considered a regular meeting of the Village Board for the transaction of any village business that may come before the Village Board is such regular village business was so noted in the written notice to the public as required by the open meeting provisions.

(D) *Adjourned meeting of the Village Board.* The Village Board may by majority vote, adjourn any regular meeting of the Village Board from time to time to a specific date and hour. The adjournment to the specific time and place will be in compliance with the Open Meeting Law.

(E) *Order and conduct at Village Board meeting.*

(1) *Business order.*

(a) At the meeting of the Village Board, any member of the Village Board may take up any business on the agenda in any order unless there be objection by any member of the Village Board.

(b) All written petitions, written communications and written reports to the Village Board and all written and oral requests to address the Village Board shall be presented by the Village Clerk to the Village President or to the person presiding at the meeting of the Village Board.

(2) *Quorum at roll call of meeting.* If no legal quorum is present at the time of the initial roll call, the meeting of the Village Board shall be thereon adjourned by the members of the Village Board present to a specific date and hour.

(3) *Absence of Clerk at meeting.* If the Village Clerk is not present at the time of the initial roll call of the meeting of the Village Board, the Village President shall appoint the Deputy Clerk or any other person at the meeting of the village to be the Village Clerk pro tem. The Village Clerk pro tem shall prepare and maintain minutes of the meeting of the Village Board. The Village Clerk pro tem shall deliver these minutes to the Village Clerk after the end of the meeting of the Village Board or when the Village Clerk pro tem is replaced during the meeting of the Village Board by the Village Clerk.

(4) *Absence of Village President at call to order of meeting.* The presiding officer at the meeting of the Village Board will be the Village President. If the Village President is not present at the time for the call to order, the member of the Village Board selected as Board Vice President shall call the meeting of the Village Board to order, call the initial roll call and shall preside as Village President until the Village President is able to preside at the meeting of the Village Board.

(5) *Vacation of Village President or presiding officer at meeting.* If the Village President or any other presiding officer of the Village Board desires to speak on any question or make a motion, the Village President or the presiding officer may speak or make a motion without vacating the chair or without designating a member of the Village Board to preside at the meeting as Village President pro tem.

(6) *Meeting in public.* Any meeting of the Village Board, or any subunit of the Village Board shall comply with all provisions of Wis. Stats. § 19.85.

(7) *Receipts of funds.* Any officer, employee or agent of the village in possession of funds or receipts or earnings of the village shall deposit any such funds, receipts or earnings with the Village Treasurer on at least a weekly basis unless approved otherwise by the Village Board, except Police Department accounts. All such funds, receipts or earnings shall be deposited with the Village Treasurer on or before the third day of the succeeding calendar month. The Village Board shall be advised by the Village Treasurer on a monthly basis of any funds outstanding that have not been properly deposited with the

Village Treasurer. All elected and non-elected village officers and village employees, within 14 days of taking office, hiring or rehiring, shall be informed of this provision by the Village Treasurer.

(8) *Specific rules of conduct at Village Board meetings.*

(a) *Robert's Rules.* Unless other rules of conduct are specifically adopted and codified by ordinance by the Village Board, the Village Board and the meetings of Village Board shall be governed by *Robert's Rules of Order,* newly revised, which are incorporated herein by reference.

(b) *Control of meetings.* The Village President shall conduct the proceedings of each meeting and shall preserve order. A member may appeal from the decision of the presiding officer, but such appeal is not debatable and must be sustained by a majority present, exclusive of the presiding official.

(c) *Speaking before Village Board.*

1. At a meeting of the Village Board, no person other than the members of this Board shall address the Village Board or any member of the Village Board. This provision shall not apply to:

a. The Village Clerk;

b. The Village Treasurer;

c. The Village Policeman;

d. Any member of the Village Board;

e. The village legal counsel;

f. Director of Public Works; and

g. Members of the public recognized by the President at any portion of the meeting open to public comment.

2. This provision shall also not apply under the specific order of business established to recognize residents of the village or other persons, under specific order of business to recognize members of any village office, village committee, village agency, village commission or a special board or other village officers or except if the person has specifically requested from a member of this Board the right to address the Village Board and then only after approval of the presiding officer of the Village Board through an affirmative vote by the Village Board.

(d) *Excused voting.*

1. For voting upon orders, motions, resolutions, ordinances, action items, business items or any other question, all individual members of the Village Board present at the meeting shall vote when the individual Village Board member's name is called, unless for special cause a Village Board member has been excused prior to the vote by an affirmative roll call of the remaining members. However, no member of the Village Board shall be excused from voting after the actual voting has commenced, except for conflict of interest.

2. The Village Board may establish its own rules regarding when and if members are not to be voting because of any special cause or causes or conflict of interest.

(Prior Code, § 2.02) (Ord. passed 3-12-2008)

Statutory reference:

Regular meetings, see Wis. Stats. §§ 19.84(3) and 61.32

VILLAGE OFFICIALS AND ORGANIZATIONS

§ 30.15 AUTHORITY, POWERS AND DUTIES.

(A) *General powers and duties of Village President (see Wis. Stats. § 61.24).*

(1) *General powers and duties; preside at Village Board meetings.* The Village President shall preside over meetings of the Village Board.

(2) *Sign documents.*

(a) The Village President shall sign all ordinances, resolutions, bylaws, orders, regulations, commissions, licenses and permits adopted or authorized by the Village Board, unless the Village Board, by ordinance, authorizes another village officer to sign specific types of documents in lieu of the Village President.

(b) The Village Board, by ordinance, may authorize use of a facsimile signature under this division (A)(2).

(c) The Village President shall sign all drafts, order checks and transfer orders as provided under Wis. Stats. § 66.0607.

(3) *Assure administration of statutes.*

(a) The Village President shall supervise the administration of statutes relating to the village and village operations to see that they are faithfully executed.

(b) The Village President in his or her supervisory capacity has specifically delegated continuing responsibilities for village operations as village delegation of responsibilities.

(4) *Acts on behalf of Village Board.*

(a) The Village President shall see that village orders, directives and ordinances are obeyed and maintained in the village.

(b) The Village President shall obtain necessary assistance, if available, in case of emergencies, except as provided under Wis. Stats. Chapter 323.

(5) *Acts on authorization of Village Board.*

(a) The Village Board does authorize the Village President to act on behalf of the Village Board to direct, as appropriate, the solicitation and quotations for the purchase of equipment, materials and services and submit bids and quotations to the Village Board for approval.

(b) The Village Board does authorize the Village President to act on behalf of this Board to represent or designate another village officer to represent the village at meetings of, and hearings before governmental bodies on matters affecting the village.

(6) *Administer oaths.* The Village President or any other individuals may administer oaths and affidavits on all matters pertaining to the affairs of the village or designate the Village Clerk.

(B) *Miscellaneous, specific, and statutory duties.* Pursuant to Wis. Stats. § 61.34:

(1) The Village President shall nominate election officials when the Village Board disapproves the nomination of a party committee under Wis. Stats. § 7.30(4)(b);

(2) The Village President shall nominate caucus official under Wis. Stats. § 8.05(1)(c);

(3) The Village President shall sue on official bonds, if any, under Wis. Stats. § 19.015;

(4) The Village President shall execute and sign a certificate of indebtedness in connection with obtaining a state trust fund loan, if any, under Wis. Stats. § 24.67;

(5) The Village President shall appoint members of the Library Board, if any, under Wis. Stats. §§ 43.54(1)(a) and 43.60(3);

(6) The Village President shall publish annually a notice (village newsletter) regarding noxious weeds under Wis. Stats. §§ 66.0407 and 66.0517;

(7) The Village President, if authorized by the Village Board, shall represent the interest of the village in connection with appearances before the State Tax Appeals Commission under Wis. Stats. § 70.64(5);

(8) The Village President shall perform duties in connection with selection of jurors in action relating to the taking of property to provide access to a cemetery, fairgrounds or land used for industrial exposition;

(9) The Village President shall appoint members to the Airport Commission, if any, under Wis. Stats. § 114.14(2);

(10) The Village President, under Wis. Stats. § 167.10(3)(8), shall enforce regulation of fireworks under Wis. Stats. § 167.10;

(11) The Village President shall perform the Village President's duties related to stray animals and lost goods under Wis. Stats. Chapter 170;

(12) The Village President shall approve bonds by contractors for public works under Wis. Stats. § 779.14(1m); and

(13) The Village President shall execute any conveyances of real property of the village.

(C) *Other relevant statutory authority, powers and duties of Village President.* List:

_____.

(Prior Code, § 2.03) (Ord. passed 3-12-2008)

§ 30.16 SPECIAL OFFICES.

(A) *Creation of special officers.* The Village Board has, by adoption of this section, established the following special offices and retains the power to retain or appoint these special offices, the power to remove the members in these special offices, the power to establish the powers and duties of these special offices, and the power to terminate these special offices.

(B) *Special offices.*

(1) *Village Housing Authority.* A Village Housing Authority shall be organized pursuant to Wis. Stats. § 61.73. The Village President shall appoint members to the Authority subject to confirmation by the Village Board.

(2) *Village Attorney.*

(a) *Retention.* The Village Board may designate, retain or employ one or more attorneys on a temporary or continuing basis for legal matters or to represent the village in legal proceedings.

(b) *Compensation.* The Village Board shall negotiate and establish the compensation for the designation, retention or employment of an attorney based on a regular salary, per diem rate, retainer, hourly rate or other methods agreed to by the Attorney and the Village Board.

(c) *Duties.* The Attorney has the duties and powers established pursuant to the retention or contract between the Village Board and the Attorney.

(3) *Village Auditor/Accountant.*

(a) *Retention.* The Village Board may designate, retain or employ one or more accountants, including certified public accountants, on a temporary or continuing basis for financial matters or to represent the village in financial matters.

(b) *Compensation.* The Village Board shall negotiate and establish the compensation for the retention or employment of an accountant based on a regular salary, per diem rate, retainer, hourly rate or other methods agreed to by the accountant and the Village Board.

(C) *Responsibilities for special offices.* The Village Board or the Village President has appointed or retained persons to the special offices.

(1) The below noted special office holders shall not be considered regular officers, employee or agents of the village, namely:

(a) Village Attorney;

(b) Village Auditor; or

(c) Village Engineer.

(2) The following special office position need not be village residents to hold these positions:

(a) Village Attorney;

(b) Village Auditor/Accountant;

(c) Village Engineer; and

(d) (List others): _____.

(3) Every person appointed to a special office must be at least 18 years of age at the time of appointment.

(4) The special office holders, other than the specific compensation and reimbursement for cost and expenses established shall not be entitled to any village financial benefits, vacation benefits, health benefits, training programs, educational programs, insurance benefits, paid leave benefits or any other benefits except: (list exceptions, if any) _____.

(Prior Code, § 2.08) (Ord. passed 3-12-2008)

§ 30.17 ELIGIBILITY FOR OFFICE/INCOMPATIBILITY OF OFFICE.

(A) *Eligibility for office.* Any person who is a qualified elector in the village may hold any elected village office in the village. No member of the Village Board may, during his or her term, be eligible for any village office or village position which, during such term, the office or position has been created by or the selection to which is vested in the Village Board. Any member of the Village Board will be eligible for such village office or village position if he or she resigns from the Village Board before being appointed to the village office or village position and if the office or position created during his or her term in office.

(B) *Incompatibility.* Certain village offices are incompatible, by common law and statutory law, with other village offices and also with other county, state or federal offices.

(1) No village officer, by this section and the below noted cited authority, shall serve in both offices at the same time, namely (list office and cited authority): the Office of Village Treasurer and the Offices of County Treasurer or School District Treasurer.

(2) Note to users: this list is not inclusive. The common law doctrine of incompatibility extends to both officers and an office and position. OTRADOVEC vs City of Green Bay, 118 Wis. 2nd 393, 347 N.W. end 614 (1984). Consult the Village Attorney for additional advice.

(C) *Review by Attorney.* If any question or concern by any person is raised to the Village Board regarding incompatibility of any office in the village, the Village Attorney shall review the matter and shall provide his or her written comments to the Village Board.

(Prior Code, § 2.09) (Ord. passed 3-12-2008)

§ 30.18 COMMITTEES.

(A) *Committee appointments.*

(1) The Village Board shall appoint all committees except the Planning Committee and designate the chairperson of each committee except the Planning Committee chair person by majority vote of the Village Board. The Vice President will be appointed by the Board every year.

(2) The Planning Committee, pursuant to Wis. Stat. § 61.35, shall consist of members appointed pursuant to §30.01.

(3) The Revolving Loan Committee shall consist of a seven-member Board appointed by the Village President with approval by the Village Board. These offices will be three-year terms on the committee with staggered years for completion of terms.

(4) The duties of the committees shall be such as are established by the Village Board from time to time. The Planning Committee shall have those powers conferred upon city planning commissions by Wis. Stats. § 62.23, as authorized by Wis. Stats. § 61.35. The functions of the Planning Committee are to make and adopt a master plan for the physical development of the municipality. The master plan, with accompanying maps, plats, charts and descriptions and explanatory matter, shall show the Committee's recommendations for such physical development and may include, among other things without limitations because of enumeration, the general location, character and extent of streets, highways, freeways, street grades, roadways, walks, bridges, viaducts, parking areas, public places and areas, parks, playgrounds, sites for public buildings and structures, waterways; the general location and extent of sewers, water conduits and other public utilities; the acceptance, widening narrowing, extension, relocation, removal, vacation, abandonment or changes of use of any of the foregoing public ways, grounds, places, spaces, buildings, properties, utility routes or terminals; the general location, character and extent of community centers and neighborhood units; and other duties as set forth in Wis. Stats. §§ 62.23(2)-62.23(5).

(B) *Committee reports.* Each committee shall submit a written report of all matters considered by or referred to it. Such reports shall, whenever feasible, recommend definite action on each item included in the report. Any committee shall require any village officer to confer with it and supply information in connection with any pending before it.

(Prior Code, § 2.11) (Ord. passed 3-12-2008; Ord. 2023-02, passed 7-12-2023)

§ 30.19 COOPERATION IN TRANSFER OF VILLAGE OFFICE.

(A) *Duty to cooperate on transfer of office.* This section shall be interpreted liberally to accomplish its purpose which is to provide for and promote an orderly and efficient transfer of office to a successor. All officers shall use all reasonable efforts to facilitate transfer of office and to cooperate with their successor.

(B) *Status summary and responsibilities at end of term.*

(1) It shall be the duty of all village officers to provide all documents, files and information they may have regarding village business activities, property or finances to their respective successor in office and to cooperate with successors in office and all successor village official and successor Village Boards. It shall further be the duty of the following officers to provide a written, end-of-term status summary to the successor containing therein such information as the Village Board shall require:

(a) Village President;

(b) Village Clerk;

(c) Village Treasurer;

(d) Village Assessor; and

(e) Village Attorney.

(2) Status summaries at the end of each term shall be delivered to the Village Clerk for filing in the village records with a copy provided to the Village President.

(C) *Brief of Village Board and successor in office.* When requested by the Village Board, any officer shall orally brief the Village Board and/or at the Village Board's discretion his or her successor in office and answer questions pertaining to the status summary, duties of the office, procedures of the office and/or general village business pertaining to that office.

(Prior Code, § 2.14) (Ord. passed 3-12-2008)

§ 30.20 COMPENSATION OF ELECTED VILLAGE OFFICERS.

Changes in compensation during the term of office shall be subject to Wis. Stats. § 66.193, and shall not be increased during the term of office for elective officers who are entitled to participate in setting their salary.

(Prior Code, § 2.15) (Ord. passed 3-12-2008)

Board Orientation Manual

A Handbook for Village of Thiensville Board Members

Village of Thiensville
250 Elm Street
Thiensville, WI 53092
262-242-3720
www.village.thiensville.wi.us

Composition: February 2012
Revised: February 2012
Created By: Dianne S. Robertson, Administrator

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MISSION STATEMENT

To 'Build a Bridge to the Future' by effectively working together with the committees and residents in an effort to provide efficient municipal services that are responsive to local needs and expectations.

GENERAL INFORMATION FOR NEWLY ELECTED BOARD

- According to the village ordinances, the Board meetings are to be held every 1st and 3rd Monday of each month at 6:00 pm. The time may be adjusted as necessary to meet scheduling needs and the time demands of scheduled agenda items. The agenda and packets of backup information will be delivered to your home by the Thiensville Police Department on the Friday evening prior to the scheduled meeting.

- It is the responsibility of each board member to come to the meetings fully prepared. This means that you should be reading through the entire packet of information made available to you. If you have any questions regarding the information please contact Village Hall to research the answer to your question prior to the meeting.

- Each board member has a mail slot at Village Hall. It is the responsibility of each board member to periodically check his or her mailbox. If there are items in the mail slot at the time of compiling meeting packets, the items will be placed in the packet to be delivered to you.

- Each new Board member needs to visit the payroll department in Village Hall to fill out the necessary employment forms such as the W-4, I-9 etc… The Board is paid once a year in March. The annual salary amount is currently $1,800 per year for Trustee and $3,600 per year for President.

- Be sure to familiarize yourself with the 'Village of Thiensville Annual Budget' and the 'Personnel Policy Manual', 'Handbook for Wisconsin Municipal Officials', all located in the Village Administrator's Office.

- The Thiensville Village Board conducts their meeting according to 'Roberts Rules of Order'. It is highly recommended that each new Board member attend the Public Official's Workshop that is offered through the Wisconsin League of Municipalities usually in May.

- At times the Board will convene in a closed session. Confidentiality is extremely important and should be strictly adhered to. Items discussed in closed session should not be shared with other persons outside the realm of the Board Room. All closed session documents should be returned to the Village Administrator to be disposed of in a proper manner. Do not leave with closed session documents.

- Board members may be appointed to at least one committee. It is very important that you develop open and regular communication with the appropriate department head, staff and volunteer committee members in order to gather information to help you effectively attend that committee meeting. Take an active interest in what is going on behind the scenes of the departments. But by no means does this suggest that you should boss the employees around. Rather, this means to talk to the employees to find out how you can better support them in their position for the overall benefit to the village. The Village of Thiensville is fortunate enough to have very dedicated, loyal and intelligent employees who are extremely knowledgeable in their employment positions. Be supportive to all employees, they are the ones who make this village operate smoothly on a daily basis.

- Oaths of Office will be taken at the first scheduled meeting after the election. Family and friends are welcome to attend the meeting.

- Welcome to the Thiensville Village Board. I am looking forward to working with each of you as we strive to do what we feel is in the best interest for the Village of Thiensville.

Regards,
Administrator Dianne Robertson

SEATING GUIDELINES FOR BOARD

The seating arrangement of the board members shall be determined by the Village President. The President shall occupy the center seat with the village attorney directly to his/her right and the Village Administrator directly to his/her left.

The Administrator/Clerk Treasurer shall maintain the minutes of the proceedings.

STRUCTURE

Villages in Wisconsin are incorporated municipalities that are created at the request of their inhabitants to perform local services. The Wisconsin Supreme Court has stated that municipalities are ”established by law to assist in the civil government of the state and to regulate and administer the internal or local affairs of the territory within their corporate limits.” Because municipalities were created by the state, they have been referred to as “creatures of the state.” As “creatures of the state,” municipalities have no inherent powers and have only the powers given them. Wisconsin villages are fortunate in that they have been granted extensive home rule powers. “Home rule” is the ability of villages to govern themselves in local matters without state interference. Wisconsin municipalities have two sources of home rule authority: (a) Constitutional and (b) statutory or legislative. For more information on home rule, see the Handbook of Wisconsin Municipal Officials located in the Village Administrator’s Office.

The municipality of the Village of Thiensville is organized as a Village under Chapter 61 of the Wisconsin State Statutes, which provides for the President/Board form of government. Under this organization, Village government has a legislative branch, belonging exclusively to the Village Board, an executive (or administrative) branch, under the direction of a Village Administrator-Clerk-Treasurer, who is hired by the Village Board, and a judicial branch administered under the direction of the Municipal Court Judge.

LEGISLATIVE BRANCH

The President shall be by virtue of the office of Trustee and presides at all meetings of the Village Board and has a vote as Trustee and the Trustees are also members of the Village Board. The final determination of policy for the Village of Thiensville rests with the Village Board. Electors residing within the legal boundaries of the Village of Thiensville elect the Village Board.

Powers of the Village President

As authorized in Sec 61.24 Stats., the President shall be by virtue of the office of Trustee and presides at all meetings of the Village Board and has a vote as Trustee, signs all ordinances, rules, bylaws, regulations, commissions, and resolutions adopted or authorized by the Board and all orders drawn on the treasury except as provided by s. 66.0607. The Village President shall maintain peace and good order, see that the ordinances are faithfully obeyed, and in case of disturbance, riot or other apparent necessity appoint as many special marshals as the President shall deem necessary, who for the time being shall possess all the powers and rights of constables. The President shall have charge of the Village jail, which the President shall conduct in the manner provided in s 62.09(13)(c); but the President may delegate this duty to any police officer of the Village.

The President shall from time to time, provide the Board such information and recommend such measures as he or she may deem to be advantageous to the Village.

The President's authority is not unlimited. For example, a President cannot unilaterally decide what uses are to be made of Village property and cannot, without prior Board approval, enter into a contract on behalf of the Village. Also, a President cannot, without prior Board approval, expend municipal funds.

The President appoints the Village attorney, members of Boards, Commissions, and Committees, subject to confirmation by the Village Board. The Village Attorney represents the Village Board in all matters in which the Village Board has exclusive or final authority. Most Boards, Committees and Commissions operate in an advisory capacity to the Village Board but they all function under the supervision Village Board and the Village Administrator.

Any two members of the Village Board may call special meetings. An inherent reliance is made by the President on the administrative offices of the Village of Thiensville to carry out the legislative directives of the Village Board. (For more

information see the Wisconsin League of Municipalities handbook The Powers and Duties of Wisconsin Presidents, Wisconsin State Statutes Chapter 61 and the Thiensville Municipal Code Chapter 2-35) located in the Village Administrator's Office.

Powers of Village Board

Villages are governed by a Village Board consisting of Trustees and the President. The Village Board serves as the legislative arm of Village government. Trustees are the individual members of the Village Board. Individual Trustees are not empowered to act on behalf of the Village, and can only exercise power when a quorum of the Board is present. The President is a member of the Board and presides over its meetings and is counted in determining whether a quorum is present.

In contrast to other Village offices, the Wisconsin State Statutes do not provide a list of duties for Trustees, although the Village Board has full legislative (or policy-making) authority. In addition, the Village Board appoints the Village Administrator and all other department heads and employees and confirms appointments recommended by the President. It has authority for the management and control of Village property; management and control of Village finances and roads; the power to act for the government and good order of the Village, for its commercial benefit, and for the health, safety, and welfare of the public. The Board enacts ordinances, resolutions and motions; creates committees, boards and commissions; approves and amends the annual budget; levies taxes, approves the paying of claims made against the Village; grants licenses issued by the Village; and enters into contracts on behalf of the Village. It may carry out its powers by license, regulation, suppression, borrowing of money, taxation, special assessment, appropriation, fine, imprisonment, confiscation, and other necessary and convenient and legal means.

The Village Board does not enjoy executive (or administrative) powers of Village government, which are carried out by the Village Administrator, who serves at the pleasure of the Board.

Appointments by Village Board (Subject to Board Confirmation)

Legislative (Policy-Recommending or Advisory) Boards:

Committee of the Whole (Entire Village Board)
Planning Commission
Community Development Authority

Administrative (Decision-Making) Boards:

Historical Preservation Commission
Telecommunication & IT Oversight Committee
Weyenberg Library Board
M-T Bikeway Commission
Police Disciplinary Oversight Committee
Board of Review
Zoning Board of Appeals
CDBG Housing Rehabilitation Committee
River Advisory Committee

EXECUTIVE / ADMINISTRATIVE BRANCH

At a time when municipal government had become increasingly more complex, the position of Village Administrator was created in order to provide the Village of Thiensville with a more efficient, economical, coordinated, responsible and responsive municipal government under a system of part-time President and part-time Trustees. Many municipalities have found it expedient to employ full-time administrative personnel to oversee the day-to-day operations of the Village government in accordance with policies and procedures adopted by the elected representatives.

The municipal administrator is not a statutorily created position. It was created by the Village of Thiensville under its home rule authority. To further consolidate the municipal services and create efficiency measures, the offices of Clerk and Treasurer were combined with the office of Village Administrator in the year 2000.

The Village Board appoints the Village Administrator on the basis of merit, who serves for an indefinite term at the pleasure of the Board. The Village Administrator is the head of Village administration, and possesses and exercises executive and administrative powers of Village government. The Village Administrator has no legislative powers. The Village Administrator is removable by a 5/7^{ths} affirmative vote of the entire membership of the Village Board.

<u>Powers of Village Administrator/Clerk/Treasurer</u>

The Village Administrator shall carry out the directives of the President and Village Board that may require administrative implementation and shall promptly report the results obtained and any difficulties encountered. The Village

Administrator shall direct, coordinate, and expedite the activities of all Village departments, except where such authority is vested by Wisconsin State Statutes or Village ordinances and resolutions in boards, commissions or other Village officers.

He or she shall be responsible for the administration of all day-to-day operations of the Village government, including monitoring of Village compliance with Wisconsin State Statutes, regulations, village resolutions and ordinances. The Village Administrator shall prepare a plan of administration, which defines authority and responsibility for all non-statutory positions of the Village and shall establish administrative procedures to increase the effectiveness and efficiency of Village government according to acceptable practices in municipal government and consistent with the directives of the Village Board. The Village Administrator shall serve as an ex-officio member of all boards, committees and commissions of the Village.

The Clerk duties are set forth by statute. Although the duties for village clerks vary somewhat from municipality to municipality, they are in large part the same. Generally speaking, the clerk is entrusted with the care and custody of the corporate seal and all papers and records of the village. The clerk is required to attend governing body meetings and keep a full record of the proceedings. The clerk is responsible for maintaining a minute book, and "ordinance book," and is also required to keep a record of all licenses and permits granted and record all bonds, in appropriate books. The clerk shall draw and sign all orders upon the treasury in the manner provided by Sec 66.0607, Stats., and keep a full account thereof in appropriate books. The clerk shall carefully preserve all receipts filed with the clerk. The clerk shall keep an accurate account with the treasurer and charge the treasurer with all tax lists presented for collection and with all moneys paid into the treasury. The clerk shall keep all records in the clerk's office open to inspection at all reasonable hours. The clerk is authorized to administer oaths and affirmations required by the state. This list of responsibilities of the clerk is not all-inclusive, but summarizes the duties as set forth in Sec. 61.19 and Sec. 62.09(11) of the Wisconsin State Statutes.

The treasurer's duties are set forth in sections 62.09(9)(c) and 61.26 of the Wisconsin State Statutes. Generally speaking, the treasurer is responsible for collecting all village, school, county and state taxes, receiving all moneys belonging to the municipality or which by law are directed to be paid to the treasurer, and paying over the money in the treasurer's hand according to law. The treasurer must deposit municipal funds upon receipt into the public depository designated by the governing body and keep a detailed account in suitable books in such manner as the governing body shall direct. The treasurer shall keep in separate books an account of all fees received. The treasurer must make, at times specified by statute and as required by the governing body, a verified report to the governing body of moneys received and disbursed and of

the condition of the treasury per Sec. 62.09(9)(c) and Sec. 61.26(6) of the Wisconsin State Statutes.

The Village Attorney represents the Village Administrator/Clerk/Treasurer in all areas wherein the Village Administrator/Clerk/Treasurer has exclusive or final authority.

Appointments by Village Board with feedback from the Village Administrator
Deputy Clerk
Deputy Treasurer
Police Chief
Fire Chief
Director of Public Works
Election Officials

Appointments by Village Administrator / Clerk (Not Subject to Board Confirmation)
Special Voting Deputies

Who's Responsible-The Board or Administrator?

Here are some recommendations for who should be responsible for the various activities and decisions made by your organization…

AREA	BOARD	ADMINISTRATOR
Long-Term goals (more than 1 year)	Approves	Recommends and provides input
Short-Term goals (less than 1 year)	Monitors	Establishes and carries out
Day-To-Day Operations	No Rule	Makes all management decisions
Budget	Approves	Develops and recommends
Capital Purchases	Approves	Prepares Requests
Decisions on building, Renovation, leasing and Expansion	Makes decisions and Assumes responsibility	Recommends (could also sign contracts if given authority)
Supply Purchases	Establishes policy and Budget for supplies	Purchases according to board policy and maintains an adequate audit trail
Major Repairs	Approves	Obtains estimates and prepares recommendation
Minor Repairs	Policy should include amount that can be spent without board approval	Authorizes repairs up to prearranged amount
Emergency Repairs	Works with Administrator	Notifies President and acts with concurrence from President or Board
Cleaning and Maintenance	No Role (oversight only)	Sets up Schedule
Fees	Adopts Policy	Develops Fee Schedule
Billing, Credit and Collections	Adopts Policy	Proposes policy and implements policy
Hiring of Staff	Approves	Recommends all Hiring
Staff Deployment and Assignment	No Role	Establishes
Firing of Staff	No Role	Makes Final Termination Decisions
Staff Grievances	Considers extreme cases	The Grievances stop at the administrator. Extreme cases go to the Board
Personnel Policies	Adopts	Recommends and administers
Staff Salaries	Allocates line item for salaries in budget. Approves annual resolution.	Approves salaries with recommendations from supervisory staff and per union contracts
Staff Evaluation	Evaluates only the Administrator Position	Evaluates all other staff

GUIDELINES FOR BOARD MEMBERS

Conducting Orderly Meetings

The regular meeting of the Village governing body is the showcase of municipal government. In most communities this meeting is attended by members of the news media and reported in the news sections of the local newspaper. The public will necessarily base its opinion of Village administrative efficiency and legislative sensitivity on the manner in which governing body meetings are conducted.

It therefore behooves the governing body to conduct its meeting in an effective manner in keeping with full and fair consideration of the public business.

Only the barest skeleton of requirements for conduct of Village Board meetings is prescribed by statute. For the most part, the Village President and the governing body itself are responsible for designing and applying rules for the conduct of Board meetings and the accomplishment of other business matters before the governing body.

Orderly meetings require the application of good parliamentary procedures. Efficient administration of the affairs of government by the governing body requires a division of labor for the purpose of sifting and winnowing matters before presentation to the entire body for consideration and action. The former is generally accomplished by the adoption of Board bylaws or rules and the latter by creating of committees of the governing body.

CHARTER REQUIREMENTS

Specific requirements relating to meeting of Village governing bodies are contained in Chapters 61, 62 and 64 of the Wisconsin State Statutes, the charter laws. In addition, the state open meetings law applies to meetings of the municipal governing body as well as to meetings of committees, boards or commission. Sections. 19.81 to 19.98, Stats. Discussed below are the basic statutory requirements for the conduct of Village Board meetings.

Quorum

A majority of all members of the Board constitutes a quorum in villages. The President is counted for quorum purposes.

Regular Meetings

Village boards are required to meet at least once a month, on the third Monday. The Village of Thiensville meets twice a month on the first and third Mondays of the month. More frequent regular meetings may be established by the Board. Following a regular Village election, the new Board begins their term on the third Tuesday in April. Sec. 62.11(2), Stats.

Neither city/village charter laws specify the time of meetings. Regular meeting times and days are established by rule or ordinance in the Village.

All regular meetings must be public meetings and must be noticed under sec. 19.84, Stats., of the open meetings law. Failure to comply with these requirements could subject the offending officers to a forfeiture and actions taken may be voided. Secs. 19.96 and 19.97, Stats.

Special Meetings

In villages, the president may call a special meeting by written notice delivered personally to each board member or left at his or her usual place of abode at least six hours before the special meeting. Sec. 62.11(2), Stats. Board rules may authorize other procedures for call of special meetings. In Thiensville a special meeting may be called at the request of two members of the Board.

Special meetings must also be noticed as required by sec. 19.84, Stats. This provision requires 24 hours' notice of a meeting, although two hours' notice will suffice for "good cause." Sec. 19.84(3), Stats.

Suggested forms for calling special meetings are located in the Village Administrator's Office.

Recording Votes

In villages, an aye and no vote must be recorded on confirmation of appointments or adoption of any measure assessing or levying taxes,

appropriating or disbursing money or creating any liability or charge against the city/village or any city/village fund. Any member of the Board may also require an aye and no vote. Secs. 19.88(2) and 62.11(3)(d), Stats. Except for the election of officers of a governmental body, secret ballots are prohibited under sec. 19.88(i), Stats.

An example of an officer of a governmental body is the Board president. It is important to realize that this is a very narrow exception and to distinguish between officers of the body and officers of the municipality. In other words, a committee may be authorized to select its own chairman and may do so by secret ballot under sec. 19.88(1), Stats. However, elected officers of the municipality cannot be selected by secret ballot. Thus, selecting appointive municipal officers, making committee, commission and board appointments and filling vacancies on the governing body itself cannot be filled by secret ballot. 65 OAG I, viii (1976); League opinion, Governing Bodies #299.

For all types of village government, votes should be recorded when the governing body is acting under a law which requires more than a majority of a quorum.

The Open Meetings Law

Wisconsin law requires all meetings of governmental bodies, including governing bodies, committees, boards and commissions, to be open sessions with certain limited exceptions. In addition, the law requires that public notice be given of every meeting of a governmental body.

Publication of Proceedings

Proceedings of village boards must be published as required by secs. 61.32, 62.11(4) and 64.07(1), Stats. The published proceedings need not include the entire record made by the clerk in the journal but only "the substance of every official action taken by a local governing body at any meeting, regular or special." Sec. 985.01 (4), Stats. Section 985.01(5), Stats., defines "substance" as:

> ". . .an intelligible abstract or synopsis of the essential elements of the official action taken by a local governing body, including the subject matter of a motion, the persons making and seconding the motion and the roll call vote on the motion. . . "

Ordinances and resolutions published as required by law need not be reproduced in the minutes, as long as the minutes include a reference to their subject matter and show the votes taken on the legislation. Sec. 985.01(6), Stats. Names of payees and amounts of all approved claims need not be published in detail but may be consolidated according to purpose. Some governing body rules require publication of the full amount of the claim and the name of the payee for payments approved in excess of a stated amount, such as $200 or $500.

Proceedings are published in the official newspaper. Secs. 62.11(4)(a) and 985. 06, Stats.

Publication of Ordinances

In villages all ordinances must be published after passage. Ordinances are published in summary and take effect the day after publication unless a later date is expressly prescribed by the Board or by law, as in the case of charter ordinances. Secs. 62.11(4)(a) and 66.01, Stats.

There is no general requirement that village resolutions be published in full, although specific statutes may require resolution publication. Mention of the substance of the resolution and motions and votes taken concerning it are included in the published proceedings.

Village ordinances are styled "The Village Board of the Village of Thiensville does ordain as follows:" and countersigned by the village clerk. The President signs all ordinances which the Board approves.

Official Newspapers

Villages are required to designate official newspapers for publication of board proceedings, ordinances and legal notices. The procedures for selecting official newspapers and the legal requirements for newspapers entitled to receive compensation for publishing village notices, etc., are set forth in ch. 985 of the Wisconsin statutes. Because of the detail and complexity of these laws, they will not be reviewed in detail here. The village clerk and attorney should study these statutes and advise the governing body with respect to them.

The Village of Thiensville has designated its official newspaper as the News Graphic.

Voting

No member of an assembly can be compelled to vote. Wrzeski v. City of Madison, 558 F. Supp. 664 (W.D.Wis. 1983). However, casting a vote may subject him or her to prosecution or penalty under state law or local ordinance. See sec. 946.13, Stats., and the discussion entitled "Criminal Restrictions and Other Prohibited Acts." If a person abstains because of a conflict of interest, that person is not considered present for quorum and voting purposes. See Ballenger v. Door County, 131 Wis.2d 422, 388 N.W.2d 624 (ct. app. 1986).

Determining the required number of votes under special laws is frequently a matter which confronts a governing body. Usually, in these circumstances the entire authorized membership of the council or board must be counted even if some members are absent or their seats vacant. See State ex rel. Cleveland v. Common Council of City of West Allis, 177 Wis. 537, 188 N.W. 601 (1922); League opinion, Governing Bodies #204.

When an exact division of the membership into the required voting fraction is not possible, the next higher number of votes is required. Thus, on a four-member Board a majority vote of all members requires three affirmative votes as does a 2/3 of 3/4 vote. State ex rel. Owen v. McIntosh, 165 Wis. 596, 162 N.W. 670 (1917); League opinion, Governing Bodies #321.

RULES OF PARLIAMENTARY PROCEDURE

Rules of procedure for individual governing bodies vary. However, most common Boards have adopted Robert's Rules of Order Newly Revised, or similar parliamentary rules.

What is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because its' a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Roberts's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations, and other groups. So it's important that everyone know these basic rules.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to Order.
2. Roll Call of Members Present.
3. Approval of Minutes of Last Meeting.
4. Officer Reports
5. Committee Reports
6. Special Orders-Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New Business.
9. Announcements
10. Adjournment

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to Order.
2. Second Motions.
3. Debate Motions.
4. Vote on Motions.

How are Motions Presented?

1. Obtaining the floor
   a. Wait until the last speaker is finished.
   b. Rise and address the Chairman by saying "Mr. Chairman or Mr. President"
   c. Wait until the Chairman recognizes you.

2. Make Your Motion.
   a. Speak in a clear and concise manner.
   b. Always state a motion affirmatively. Say, : I move that we…" rather than, "I move that we do not…"
   c. Avoid personalities and stay on your subject.

3. Wait for someone to second your motion.
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman states your motion.
   a. The Chairman will say, "it has been moved and seconded that we…" Thus placing your motion before the membership for consideration and action.
   b. The membership then either debates your motion, or may move directly to a vote.
   c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.

7. Expanding on Your Motion.
   a. A time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
   b. The mover is always allowed to speak first.
   c. All comments and debate must be directed to the chairman.
   d. Keep to the time limit for speaking that has been established.
   e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question to the Membership.
   a. The Chairman asks, “Are you ready to vote on the question?”
   b. If there is no more discussion, a vote is taken.
   c. On a motion to move the previous question may be adapted.

9. Voting on a Motion.
   The method to vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:
      1. By Voice—The Chairman asks those in favor to say, “aye”, those opposed, “no”. Any member may move for an exact count.
      2. By Roll Call—Each member answers “yes” or “no” as his/her name is called. This method is used when a record of each person’s vote is required.
      3. By General Consent—When a motion is not likely to be opposed, the Chairman says, “If there is no objection…” The membership shows agreement by their silence, however if one member says, “I object”, the item must be put to a vote.
      4. By Division—This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
      5. By Ballot—Members write their vote on a slip of a paper, this method is used when secrecy is desired.

ROBERT'S RULES OF ORDER SIMPLIFIED

A simplified description of Robert's Rules of Order appears in Preparing for Takeoff. Taken from Brian O'Connell's *The Board Member's Book*, it describes the motion; the second; the discussion, debate, and clarification; the vote; and a restatement of the motion. The next level of detail in Robert's Rules involves a situation in which the board may want to make some changes in the original motion before the vote. In the course of the discussion it may become obvious that the motion doesn't quite say what the board now has in mind. The following rules of order depict how a slightly more complicated scenario might unfold:

- The motion.
- The second.
- The chairperson restates the motion.
- Discussion, clarification, and debate.
- Someone moves that the original motion be amended, and another person seconds the idea. (At that point the maker and seconder of the original or main motion will usually agree to the amendment even though a vote on the amendment has not been taken. Technically, once a motion has been made and seconded, it involves the whole assembly, but if no one offers objection to the amendment, no vote is usually taken.)
- If the persons who moved and seconded the original motion do not agree to the amendment or if anyone else voices objection, there is discussion, clarification, and debate on the amendment itself.
- After the group has adequately considered the amendment, the chairperson restates the motion to amend, and the group votes on the amendment.
- Once the amendment has been accepted or rejected, the group returns its attention to the original motion.
- If the amendment passes, the main motion is now known as "the original motion as amended." If the amendment is defeated, the motion is simply the original motion.
- Debate then proceeds on the original motion. It could be amended again, in which case the new amendment would get informal or formal consideration.
- When the amendments have been disposed of, the board votes on the original motion (as amended, if that's the case). Although the amendment process complicates the motion process slightly, it is simply the group's way of deciding whether the original motion needed some changes before it reflected the combined view of what should be done.
- When the motion is brought to a vote, members may abstain from voting. However, those members should explain for the record why they wish to abstain. The most common reason for abstaining is that a potential conflict of interest exists. The inability of a member to reach a decision is generally not an acceptable reason for abstaining.

- If the main motion is defected, the same basic proposal cannot be brought forward again at the same meeting. This is designed to keep the losers from filibustering by bringing the same motion up again and again. (There is an exception. If one person who was on the winning side of the vote realizes that he or she may have made a mistake, such as misunderstanding what the motion called for, he or she can move for reconsideration, at which point the board decides whether to allow reconsideration.)
- The motion to "table" is often used improperly in an attempt to suppress a measure. You can, however, use this motion in the appropriate manner to your group's advantage. The group may wish to lay aside discussion and action on a question temporarily until some other question is disposed of. You may do this by moving that the question be "tabled." By so doing you retain the privilege of resuming consideration of the tabled question at any time.

Policy Guidelines for Board Procedure

a. To avoid interruptions, members, when recognized, should indicate the course their remarks will follow and perhaps verbally, or otherwise, indicate they have concluded.

b. Motions on the floor should not be modified by statements such as, "that's all right" or "I'll include that change." Preferably, motions should be prepared in advance and should incorporate suggested changes prior to being made. Changes to a motion should be in the form of amendments.

Adopted from "Conducting Orderly Meetings," Ralph E. Houseman, The Municipality, Feb. 1972.

c. Committee chairmen should report committee actions and move adoption of recommendations, regardless of their position on the committee vote. The committee chairman may speak against the action during debate on the subject.

d. Legislative action should be taken only by ordinance, resolution or bylaw. Unless otherwise specifically required by law, any action may be taken either by resolution or by motion. In matters of urgency, a resolution may be presented verbally in motion form together with instructions for later written preparation of the resolution.

e. Whenever feasible, any member who intends to offer a resolution should arrange to have it prepared in writing by the municipal attorney and circulated with the agenda in advance of the meeting at which it is to be

offered. Similarly, any member who intends to offer a motion should prepare the motion in writing and arrange to have it circulated with the agenda in advance of the meeting at which it is to be offered.

f. Members offering motions, resolutions or ordinances should introduce them in the forms shown below:

MAIN MOTION

1) I MOVE _____

AMENDMENTS

2) I MOVE to amend the motion by inserting ____ between ____ and ____.
3) I MOVE to amend the motion by adding ____ after ____.
4) I MOVE to amend the motion by striking out _____.
5) I MOVE to amend the motion by striking out ____ and inserting ____.
6) I MOVE to amend by striking out the motion and substituting the following ____.
7) I MOVE that this motion be referred to the ____ committee (commission).

PREVIOUS QUESTION

8) I MOVE the previous question (2/3 vote) (stops debate and orders an immediate vote).

RECONSIDER

(In order same day motion is made or at next regular meeting)\
(Mover must have voted with majority)
(Not permitted in committee of the whole)

9) I MOVE to reconsider the vote by which ____ was voted. I voted with the majority.

AWARD OF CONTRACTS

10) I MOVE that the bid of ____ be approved for award, pending the signing of the contract and furnishing of required bonds, and that the city manager be authorized and directed to sign and the clerk to countersign the contract for and on behalf of the city.

INTRODUCTION OF ORDINANCE (FIRST READING)

11) I MOVE the introduction of an ordinance entitled (read from the agenda).

ADOPTION OF ORDINANCE (SECOND READING)

12) I MOVE the adoption of an ordinance entitled (read from the agenda).

ADOPTION OF RESOLUTION

13) I MOVE the adoption of a resolution entitled (read from the agenda).

CLAIMS

14) I MOVE that the (council) accept the recommendation of the (city) attorney and (deny) (pay) the claim of ____ in its entirety.

PLANNING

15) I MOVE that the (council) adopt the findings of the planning commission made in Resolution No. ____ and further move the introduction of an ordinance entitled (read from the agenda).
16) I MOVE that the (council) disapprove the findings of the planning commission made in Resolution No. ____ and deny the application for change of classification of ____.

EFFECTIVE GOVERNING

In a democracy the need to evaluate and balance all interests is a challenge and frustration facing most elected officials. City councils and village boards in Wisconsin are no exception to this rule.

Decision-Making

The fundamental job of a governing body member is to make policy decisions for his or her municipality. Unless decisions are based on full, relevant and accurate information and with a clear objective in view, the results are likely to be mediocre at best and meaningless at worst. In fact, in view of the part-time, temporary involvement of most local governing body officials in Wisconsin, the political pressures under which local decisions must be made and the frequent lack of up-to-date, accurate, verifiable information available to these decision-makers, the process has worked surprisingly well.

Decisions of local governing bodies generally fall into three categories: 1) those regarding projects or facilities; 2) those with respect to services, and 3) those relating to the need for regulations affecting the health, safety or welfare of the municipality's residents. See Wright, J. Ward, and Benson, Virginia, "Your Local Economy: Does City Hall Play a Role?", Nation's Cities, September 1972, p. 45.

The process of making decisions with respect to any of these three principal areas of municipal activity can be divided into six stages:

> "Need. The process whereby it is determined that something needs to be done. Such determination is usually based on an awareness of community conditions.
>
> "Solutions. The process of determining which government is responsible, what resources are available, what the scope of responsibility is, and the manner in which an answer to the problem should be formulated.
>
> "Projects. The development of plans for specific allocations of resources to specified agencies to undertake given actions for specified purposes.
>
> "Approval. The official act by which action is authorized and resources are allocated.
>
> "Administration. The action of management in issuing directives, supervising activities, reviewing results, and making required adjustments.
>
> "Evaluation. The process of reporting and reviewing, whereby the policy-makers may determine the success or failure of the programs, in whole or in part, in meeting the needs defined in the first stage."

Unfortunately, substantial impediments frequently exist which diminish effective city council or village board involvement in all stages of a decision. These include, among others, the existence of semi-independent agencies financed and/or sanctioned by state and federal largess and laws which may have progressed to the fourth stage of the process before bringing a project to the council or board for consideration and approval. In addition, there may be a large time span over which projects or issues may extend, resulting in numerous changes in the composition of the decision-making body or a change in attitude of the citizenry or even a change in need for the project or service itself which can hamper effective decision-making.

Perhaps, in view of these impediments, governing body officials may have to console themselves with the satisfaction of having made informed and intelligent decisions after thorough study and deliberation even if in retrospect the particular project, service or rule fails to achieve its anticipated goal.

Data Gathering and Technical Assistance

Merely identifying stages in the normal evolution and denouement of a municipal project does not guarantee effective decision-making. Effective decision-making is the result of having sufficient data to provide the basis for making rational choices between alternative courses of action. Effective decision-making also requires a refining, sifting and winnowing of the issues and data, the creation of an atmosphere conducive to making decisions in an unhurried and judicious manner and the weighing of potential consequences of alternative decisions or courses of action. Finally, effective decision-making requires the creation of a local administrative system that will guarantee that decisions made by the governing body will be carried out as intended.

Gathering data or background information is generally the role of governing body members individually and collectively and of municipal departments and administrative heads.

Individually, board members can obtain data and background information on the need for specific projects, services or rules by reading the municipal code and charter and publications such as this; by receiving reports from the administrator, department heads, boards, commissions and committees; by listening to their constituents and to citizens at public hearings; and by observing and viewing conditions in their community.

Collectively, the Board may wish to procure the advice of the municipal attorney; of the consulting engineer on particular issues or projects. Information can also be obtained from state or federal agencies or associations.

Sometimes a special study committee of citizens and/or governing body members may be used to obtain background data on the need and desirability of a particular action by the governing body. In addition, a public hearing may be called for this purpose.

It should be kept in mind that the information gathering process is not in itself the solution. It is merely the initial step. The final decision rests with the members of the governing body, and a problem or need is seldom resolved merely by collecting facts and data. Indeed, it has been suggested that the practice of Congress and the state legislature of separating the public hearing part of the process from the decision-making part leads to more efficient and more effective governing body determinations.

MAKING IT WORK

The types of problems confronted by your board can some times seem so burdensome that you wonder why you ever got involved. Try to keep in mind that the conflicts and problems that you tackle are important to the community you serve. When you work out the problems as a group, you will make healthy decisions. Keep in mind, too, your commitment to the board, your colleagues' commitment, the importance of your contribution, and the importance of making sound decisions.

As your board tries to make the best possible decisions, use the following "rules of thumb" to help you get over the hurdles:

- **Separate the people from the problem**. You and your colleagues aren't questioning each other's good intentions or personal integrity. You are discussing options for making the best possible decisions.
- **Focus on mutual interests and shared goals**. Keep in mind that you do have mutual interests, and that you are all serving the same constituency. Remember what is important!
- **Invent options for mutual gain**. Think about all that has been said throughout the debate. Can the best aspects of everybody's ideas be incorporated and a compromise reached?
- **Be open, honest, and willing to listen**. Don't be afraid to state your concerns. Be honest by revealing what you see as the options and by explaining what you see as suggestions of others.

GUIDELINES FOR BOARD MEMBERS

- Each Board member should work to establish a good relationship with other members. The success or failure of efforts may be dependent upon the degree of cooperation evident among the individual members of the Board.

- Each member should keep in mind these important points:

  - ❖ Show respect for another's viewpoint.

  - ❖ Allow others adequate time to fully present their views before making comments.

  - ❖ Be open and honest.

  - ❖ Make new members welcome and help them become acquainted with their duties.

  - ❖ Strive to minimize polarization and factions among members.

- Each Board member receives public input and citizen participation in Village government by the following means:

  - ❖ Reviewing Recommendations. Board members receive information from Committees and the public on matters spanning a wide range of interests and needs. Committee members review and make recommendations to Village Board on matters within their scope of responsibility. They perform as a citizen's advisory arm of Village Board, focusing attention on specific areas of the Village.

  - ❖ Representing General Interests. The Board must be careful to represent general interests of the Village, not special interest groups. Board members must work with the Village Administrator. They should not become directly involved in the administration or operation of Village departments, and should not direct the administrative staff to initiate programs, conduct studies or establish official policy without approval of the Village Board as a whole. Members, however, are encouraged to review and comment on relevant department programs as they affect the community.

  - ❖ Holding Open Meetings. All meetings of the Board must be open to the public pursuant to the open meetings law. The intent of the law is to ensure actions be taken openly and that deliberations be

conducted openly. Furthermore, the Board must announce a time, place and date for holding any regular or special meetings. (See the section on Open Meetings and Open Records in this Manual. If you have questions or concerns, please contact the Village Administrator.)

- Participating. Election to the Village Board provides an opportunity for genuine public service.

  Understanding the role and scope of responsibility of the Board may sometimes appear to be a daunting task with the sometimes conflicting goals of properly representing the Village, being concerned with the entire community, keeping the lines of communication open, being conscious of your relationship to the rest of the Village Board and Village staff, and establishing a good relationship with other members.

But by being open and honest at all times, while being aware that, in the public's eye, you represent the Village you serve, your ultimate contributions to policy decisions should express your sensitivity to the diverse viewpoints held in the Village.

BOARD RELATIONS

1. Representing the Board. Board members cannot individually commit the Village to positions without a vote or consent of the Board. Individual Board members should not insert themselves into or position the Board on issues without a Board vote. It is inappropriate to commit to things that the whole Board may not be aware of or approve. Members should refer such matters to the administrative staff for review and later recommendations back to the Board.

2. Complaints from Citizens. When individual Board members receive citizen complaints, these should be referred to the Administration staff for investigation and resolution immediately. A vast majority of complaints concerns enforcement issues, which must ultimately be addressed by the staff anyway. Personal Board involvement in enforcement or interpretation of ordinance, policies or laws could subject the Board to later problems. The Administrative staff enforces zoning, ordinances, basic services, personnel matters, etc., and through the separation of duties the Village Board establishes the rules by which the staff function.

3. More on Handling Complaints. Do not wait to bring up citizen complaints at Board meetings… these should be handled as quickly and routinely as possible by proper referral to staff. Do not "invite" complaints to be dealt

with at meetings. Board will not appreciate a "staged" show, and the complainant may not appreciate the delay involved.

4. Media Relations. From time to time, the media (particularly the press) will ask for commentary about a Village Board action or position on an issue. To the extent that the Board has taken an action or position, the President will serve as spokesman unless the Village Attorney has been designated by the President. In these situations, the "Board's" position is to be disclosed, as opposed to individual opinions. Of course, individual opinions are individual opinions and may not express the opinion of the Board as a whole.

5. Approval of Minutes. Board minutes are considered "action minutes". They convey a brief summary of discussion and action taken on items of business. They do not contain lengthy discourse from testimony given or all of this would be expensive, time consuming, and unnecessary. Spelling and grammar errors should only be brought to the Clerk's attention outside of the meeting.

6. Ordinance/Resolution Preparation. The Village Administrative staff and/or the Village Attorney prepare all ordinances and resolutions for Board consideration. Board's concern in review of such legal documents should be whether or not they adequately convey the "substance" desired. The legal format of such instruments, code section numbering, etc. is rightfully within the Village Attorney's purview…not the Board's. Ordinance preparation is the Village Attorney's job. They should not be prepared at the meeting by the Board.

7. Private Disputes. On occasion, individual Village residents or neighborhoods will come forth with problems of a purely private nature. These typically include nuisance complaints, work hours for contractors, boundary line disputes, fence problems, etc. The Village should not get involved. Intercession in such matters will needlessly consume time and taxpayers' dollars and could potentially expose the Village to liability. If you are not clear whether a reported "problem" is properly within the Village's jurisdiction, the best thing to do is ask the staff for a determination and ask that they report back to the Board.

8. Policing Problems. It is the Board's responsibility to police and correct any problems among Board members. Board should not expect the Administration to do this for them.

VILLAGE BOARD/VILLAGE ADMINISTRATOR AND STAFF RELATIONS

1. Everybody's Equal. All Board members will receive the same information about a matter… particularly as it relates to business items for your consideration as a body. No one will receive different or "special" information that would tend to put one Boardperson at an advantage over the others. Staff reports, per se, will be prepared for the entire Board to avoid such problems.

2. Favoritism. We all know that individual Board members may have more of an interest in some departmental functions than others. However, that should not give cause for staff to show special deference to certain Board members. Every Board member is to be treated equally; no favoritism is to be demonstrated. Be cooperative and responsive, but do not play favorites.

3. Lobbying Board Members. Individual Board members are not to be lobbied by Department heads or staff for support of their projects, budget requests, etc. Department heads work for the Village Administrator, and it is he/she that the Department heads or staff must lobby. Their programs must stand on its merits, as opposed to their success in lobbying and lining up Board votes. The Village has a chain of command and must adhere to it.

4. Board Orders. As the Municipal Code requires, no Board member is to individually "order" the Village Administrator, Department Heads, and others to do anything. Only a majority of the Board may instruct the Village Administrator to do something.

5. Use of Resources. Staff resources are limited. Those resources the Village has are fully devoted to carrying out Board-determined priorities and programs. There are no resources available to pursue individual Board members' special requests. Resources will be used as a matter of establishing a proper relationship with the entire Board. There will be a number of occasions when a Boardperson will call or request information. To the extent that it is available, the information is to be furnished. However, staff is not to launch into a special research effort that could divert limited resources from working on the priorities of the entire Board.

6. Incomplete Staff Work. There are always a number of proposals for various projects under consideration and review by staff before presentation to the Village Board for a decision. While these matters are "in process" at the staff level, it is inappropriate for the staff to "consult" with individual Board members on their "preference" for possible recommendations.

7. Board Member Involvement in Negotiation Meetings. At any one time, staff can be involved in various meetings with citizens, consultants, prospective

developers, etc. The subject matter runs the gamut from complaints to researching Board reports, possible development scenarios, and the like. The Village Board hires staff to perform these functions, and they have repeatedly reaffirmed this position. There may be a few situations that would call for meetings where a designated Board member and a staff member would both be involved. These situations will be few, and the entire Board will/should formally authorize this approach. Otherwise, Board intercession in such staff meetings and negotiations is inappropriate.

8. Office Visits. Board members are welcome to frequent Village Hall. Usually, these visits will be for business matters (to ask a question, forward a complaint, etc.). "Social" visits will be made from time to time. These are fine. However, "socializing" is discouraged to the extent that it interferes with staff's schedule or disrupts normal staff activities and workflow. For the Board members: do not disturb or demand the attention of the entire office staff. Likewise, the administrative staff should not let this happen.

9. More on Visitations. It is not appropriate for Board members or board/committee member to assume a "staff role" while you are in Village Hall. Staff has a proper role, and elected officials have a proper role. Please do not, as a Board member, answer telephones, work behind the counter, review plans with developers and contractors, respond to inquiries or complaints, or try to operate as a "staffer".

10. Village Administrator Contact. The Board member's primary contact is the Village Administrator. Questions, requests for information, etc. should be made through him/her, not individual Department Heads or other staff people. There are good reasons for this approach: the Village Administrator will then know what is going on, and he/she properly can determine which department(s) should become involved. In addition, it is a good way for the Village Administrator to assess the responsiveness and effectiveness of the departments. A further advantage is that many of the issues addressed in these guidelines will not become problems for the Village Administrator or Board.

11. Personnel Complaints. As a Board member, you may receive complaints about Village personnel. These complaints, however severe they may or may not seem, should be turned over to the Village to investigate and resolve. In some cases, disciplinary action may be required, and protection of the Village rights and employees' rights is a paramount consideration in dealing with employee complaints. The Village Administrator is the Village's Personnel Officer, so please turn over any employee complaint to him/her for internal investigation and disposition.

Addendum A

VILLAGE OF HARRISON, WISCONSIN
AUDIT UPDATE
DECEMBER 31, 2023

FINANCIAL STATEMENT SUMMARY

Draft Opinion Unmodified

Funds	Revenues	Expenditures/ Expenses	Other Sources (Uses)	Change in Fund Balance / Net Position	Total Year End Fund Balance / Net Position	Total Unrestricted/ Unassigned Fund balance / Net Position
Governmental Funds						
General Fund	$ 8,025,356	$ 7,351,393	$ -	$ 673,963	$ 8,039,639	$ 6,197,318
Debt Service Fund	819,368	939,909	-	(120,541)	(356,710)	(356,710)
Capital Projects Fund	-	33,125	1,402,391	1,369,266	4,055,474	-
Nonmajor Governmental Funds	2,463,325	2,113,010	-	350,315	2,288,735	(847,206)
Water Utility	1,471,591	1,510,243	875,803	837,151	11,066,818	2,521,230
Sewer Utility	1,180,420	1,022,576	902,378	1,060,222	15,829,875	4,609,342

Key Financial Highlights:
General fund increased fund balance by $673,963) compared to budgeted use of ($133,039), primarily driven increase in interest rates and expenditure savings based on the timing of capital outlay.
Debt service fund levies for annual debt service payments
Capital projects issues debt to finance capital expenditures
Nonmajor funds restrict use of funds for the specific purpose of the fund.
Water and Sewer Utility include user charges to fund operating expenses

GOVERNANCE COMMUNICATION

Accounting Policies
No new accounting policies adopted in 2023
No transactions that lacked authoritative guidance

Accounting Estimates
No sensitive estimates

Misstatements
Material audit adjustments:
Primarily related to accrual entries
No uncorrected misstatements

Other
No disagreements with management
Management representations

MANAGEMENT LETTER

Description
Items that remain from the prior year
Financial Statement Preparation and Audit Adjustments

VILLAGE OF HARRISON, WISCONSIN

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

YEAR ENDED DECEMBER 31, 2023

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Village Board
Village of Harrison

INDEPENDENT AUDITORS' REPORT

Village Board
Village of Harrison
Harrison, Wisconsin

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Harrison, Wisconsin, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Village of Harrison's basic financial statements as listed in the table of contents.

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In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Harrison, as of December 31, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof and budgetary comparison information for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Village of Harrison and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village of Harrison's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Village Board
Village of Harrison

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Village of Harrison's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Village of Harrison's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

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Village of Harrison

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedules relating to pensions as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Harrison's basic financial statements. The combining fund statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the combining fund statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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CliftonLarsonAllen LLP

Wauwatosa, Wisconsin
Report Date

VILLAGE OF HARRISON, WISCONSIN
STATEMENT OF NET POSITION
DECEMBER 31, 2023

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and Investments	$ 19,291,195	$ 6,977,865	$ 26,269,060
Receivables:			
Taxes and Special Charges	5,217,607	-	5,217,607
Accounts, Net	272	212,052	212,324
Special Assessments	1,765,627	1,074	1,766,701
Due from Other Governments	-	523,415	523,415
Prepaid Expenses	995,115	-	995,115
Inventory	-	29,781	29,781
Internal Balances	-	-	-
Capital Assets, Nondepreciable	4,126,188	112,156	4,238,344
Capital Assets, Depreciable	20,409,419	19,653,965	40,063,384
Total Assets	51,805,423	27,510,308	79,315,731
DEFERRED OUTFLOWS OF RESOURCES			
Pension Related Amounts	1,225,269	218,392	1,443,661
Total Deferred Outflows of Resources	1,225,269	218,392	1,443,661
LIABILITIES			
Accounts Payable	1,398,886	150,798	1,549,684
Accrued and Other Current Liabilities	74,589	67,722	142,311
Due to Other Governments	-	-	-
Unearned revenue	594,793	-	594,793
Accrued Interest Payable	17,522	-	17,522
Special Deposits	1,016,396	-	1,016,396
Long-Term Obligations:			
Due Within One Year	1,208,682	43,682	1,252,364
Due in More Than One Year	4,851,318	393,737	5,245,055
Net Pension Liability	327,464	56,552	384,016
Total Liabilities	9,489,650	712,491	10,202,141
DEFERRED INFLOWS OF RESOURCES			
Property Taxes Levied for Subsequent Year	9,058,386	-	9,058,386
Pension Related Amounts	692,055	119,516	811,571
Total Deferred Inflows of Resources	9,750,441	119,516	9,869,957
NET POSITION			
Net Investment in Capital Assets	23,901,081	19,766,121	43,667,202
Restricted	3,135,941	-	3,135,941
Unrestricted	6,753,579	7,130,572	13,884,151
Total Net Position	$ 33,790,601	$ 26,896,693	$ 60,687,294

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See accompanying Notes to Basic Financial Statements.

VILLAGE OF HARRISON, WISCONSIN
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2023

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue and Changes inNet Position: Governmental Activities	Net (Expense) Revenue and Changes inNet Position: Business-Type Activities	Net (Expense) Revenue and Changes inNet Position: Total
GOVERNMENTAL ACTIVITIES							
General Government	$ 1,515,558	$ 329,932	$ 381,593	$ -	$ (804,033)	$ -	$ (804,033)
Public Safety	1,374,613	854,564	79,561	-	(440,488)	-	(440,488)
Public Works	3,481,364	3,183,234	-	434,861	136,731	-	136,731
Health and Human Services	-	-	21,662	-	21,662	-	21,662
Culture and Recreation	121,053	81,195	-	-	(39,858)	-	(39,858)
Conservation and Development	1,500,009	-	2,131	-	(1,497,878)	-	(1,497,878)
Interest and Fiscal Charges	143,713	-	-	-	(143,713)	-	(143,713)
Total Governmental Activities	$ 8,136,310	$ 4,448,925	$ 484,947	$ 434,861	(2,767,577)	-	(2,767,577)
BUSINESS-TYPE ACTIVITIES							
Water Utility	1,510,243	1,471,597	-	726,251	-	687,605	687,605
Sewer Utility	1,022,576	1,180,420	-	752,865	-	910,709	910,709
Total Business-Type Activities	2,532,819	2,652,017	-	1,479,116	-	1,598,314	1,598,314
Total	10,669,129	7,100,942	484,947	1,913,977	(2,767,577)	1,598,314	(1,169,263)
GENERAL REVENUES							
Taxes:							
Property Taxes					3,701,843	-	3,701,843
Tax Increments					947,412	-	947,412
Other Taxes					522,889	-	522,889
Federal and State Grants and Other Contributions							0
Not Restricted to Specific Functions					136,321	-	136,321
Interest and Investment Earnings					719,500	299,065	1,018,565
Miscellaneous					39,613	-	39,613
Total General Revenues					6,067,578	299,065	6,366,643
CHANGE IN NET POSITION					3,300,001	1,897,379	5,197,380
Net Position - Beginning of Year					30,490,600	24,999,314	55,489,914
NET POSITION - END OF YEAR					$ 33,790,601	$ 26,896,693	$ 60,687,294

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See accompanying Notes to Basic Financial Statements.

VILLAGE OF HARRISON, WISCONSIN
BALANCE SHEET – GOVERNMENTAL FUNDS
DECEMBER 31, 2023

	General	Debt Service	Capital Projects	Other Governmental Funds	Total
ASSETS					
Cash and Investments	$ 10,597,847	$ 203,061	$ 4,055,474	$ 4,434,813	$ 19,291,195
Receivables:					
Taxes and Special Charges	3,469,525	640,229	0	1,107,853	5,217,607
Accounts, Net	272	-	-	-	272
Special Assessments	1,765,627	-	-	-	1,765,627
Prepaid Expenses	995,115				995,115
Due from Other Funds	847,206	-	-	-	847,206
Due from Other Governments	-	-	-	-	-
Assets held for sale	-	-	-	-	-
Total Assets	$ 17,675,592	$ 843,290	$ 4,055,474	$ 5,542,666	$ 28,117,022
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES					
LIABILITIES					
Accounts Payable	$ 1,395,373	$ -	$ -	$ 3,513	$ 1,398,886
Accrued and Other Current Liabilities	74,589	-	-	-	74,589
Due to Other Funds	-	-	-	847,206	847,206
Unearned revenue	-	-	-	594,793	594,793
Due to Other Governments	-	-	-	-	-
Special Deposits	1,016,396	-	-	-	1,016,396
Total Liabilities	2,486,358	-	-	1,445,512	3,931,870
DEFERRED INFLOWS OF RESOURCES					
Property Taxes and Special Charges Levied for Subsequent Year	6,049,967	1,200,000	-	1,808,419	9,058,386
Special Assessments	1,099,628	-	-	-	1,099,628
Total Deferred Inflows of Resources	7,149,595	1,200,000	-	1,808,419	10,158,014
FUND BALANCES					
Nonspendable	1,842,321	-	-	-	1,842,321
Restricted	-	-	4,055,474	3,135,941	7,191,415
Assigned	-	-	-	-	-
Unassigned	6,197,318	(356,710)	-	(847,206)	4,993,402
Total Fund Balances	8,039,639	(356,710)	4,055,474	2,288,735	14,027,138
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ 17,675,592	$ 843,290	$ 4,055,474	$ 5,542,666	$ 28,117,022

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See accompanying Notes to Basic Financial Statements.

VILLAGE OF HARRISON, WISCONSIN
BALANCE SHEET – GOVERNMENTAL FUNDS (CONTINUED)
DECEMBER 31, 2023

Total Fund Balances as Shown on Previous Page	$ 14,027,138
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds.	24,535,607
Other long-term assets are not available to pay current period expenditures and therefore are deferred in the funds.	
Special Assessments	1,099,628
Net Pension Asset	-
Some deferred outflows and inflows of resources reflect changes in long-term liabilities and are not reported in the funds.	
Deferred Outflows Related to Pensions	1,225,269
Deferred Inflows Related to Pensions	(692,055)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	
Notes Payable	(6,060,000)
Net Pension Liability	(327,464)
Accrued Interest on Long-Term Obligations	(17,522)
Net Position of Governmental Activities as Reported on the Statement of Net Position	$ 33,790,601

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VILLAGE OF HARRISON, WISCONSIN
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2023

	General	Debt Service	Capital Projects	Other Governmental Funds	Total
REVENUES					
Taxes	$ 2,889,135	$ 819,368	$ -	$ 1,470,271	$ 5,178,774
Special Assessments	1,134,327	-	-	-	1,134,327
Intergovernmental	673,001	-	-	381,593	1,054,594
Licenses and Permits	407,312	-	-	163,466	570,778
Fines and Forfeits	11,316	-	-	-	11,316
Public Charges for Services	1,979,193	-	-	447,995	2,427,188
Intergovernmental Charges for Services	174,349	-	-	-	174,349
Miscellaneous	756,723	-	-	-	756,723
Total Revenues	8,025,356	819,368	-	2,463,325	11,308,049
EXPENDITURES					
Current:					
General Government	941,228	-	-	390,895	1,332,123
Public Safety	1,257,088	-	-	-	1,257,088
Public Works	2,405,740	-	-	72,836	2,478,576
Culture and Recreation	40,882	-	-	-	40,882
Conservation and Development	108,015	-	-	1,137,777	1,245,792
Debt Service:			-		
Principal	-	830,000	-	-	830,000
Interest and Fiscal Charges	-	109,909	33,125	-	143,034
Capital Outlay	2,598,440	-	-	511,502	3,109,942
Total Expenditures	7,351,393	939,909	33,125	2,113,010	10,437,437
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	673,963	(120,541)	(33,125)	350,315	870,612
OTHER FINANCING SOURCES					
Long-Term Debt Issued	-	-	1,400,000	-	1,400,000
Premium on Debt Issued	-	-	2,391	-	2,391
Transfers In		0		-	-
Transfers Out	-	-		-	-
Total Other Financing Sources	-	-	1,402,391	-	1,402,391
NET CHANGE IN FUND BALANCES	673,963	(120,541)	1,369,266	350,315	2,273,003
Fund Balances - Beginning of Year	7,365,676	(236,169)	2,686,208	1,938,420	11,754,135
FUND BALANCES - END OF YEAR	$ 8,039,639	$ (356,710)	$ 4,055,474	$ 2,288,735	$ 14,027,138

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VILLAGE OF HARRISON, WISCONSIN
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2023

Net Change in Fund Balances as Shown on Previous Page	$ 2,273,003
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Capital Assets Reported as Capital Outlay in Governmental Fund Statements	2,868,669
Loss on Disposal of Assets	(53,192)
Depreciation Expense Reported in the Statement of Activities	(1,243,248)
Governmental funds do not present revenues that are not available to pay current obligations. In contrast, such revenues are reported in the statement of activities when earned.	
Special Assessments	125,871
Net Pension Asset	(837,677)
Debt issued provides current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	
Long-Term Debt Issued	(1,400,000)
Principal Repaid	830,000
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:	
Accrued Interest on Long-Term Debt	(679)
Deferred Outflows of Resources Related to Pensions	226,179
Deferred Inflows of Resources Related to Pensions	511,075
Change in Net Position of Governmental Activities as Reported in the Statement of Activities	$ 3,300,001

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VILLAGE OF HARRISON, WISCONSIN
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND
YEAR ENDED DECEMBER 31, 2023

	Budget			Variance Final Budget - Positive
	Original	Final	Actual	(Negative)
REVENUES				
Taxes	$ 2,817,412	$ 2,817,412	$ 2,889,135	$ 71,723
Special Assessments	1,128,474	1,128,474	1,134,327	5,853
Intergovernmental	670,672	670,672	673,001	2,329
Licenses and Permits	304,753	304,753	407,312	102,559
Fines and Forfeits	6,500	6,500	11,316	4,816
Public Charges for Services	1,927,809	1,927,809	1,979,193	51,384
Intergovernmental Charges for Services	185,701	185,701	174,349	(11,352)
Miscellaneous	28,100	28,100	756,723	728,623
Total Revenues	7,069,421	7,069,421	8,025,356	955,935
EXPENDITURES				
Current:				
General Government	918,119	918,119	941,228	(23,109)
Public Safety	1,300,893	1,300,893	1,257,088	43,805
Public Works	2,312,660	2,312,660	2,405,740	(93,080)
Health and Human Services	2,200	2,200	-	2,200
Culture and Recreation	60,000	60,000	40,882	19,118
Conservation and Development	185,191	185,191	108,015	77,176
Capital Outlay	4,023,397	4,023,397	2,598,440	1,424,957
Total Expenditures	8,802,460	8,802,460	7,351,393	1,451,067
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,733,039)	(1,733,039)	673,963	2,407,002
OTHER FINANCING SOURCES				
Long-Term Debt Issued	1,600,000	1,600,000	-	(1,600,000)
Proceeds from Sale of Capital Assets	-	-	-	-
Total Other Financing Sources (Uses)	1,600,000	1,600,000	-	(1,600,000)
NET CHANGE IN FUND BALANCE	(133,039)	(133,039)	673,963	807,002
Fund Balance - Beginning of Year	7,365,676	7,365,676	7,365,676	-
FUND BALANCE - END OF YEAR	$ 7,232,637	$ 7,232,637	$ 8,039,639	$ 807,002

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VILLAGE OF HARRISON, WISCONSIN
STATEMENT OF NET POSITION – PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2023

ASSETS	Water Utility	Sewer Utility	Total
Current Assets			
Cash and Investments	$ 2,484,534	$ 4,493,331	$ 6,977,865
Accounts Receivable - municipalities and county	80,075	443,340	523,415
Accounts Receivable - customers	119,270	93,856	213,126
Prepaid Expenses	-	-	-
Materials and Supplies	19,143	10,638	29,781
Total Current Assets	2,703,022	5,041,165	7,744,187
Net Pension Asset			0
Non-Depreciable Capital Assets	70,720	41,436	112,156
Depreciable Capital Assets	12,118,525	15,578,955	27,697,480
Accumulated Depreciation	(3,643,657)	(4,399,858)	(8,043,515)
Total Non-Current Assets	8,545,588	11,220,533	19,766,121
TOTAL ASSETS	11,248,610	16,261,698	27,510,308
DEFERRED OUTFLOWS OF RESOURCES			
Pension Related Amounts	109,196	109,196	218,392
Total Deferred Outflows of Resources	109,196	109,196	218,392
LIABILITIES			
Current Liabilities			
Accrued connection fees refund	$ -	$ -	$ -
Other accrued liabilities	67,722	-	67,722
Accounts payable	135,232	15,566	150,798
Total Current liabilities	202,954	15,566	218,520
Long-Term Obligations:			
Due Within One Year	-	43,682	43,682
Due in More Than One Year	-	393,737	393,737
Net Pension Liability	28,276	28,276	56,552
Total Liabilities	231,230	481,261	712,491
DEFERRED INFLOWS OF RESOURCES			
Pension Related Amounts	59,758	59,758	119,516
Total Deferred Inflows of Resources	59,758	59,758	119,516
NET POSITION			
Net investment in capital assets	8,545,588	11,220,533	19,766,121
Restricted	-	-	-
Unrestricted	2,521,230	4,609,342	7,130,572
Total net position	$ 11,066,818	$ 15,829,875	$ 26,896,693

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VILLAGE OF HARRISON, WISCONSIN
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION – PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2023

	Water Utility	Sewer Utility	Total
OPERATING REVENUES			
Charges for Services	$ 1,467,126	$ 1,169,809	$ 2,636,935
Miscellaneous Revenue	4,471	10,611	15,082
Total Operating Revenues	1,471,597	1,180,420	2,652,017
OPERATING EXPENSES			
Sewage Service	-	763,332	763,332
Water Service	1,297,919	-	1,297,919
Depreciation Expense	212,324	259,244	471,568
Total Operating Expenses	1,510,243	1,022,576	2,532,819
OPERATING INCOME	(38,646)	157,844	119,198
NONOPERATING REVENUES (EXPENSES)			
Interest Income	149,552	149,513	299,065
Total Nonoperating Revenues (Expenses)	149,552	149,513	299,065
INCOME BEFORE CONTRIBUTIONS AND TRANSFERS	110,906	307,357	418,263
CAPITAL CONTRIBUTIONS	726,251	752,865	1,479,116
CHANGE IN NET POSITION	837,157	1,060,222	1,897,379
Net Position - Beginning of Year	10,229,661	14,769,653	24,999,314
NET POSITION - END OF YEAR	$ 11,066,818	$ 15,829,875	$ 26,896,693

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VILLAGE OF HARRISON, WISCONSIN
STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2023

	Water Utility	Sewer Utility	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Customers	$ 1,209,016	$ 1,259,377	$ 2,468,393
Payments to Suppliers	(1,060,951)	(559,869)	(1,620,820)
Interfunds	(199,775)	(82,652)	(282,427)
Payments to Employees	(235,202)	(233,450)	(468,652)
Net Cash Provided (Used) by Operating Activities	(286,912)	383,406	96,494
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Acquisition and construction of capital assets	(90,336)	(121,120)	(211,456)
Principal Paid on Long-Term Debt	-	(42,556)	(42,556)
Transfer from Other Funds	-	-	-
Interest Paid on Long-Term Debt	-	-	-
Net Cash Provided (Used) by Capital and Related Financing Activities	(90,336)	(163,676)	(254,012)
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest Received	149,552	149,513	299,065
Net Cash Provided by Investing Activities	149,552	149,513	299,065
NET INCREASE IN CASH AND CASH EQUIVALENTS	(227,696)	369,243	141,547
Cash and Cash Equivalents - Beginning of Year	2,712,230	4,124,088	6,836,318
CASH AND CASH EQUIVALENTS - END OF YEAR	$ 2,484,534	$ 4,493,331	$ 6,977,865

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VILLAGE OF HARRISON, WISCONSIN
STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS
YEAR ENDED DECEMBER 31, 2023

	Water Utility	Sewer Utility	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating Loss	$ (38,646)	$ 157,844	$ 119,198
Adjustments to Reconcile Operating Loss to Net Cash Provided (Used) by Operating Activities:			
Depreciation	212,324	259,244	471,568
Allocated Depreciation	23,154	(22,816)	338
Effects of Changes in Operating Assets and Liabilities:			
Receivables	10,512	78,957	89,469
Prepaids	5,004	5,004	10,008
Inventories	92	38	130
Deferred Outflows	(63,162)	(63,162)	(126,324)
Pension Asset	48,590	48,590	97,180
Accounts Payable and Other Current Liabilities	(273,706)	(32,312)	(306,018)
Due to Other Funds	(222,929)	(59,836)	(282,765)
Deferred Inflows			-
Deferred Inflows	11,855	11,855	23,710
Net Cash Provided (Used) by Operating Activities	$ (286,912)	$ 383,406	$ 96,494
CASH AND CASH EQUIVALENTS AT DECEMBHER 31 ARE RECONCILED FROM THE BALANCE SHEET AS FOLLOWS:			
Cash and Cash Equivalents	$ 2,484,534	$ 4,493,331	$ 6,977,865
Restricted Cash and Cash Equivalents	-	-	-
Total Cash and Cash Equivalents	$ 2,484,534	$ 4,493,331	$ 6,977,865

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See accompanying Notes to Basic Financial Statements.

VILLAGE OF HARRISON, WISCONSIN
STATEMENT FIDUCIARY NET POSITION – CUSTODIAL FUNDS
YEAR ENDED DECEMBER 31, 2023

ASSETS	
Cash and Investments	$ 8,509,585
Receivables:	
Taxes and Special Charges	9,732,700
Total Assets	18,242,285
LIABILITIES	
Due to Other Governments	-
Total Liabilities	-
DEFERRED INFLOWS OF RESOURCES	
Property Taxes Levied for Subsequent Year	18,242,285
Total Deferred Inflows of Resources	18,242,285
NET POSITION - RESTRICTED	$ -

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See accompanying Notes to Basic Financial Statements.

VILLAGE OF HARRISON, WISCONSIN
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION – CUSTODIAL FUNDS
DECEMBER 31, 2023

ADDITIONS	
Tax collections	$ 18,242,285
Total Additions	18,242,285
DEDUCTIONS	18,242,285
Total Deductions	18,242,285
CHANGE IN NET POSITION	-
Net Position - Beginning of Year	-
NET POSITION - END OF YEAR	$ -

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See accompanying Notes to Basic Financial Statements.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Village of Harrison, Wisconsin (the Village), have been prepared in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the Village are described below:

A. Reporting Entity

The Village is a municipal corporation governed by an elected seven-member board (the Village Board). In accordance with U.S. GAAP, the basic financial statements are required to include the Village and any separate component units that have a significant operational or financial relationship with the Village. The Village has not identified any component units that are required to be included in the basic financial statements.

B. Government-Wide and Fund Financial Statements

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The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Village. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities,* which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for services.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Governmental funds include general, special revenue, debt service and capital projects funds. Proprietary funds include enterprise and internal service funds. The Village has no internal service funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The Village reports the following major governmental funds:

General Fund

This is the Village's primary operating fund. It accounts for all financial resources of the general government, except those accounted for in another fund.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Government-Wide and Fund Financial Statements (Continued)

Debt Service Fund

Used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Capital Projects Fund

Used to account for the accumulation of resources for, and the payment of, general capital projects of the Village.

The Village has the following major enterprise funds:

Harrison Utilities

Harrison Utilities operates a water and sewer utility serving customers in the Village of Harrison and surrounding communities.

In addition, the Village reports Custodial funds to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, and /or other governmental units. The Villages reports tax roll collection activity in the custodial fund.

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C. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Revenues susceptible to accrual include intergovernmental grants, intergovernmental charges for services, public charges for services and interest. Other revenues such as licenses and permits, fines and forfeits and miscellaneous revenues are recognized when received in cash or when measurable and available.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus and Basis of Accounting (Continued)

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, and fees and fines, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the Village's policy to use restricted resources first, then unrestricted resources, as they are needed.

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Fund Balance

1. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. For purposes of the statement of cash flows, all cash deposits and highly liquid investments (including restricted assets) with a maturity of three months or less from date of acquisition are considered to be cash equivalents.

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2. Property Taxes and Special Charges Receivable

Property taxes and special charges consist of taxes on real estate and personal property and user charges assessed against Village properties. They are levied during December of the prior year and become an enforceable lien on property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes and special charges are payable on or before January 31 in full. Real estate taxes are payable in full by January 31 or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by January 31 are purchased by the County as part of the February tax settlement. Delinquent personal property taxes remain the collection responsibility of the Village. Special charges not paid by January 31 are held in trust by the County and remitted to the Village, including interest, when collected by the County.

3. Accounts Receivable

Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the basic financial statements.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Fund Balance (Continued)

4. Special Assessments

Assessments against property owners for public improvements are generally not subject to full settlement in the year levied. Special assessments are placed on tax rolls on an installment basis. Revenue from special assessments recorded in governmental funds is recognized as collections are made within the period of availability.

5. Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as “Due from Other Funds” and “Due to Other Funds” in the fund financial statements.

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6. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Village as assets with an initial, individual costs of $5,000 or higher and an estimated useful life in excess of a year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets of the Village are depreciated using the straight-line method over the following estimated useful lives:

Land Improvements	20 to 40 Years
Buildings and Improvements	25 Years
Machinery and Equipment	5 to 20 Years
Infrastructure	25 Years

7. Deferred Outflows/Inflows of Resources

Deferred outflows of resources are a consumption of net assets by the government that is applicable to a future reporting period. Deferred inflows of resources are an acquisition of net assets by the government that is applicable to a future reporting period. The recognition of those outflows and inflows as expenses or expenditures and revenues are deferred until the future periods to which the outflows and inflows are applicable.

Governmental funds may report deferred inflows of resources for unavailable revenues. The Village reports unavailable revenues for special assessments. These inflows are recognized as revenues in the government-wide financial statements.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Fund Balance (Continued)

8. Long-Term Obligations

In the government-wide financial statements, and proprietary funds in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

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9. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

10. Fund Equity

Governmental Fund Financial Statements

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

Nonspendable Fund Balance: Amounts that are not in spendable form (such as inventory, prepaid items, or long-term receivables) or are legally or contractually required to remain intact.

Restricted Fund Balance: Amounts that are constrained for specific purposes by external parties (such as grantor or bondholders), through constitutional provisions, or by enabling legislation.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position or Fund Balance (Continued)

10. Fund Equity (Continued)

Committed Fund Balance: Amounts that are constrained for specific purposes by action of the Village Board. These constraints can only be removed or changed by the Village Board using the same action that was used to create them.

Assigned Fund Balance: Amounts that are constrained for specific purposes by action of Village management. The Village Board has authorized the Village Manager to assign fund balance. Residual amounts in any governmental fund, other than the General Fund, are also reported as assigned.

Unassigned Fund Balance: Amounts that are available for any purpose. Positive unassigned amounts are only reported in the General Fund.

The Village has not adopted a fund balance spend-down policy regarding the order in which fund balance will be utilized. When a policy does not specify the spend-down policy, GASB Statement No. 54 indicates that restricted funds would be spent first, followed by committed funds, and then assigned funds. Unassigned funds would be spent last.

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Government-Wide and Proprietary Fund Statements

Equity is classified as net position and displayed in three components:

Net Investment in Capital Assets: Amount of capital assets, net of accumulated depreciation, and capital related deferred outflows of resources less outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets and any capital related deferred inflows of resources.

Restricted Net Position: Amount of net position that is subject to restrictions that are imposed by 1) external groups, such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position: Net position that is neither classified as restricted nor as net investment in capital assets.

E. Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Changes in Accounting Policies

The Village adopted Statement of Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*, as of January 1, 2022. Implementation of this standard did not have a material impact on these financial statements.

NOTE 2 STEWARDSHIP AND COMPLIANCE

A. Budgets and Budgetary Accounting

The Village follows these procedures in establishing the budgetary data reflected in the basic financial statements:

1. During October, Village management submits to the Village Board a proposed operating budget for the calendar year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. After submission to the governing body, public hearings are held to obtain taxpayer comments. Following the public hearings, the proposed budget, including authorized additions and deletions, is legally enacted by Village Board action.

2. Budgets are adopted on a basis consistent with U.S. GAAP for all governmental funds, except for the Tax Incremental District No. 1 and Tax Incremental District No. 2. Budget is defined as the originally approved budget plus or minus approved amendments. Individual amendments throughout the year were not material in relation to the original budget. Budget appropriations not expended during the year are closed to fund balance unless authorized by the governing body to be forwarded into the succeeding year's budget.

3. During the year, formal budgetary integration is employed as a management control device for the governmental funds adopting a budget.

4. Expenditures may not exceed appropriations provided in detailed budget accounts maintained for each activity or department of the Village. Amendments to the budget during the year require initial approval by management and are subsequently authorized by the Village Board.

5. Encumbrance accounting is not used by the Village to record commitments related to unperformed contracts for goods or services.

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NOTE 2 STEWARDSHIP AND COMPLIANCE (CONTINUED)

B. Deficit Fund Equity

The following funds had a deficit fund balance as of December 31, 2023:

		Deficit Fund Balance
Fund:		
Debt Service	$	(356,710)
TIF District No. 5		(596,206)
TIF District No. 6		(251,000)
Total	$	(952,916)

The Village anticipates future tax increments will finance the deficit of the tax incremental districts.

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C. Property Tax Levy Limit

Wisconsin state statutes provide for a limit on the property tax levies for all Wisconsin cities, villages, towns and counties. For the 2023 budget year, Wisconsin Statutes limit the increase in the maximum allowable tax levy to the change in the Village's January 1 equalized value as a result of net new construction. Debt service for debt authorized after July 1, 2005 is exempt from the levy limit. In addition, Wisconsin statutes allow the limit to be adjusted for the increase in debt service authorized prior to July 1, 2005 and in certain other situations.

NOTE 3 CASH AND INVESTMENTS

The Village maintains various cash and investment accounts, including pooled funds that are available for use by all funds. Each fund's portion of these accounts is displayed on the financial statements as "Cash and Investments." Invested cash consists of deposits and investments that are restricted by Wisconsin Statutes to the following:

- Time deposits
- Repurchase agreements
- Securities issued by federal, state, and local governmental entities
- Statutorily authorized commercial paper and corporate securities
- Wisconsin local government investment pool

The carrying amount of the Village's cash and investments totaled $29,424,821 December 31, 2023 as summarized below:

Petty Cash and Cash on Hand	$	323
Deposits with Financial Institutions		34,512,321
Investments:		
Wisconsin Local Government Investment Pool		266,000
Total	$	34,778,644

NOTE 3 CASH AND INVESTMENTS (CONTINUED)

Fair Value Measurements

The Village categorizes its fair value measurements within the fair value hierarchy established by U.S. GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant observable inputs; Level 3 inputs are significant unobservable inputs. The Village currently has no investments that are subject to fair value measurement.

Deposits and investments of the Village are subject to various risks. Presented below is a discussion of the Village's deposits and investments and the related risks.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Wisconsin statutes require repurchase agreements to be fully collateralized by bonds or securities issued or guaranteed by the federal government or its instrumentalities. The Village does not have an additional custodial credit policy.

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Deposits with financial institutions within the state of Wisconsin are insured by the Federal Deposit Insurance Corporation (FDIC) in the amount of $250,000 for the combined amount of all time and savings deposits and $250,000 for interest-bearing and noninterest-bearing demand deposits per official custodian per insured depository institution. Deposits with financial institutions located outside the state of Wisconsin are insured by the FDIC in the amount of $250,000 for the combined amount of all deposit accounts per official custodian per depository institution. Deposits with credit unions are insured by the National Credit Union Share Insurance Fund (NCUSIF) in the amount of $250,000 per credit union member. Also, the state of Wisconsin has a State Guarantee Fund which provides a maximum of $400,000 per public depository above the amount provided by an agency of the U.S. government. However, due to the relatively small size of the State Guarantee Fund in relation to the Fund's total coverage, total recovery of insured losses may not be available. This coverage has been considered in determining custodial credit risk.

As of December 31, 2023, $2,584,141 of the Village's deposits with financial institutions were in excess of federal and state depository insurance limits and uncollateralized.

NOTE 3 CASH AND INVESTMENTS (CONTINUED)

Custodial Credit Risk (Continued)

The Village has investments in the Wisconsin local government investment pool of $248,996 at December 31, 2023. The Wisconsin local government investment pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2023, the fair value of the Village's share of the LGIP's assets was substantially equal to the carrying value.

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Wisconsin statutes limit investments in securities to the top two ratings assigned by nationally recognized statistical rating organizations. The Village does not have an additional credit risk policy. The Village's investment in the Wisconsin local government investment pool is not rated.

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Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Village does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The Local Government Investment Pool has a weighted average maturity of 17 days.

Credit Risk

Credit risk is the risk that an issue or other counterparty to an investment will not fulfill its obligations. The Village's investment policy does not address credit risk for investments. The Village holds investments in LGIP, which is not rated.

NOTE 4 CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2023 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital Assets, Not Being Depreciated:				
Land	$ 2,565,180		$ -	$ 2,565,180
Construction in Progress	131,386	1,695,829	266,207	1,561,008
Total Capital Assets, Not Being Depreciated	2,696,566	1,695,829	266,207	4,126,188
Capital Assets, Being Depreciated:				
Land Improvements	3,265,004	426,306	37,589	3,653,721
Buildings and Improvements	2,673,499	117,709	-	2,791,208
Machinery and Equipment	6,934,402	578,696	87,876	7,425,222
Infrastructure	17,550,413	316,336	66,245	17,800,504
Subtotals	30,423,318	1,439,047	191,710	31,670,655
Less Accumulated Depreciation for:				
Land Improvements	755,530	128,616	27,567	856,579
Buildings and Improvements	1,174,537	70,215	-	1,244,752
Machinery and Equipment	3,929,467	345,435	66,832	4,208,070
Infrastructure	4,296,972	698,982	44,119	4,951,835
Subtotals	10,156,506	1,243,248	138,518	11,261,236
Total Capital Assets, Being Depreciated, Net	14,334,427	195,799	53,192	20,409,419
Governmental Activities Capital Assets, Net	$ 17,030,993	$ 1,891,628	$ 319,399	24,535,607
Less: Capital Related Debt				(4,690,000)
Add: Unspent Bond Proceeds				4,055,474
Net Investment in Capital Assets				$ 23,901,081

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Depreciation expense was charged to functions of the Village as follows:

Governmental Activities:	
General Government	$ 102,282
Public Safety	113,032
Public Works	947,763
Culture and Recreation	80,171
Total Depreciation Expense - Governmental Activities	$ 1,243,248

NOTE 4 CAPITAL ASSETS (CONTINUED)

Water Utility				
Capital Assets, Not Being Depreciated:				
Land	$ 70,720	$ -	$ -	$ 70,720
Construction in Progress	-	-	-	-
Total Capital Assets, Not Being Depreciated	4,861,412	-	-	70,720
Capital Assets, Being Depreciated:				
Supply Mains	-	22,180	-	22,180
Tran/Dist-Structures & Improve	-	336,515	-	336,515
Transmission and Distribution	6,777,671	456,259	22,180	7,211,750
Service Connections	1,656,749	180,692	-	1,837,441
Meters	805,008	63,878	14,590	854,296
Hydrants	1,161,821	91,108	-	1,252,929
Misc Structure and Improv.	699,835	-	336,515	363,320
Office Furniture and Equip.	61,208	-	-	61,208
Computers	40,774	4,138	-	44,912
Transportation	92,177	20,399	11,824	100,752
Store Equipment	-	3,553	-	3,553
Other General Plant	33,098	124	25,093	8,129
Power Operated Equipment	-	21,540	-	21,540
Subtotals	11,328,341	1,200,386	410,202	12,118,525
Less Accumulated Depreciation for:				
Supply Mains				-
Tran/Dist-Structures & Improve				-
Transmission and Distribution	1,450,489	65,810	-	1,516,299
Service Connections	702,655	50,666	-	753,321
Meters	344,984	45,631	14,590	376,025
Hydrants	395,526	26,562	-	422,088
Misc Structure and Improv.	306,133	16,213	-	322,346
Office Furniture and Equip.	64,757	3,550	-	68,307
Computers	48,583	11,399	-	59,982
Transportation	85,561	12,830	11,814	86,577
Store Equipment	-	2,817	-	2,817
Other General Plant	35,895	-	-	35,895
Power Operated Equipment				-
Subtotals	3,434,583	235,478	26,404	3,643,657
Total Capital Assets, Being Depreciated, Net	14,334,427	964,908	383,798	8,474,868
Water Utility Capital Assets, Net	$ 19,195,839	$ 964,908	$ 383,798	8,545,588
Less: Capital related debt				-
Net Investment in Capital Assets				$ 8,545,588

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NOTE 4 CAPITAL ASSETS (CONTINUED)

Sewer Utility				
Capital Assets, Not Being Depreciated:				
Land	$ 41,436	$ -	$ -	$ 41,436
Total Capital Assets, Not Being Depreciated	41,436	-	-	41,436
Capital Assets, Being Depreciated:				
Service Connections	1,429,501	240,025	-	1,669,526
Collecting Mains	9,200,153	613,652	26,992	9,786,813
Force mains	1,529,258	-	-	1,529,258
Electrical Pumping Equipment	8,325	22,649	-	30,974
Lift Stations	1,898,413	-	12,390	1,886,023
Misc. Structure and improvements	405,988	-	-	405,988
Office furniture and equipment	106,258	124	40,775	65,607
Computer Equipment	-	44,913	-	44,913
Transportation equipment	92,177	20,399	11,824	100,752
Other General Plant	59,101	-	-	59,101
Subtotals	14,729,174	941,762	91,981	15,578,955
Less Accumulated Depreciation for:				
Service Connections	565,443	20,144	-	585,587
Collecting Mains	2,270,336	106,063	12,390	2,364,009
Force mains	386,020	29,056	-	415,076
Electrical Pumping Equipment	416	1,965	-	2,381
Lift Stations	486,813	37,844	-	524,657
Misc. Structure and improvements	200,143	10,150	-	210,293
Office furniture and equipment	113,366	10,833	11,814	112,385
Transportation equipment	101,227	14,470	-	115,697
Other General Plant	63,870	5,903	-	69,773
Subtotals	4,187,634	236,428	24,204	4,399,858
Total Capital Assets, Being Depreciated, Net	10,541,540	705,334	67,777	11,179,097
Business-Type Activities Capital Assets, Net	$ 10,582,976	$ 705,334	$ 67,777	11,220,533
Less: Capital Related Debt				-
Net Investment in Capital Assets				$ 11,220,533

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NOTE 5 INTERFUND RECEIVABLE, PAYABLES, AND TRANSFERS

Interfund receivables and payables between individual funds of the Village, as reported in the fund financial statements, as of December 31, 2023 are detailed below:

	Interfund Receivables	Interfund Payables
Temporary Cash Advances to Finance Operating Cash Deficits:		
Governmental Funds:		
General Fund	$ 847,206	$ -
TIF District No. 5	-	596,206
TIF District No. 6	-	251,000
Total	$ 847,206	$ 847,206

NOTE 6 LONG-TERM OBLIGATIONS

The following is a summary of changes in long-term obligations of the Village for the year ended December 31, 2023:

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	Beginning Balance	Issued	Retired	Ending Balance	Due Within One Year
Governmental Activities:					
General Obligation Debt					
Direct Placements:					
Notes	$ 5,490,000	$ 1,400,000	$ 830,000	$ 6,060,000	$ 1,208,682
State Trust Fund Loans	-	-	-	-	-
Governmental Activities Long-Term Obligations	$ 5,490,000	$ 1,400,000	$ 830,000	$ 6,060,000	$ 1,208,682
Business-Type Activities:					
General Obligation Debt					
Direct Placements:					
Clean Water Fund Loans (1)	$ 479,975	$ -	$ 42,556	$ 437,419	$ 43,682
Governmental Activities Long-Term Obligations	$ 479,975	$ -	$ 42,556	$ 437,419	$ 43,682

Interest paid during the year on long-term debt totaled $81,794.

(1) The proceeds of the Village of Harrison Sewer Utility's 2013 Sewer Clean Water Fund Loan were paid directly to the Neenah-Menasha Sewerage Commission for expansion of the regional plant. Principal and interest payments on this debt will be paid by the Neenah-Menasha Sewerage Commission under an agency agreement. The debt service is recovered by Neenah-Menasha Sewerage Commission as part of its annual use charges. The resulting due from other governments and revenue bonds of a like amount has been recorded by the Village of Harrison Sewer Utility and will be reduced as payments are made.

NOTE 6 LONG-TERM OBLIGATIONS (CONTINUED)

General Obligation Debt

General obligation debt currently outstanding is detailed as follows:

	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance 12/31/23
General Obligation Notes	2/13/13	5/1/32		$ 816,856	$ 437,419
General Obligation Notes	11/17/20	3/1/30	4%	1,425,000	1,195,000
General Obligation Notes	11/17/20	3/1/35	2%	1,880,000	1,370,000
General Obligation Notes	12/31/21	6/30/22	4%	500,000	-
General obligation notes	3/31/22	9/1/32	2%	-	970,000
General obligation notes	11/15/22	9/1/32	4-5%	-	1,125,000
General obligation notes	12/14/23	3/1/33	5%	1,400,000	1,400,000
Total Outstanding General Obligation Debt					$ 6,497,419

Annual principal and interest maturities of the outstanding general obligation debt on December 31, 2023 are detailed below:

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	Governmental Activities		Business-Type Activities	
Year Ended December 31,	Principal	Interest	Principal	Interest
2024	$ 1,165,000	$ 134,500	$ 43,682	$ 10,996
2025	560,000	123,730	44,838	9,825
2026	570,000	108,780	46,024	8,623
2027	585,000	92,905	47,242	7,389
2028	600,000	76,655	48,492	6,123
2029 - 2033	2,345,000	166,481	207,142	11,140
2034 - 2035	235,000	4,750	-	-
Total	$ 6,060,000	$ 707,801	$ 437,420	$ 54,096

Legal Margin for New Debt

The Village's legal margin for creation of additional general obligation debt on December 31, 2023 was $74,892,220 as follows:

Equalized Valuation at the Village	$ 1,906,862,300
Statutory Limiation Percentage	(x) 5%
General Obligation Debt Limiation, Per Section 67.03 of the Wisconsin Statutes	95,343,115
Total Outstanding General Obligation Debt Applicable to Debt Limitation	6,497,420
Legal margin for New Debt	$ 88,845,695

General obligation notes are direct placements in which the full faith and is secured by the Village's taxing authority. These notes are not subject to any special terms related to events of default, termination events or escalation clauses. The Clean Water Fund loan is a private placement which contains a subjective acceleration clause that allows the lender to accelerate payment of the entire principal amount to be come immediately due if the lender determines that a material adverse change occurs. The Clean Water Fund Loan is secured by the Village's taxing authority.

NOTE 7 PENSION PLAN

Plan Description

The WRS is a cost-sharing, multiple-employer, defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible state of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1,200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone WRS Financial Report, which can be found at https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements.

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

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Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and executive service retirement plan participants, if hired on or before December 31, 2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

NOTE 7 PENSION PLAN (CONTINUED)

Postretirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the floor) set at retirement.

The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2013	(9.6)%	9.0 %
2014	4.7 %	25.0 %
2015	2.9 %	2.0 %
2016	0.5 %	(5.0)%
2017	2.0 %	4.0 %
2018	2.4 %	17.0 %
2019	- %	(10.0)%
2020	1.7 %	21.0 %
2021	5.1 %	13.0 %
2022	7.4 %	15.0 %

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Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and executives and elected officials. Starting on January 1, 2016, the executives and elected officials category was merged into the general employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remained of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the year ended December 31, 2023, the WRS recognized $91,778 in contributions from the Village.

NOTE 7 PENSION PLAN (CONTINUED)

Contribution rates as of December 31, 2023 are:

Employee Category	Employee	Employer
General (Including Teachers)	6.50 %	6.50 %
Protective with Social Security	6.50 %	12.00 %
Protective without Social Security	6.50 %	16.40 %

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2023, the Village reported a liability of $384,016 for its proportionate share of the net pension asset. The net pension asset was measured as of December 31, 2022, and the total pension asset used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2021 rolled forward to December 31, 2023.

No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Village's proportion of the net pension asset was based on the Village's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2022, the Village's proportion was .00724874%, which was an increase of 0.00041462% from its proportion measured as of December 31, 2021.

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For the year ended December 31, 2023, the Village recognized pension expense of $196,174.

At December 31, 2023, the Village reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	$ 611,618	$ 803,531
Net Differences Between Projected and Actual Earnings on Pension Plan Investments	652,357	
Changes in Assumptions	75,513	-
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	3,430	8,040
Employer Contributions Subsequent to the Measurement Date	100,743	-
Total	$ 1,443,661	$ 811,571

$100,743 reported as deferred outflows related to pension resulting from the Village's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2024.

NOTE 7 PENSION PLAN (CONTINUED)

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year Ending December 31,		
2024	$	22,190
2025		109,484
2026		111,599
2027		288,074
Total	$	531,347

Actuarial Assumptions

The total pension liability in the December 31, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

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Actuarial Valuation Date:	December 31, 2021
Measurement Date of Net Pension Liability (Asset):	December 31, 2022
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Market Value
Long-Term Expected Rate of Return:	6.8%
Discount Rate:	6.8%
Salary Increases:	
Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality	2020 WRS Experience Mortality Table
Postretirement Adjustments*	1.7%

** No postretirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.9% is the assumed annual adjustment based on the investment return assumption and the postretirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2019 that covered a three-year period from January 1, 2016 to December 31, 2018. The Total Pension Liability for December 31, 2020 is based upon a roll-forward of the liability calculated from the December 31, 2019 actuarial valuation.

Long-Term Expected Return on Plan Assets

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

NOTE 7 PENSION PLAN (CONTINUED)

Long-Term Expected Return on Plan Assets (Continued)

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

	Current Asset Allocation %	Expected Nominal Rate of Return %	Expected Real Rate of Return %
Core Fund Asset Class:			
Global Equities	48.0 %	7.6 %	5.0 %
Fixed Income	25.0	5.3	2.7
Inflation Sensitive Assets	19.0	3.6	1.1
Real Estate	8.0	5.2	2.6
Private Equity/Debt	15.0	9.6	6.9
Total Core Fund	115.0 %	7.4	4.8
Variable Fund Asset Class:			
U.S. Equities	70.0 %	7.2	4.6
International Equities	30.0	8.1	5.5
Total Variable Fund	100.0 %	7.7	5.1

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.4%

Asset allocations are managed within established ranges, target percentages may differ from actual monthly allocations.

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Single Discount Rate

A single discount rate of 7.00% was used to measure the total pension liability for the current and prior year. This single discount rate is based on the expected rate of return on pension plan investments of 7.00% and a municipal bond rate of 2.00% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-year Municipal GO AA Index" as of December 31, 2020. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities). Because of the unique structure of WRS, the 7.00% expected rate of return implies that a dividend of approximately 1.9% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan members contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members.

NOTE 7 PENSION PLAN (CONTINUED)

Sensitivity of the Village's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the Village's proportionate share of the net pension liability December 31, 2023 calculated using the discount rate of 7.0%, as well as what the Village's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one-percentage-point lower (6.0%) or one-percentage-point higher (8.0%) than the current rate:

	1% Decrease to Discount Rate (5.80%)	Current Discount Rate 6.80%)	1% Increase to Discount Rate (7.80%)
Village's Proportionate Share of the Net Pension Liability (Asset)	$ 1,274,539	$ 384,016	$ (228,586)

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Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements.

Payables to the Pension Plan

At December 31, 2023, the Village reported a payable of $24,202 for the outstanding amount of contributions to the pension plan.

NOTE 8 FUND EQUITY

Restricted Fund Balance

In the fund financial statements, portions of governmental fund balances are not available for appropriation or are legally restricted for use for a specific purpose. At December 31, 2023, restricted fund balance was as follows:

Special Revenue Funds:	
Restricted for:	
Park Improvements	$ 954,708
Law Enforcement Impact	94,370
Fire Department Impact	801,380
Stormwater	73,990
Total Special Revenue Fund Restricted Fund Balance	1,924,448
Capital Project Funds:	
Restricted for:	
TIF Project Costs	1,211,493
Capital Projects	4,055,474
Total Capital Project Funds	5,266,967
Total Restricted Fund Balance	$ 7,191,415

NOTE 8 FUND EQUITY (CONTINUED)

Net Position

The Village reports restricted net position at December 31, 2023 as follows:

Governmental Activities:		
Restricted for:		
Park Improvements	$	954,708
Law Enforcement Impact		94,370
Fire Department Impact		801,380
Stormwater		73,990
Capital Projects		1,211,493
Total Restricted Net Position	$	3,135,941

NOTE 9 OTHER INFORMATION

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A. Tax Incremental Financing Districts

The Village has established separate capital projects funds for Tax Incremental District (TID) No. 1 and Tax Incremental District (TID) No. 2, Tax Incremental District (TID) No. 3, and Tax Incremental District (TID) No. 4, which were created by the Village in accordance with Section 66.1105 of the Wisconsin Statutes. At the time the District was created, the property tax base within the District was “frozen” and increment taxes resulting from increases to the property tax base are used to finance District improvements, including principal and interest on long-term debt issued by the Village to finance such improvements. The Statutes allow eligible project costs to be incurred up to five years prior to the maximum termination date. The Village’s District is still eligible to incur project costs.

Since creation of the above Districts, the Village has provided various financing sources to the TIDs. The foregoing amounts are not recorded as liabilities in the TID capital project funds but can be recovered by the Village from any future excess tax increment revenues.

B. Risk Management

The Village is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. The Village completes an annual review of its insurance coverage to ensure adequate coverage. The Village has not made significant changes to coverage from the previous year. The Village’s losses have not exceed coverage in any of the prior three years.

NOTE 9 OTHER INFORMATION (CONTINUED)

C. Contingencies

From time-to-time, the Village is party to other various pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management and the Village Attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Village's financial position or results of operations.

D. Commitments and Contingent Liabilities

The Village has a contract with the City of Appleton to pay for half the cost of the storm sewer, paving, grade and gravel, and temporary asphalt paving for certain properties located in the Village boundaries and the City's utility service area. The payments are subject to certain terms and conditions as agreed upon between the Village and the City, and continue through the year December 31, 2025. The Village also has an agreement with a developer to reimburse the Village for these costs. The Village received from the developer and paid to the City $114,099 in 2023 in accordance with this agreement.

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VILLAGE OF HARRISON, WISCONSIN
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET) – WISCONSIN RETIREMENT SYSTEM
LAST TEN FISCAL YEARS

Plan Year Ending	Proportion of the Net Pension Liability (Asset)	Proportionate Share of the Net Pension Liability (Asset)	Covered Payroll (Plan Year)	Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)
12/31/16	0.00433812 %	$ 35,756	$ 657,314	5.44 %	99.12 %
12/31/17	0.00438854	(130,300)	657,579	19.82	102.93
12/31/18	0.00523332	186,185	1,023,633	18.19	96.45
12/31/19	0.00589879	(190,203)	1,051,708	18.09	102.96
12/31/20	0.00693660	(433,061)	1,257,777	34.43	105.26
12/31/21	0.00006834	(550,842)	1,069,387	0.52	1.06
12/31/22	0.00007249	384,016	1,335,011	0.29	0.96

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See accompanying Notes to Required Supplementary Information.

VILLAGE OF HARRISON, WISCONSIN
SCHEDULE OF CONTRIBUTIONS – WISCONSIN RETIREMENT SYSTEM
LAST TEN FISCAL YEARS

Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll (Fiscal Year)	Contributions as a Percentage of Covered Payroll
12/31/16	$ 43,383	$ 43,383	$ -	$ 657,314	6.60 %
12/31/17	44,716	44,716	-	657,579	6.80
12/31/18	68,583	68,583	-	1,023,633	6.70
12/31/19	68,887	68,887	-	1,051,708	6.55
12/31/20	84,900	84,900	-	1,257,777	6.75
12/31/21	72,184	72,184	-	1,069,387	6.75
12/31/22	91,777	91,777	-	1,335,011	7%
12/31/23	100,743	100,743	-	1,481,503	7%

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See accompanying Notes to Required Supplementary Information.

NOTE 1

There were no changes of benefit terms or assumptions for any participating employer in the WRS.

The Village is required to present the last ten fiscal years of data; however, accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

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VILLAGE OF HARRISON, WISCONSIN
COMBINING BALANCE SHEET – NONMAJOR GOVERNMENTAL FUNDS
DECEMBER 31, 2023

	Special Revenue						Capital Projects						
	Park Impact Fees Fund	Law Enforcement Impact Fees	Fire Department Impact Fees	Fire Department	Stormwater	ARPA	Tax Incremental District No. 1	Tax Incremental District No. 2	Tax Incremental District No. 3	Tax Incremental District No. 4	Tax Incremental District No. 5	Tax Incremental District No. 6	Total
ASSETS													
Cash and Investments	$ 957,327	$ 94,370	$ 801,380	$ -	74,884	$ 594,793	$ 1,275,225	$ 411,476	$ 145,862	$ 79,496	$ -	$ -	$ 4,434,813
Receivables:													
Taxes and Special Charges	-	-	-	-		-	506,407	228,422	69,851	303,173	-	-	1,107,853
Assets held for sale											-	-	-
Total Assets	$ 957,327	$ 94,370	$ 801,380	$ -	$ 74,884	$ 594,793	$ 1,781,632	$ 639,898	$ 215,713	$ 382,669	$ -	$ -	$ 5,542,666
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES													
LIABILITIES													
Accounts Payable	$ 2,619	$ -	$ -	$ -	894	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,513
Unearned revenue	-	-	-	-		594,793	-	-	-	-	-	-	594,793
Due to Other Funds	-	-	-	-		-	-	-	-	-	596,206	251,000	847,206
Total Liabilities	2,619	-	-	-	894	594,793	-	-	-	-	596,206	251,000	1,445,512
DEFERRED INFLOWS OF RESOURCES													
Property Taxes Levied for Subsequent Year	-	-	-	-		-	949,174	428,138	130,924	300,183	-		1,808,419
Total Deferred Inflows of Resources	-	-	-	-		-	949,174	428,138	130,924	300,183	-		1,808,419
FUND BALANCES													
Restricted	954,708	94,370	801,380	-	73,990	-	832,458	211,760	84,789	82,486	-		3,135,941
Unassigned	-	-	-	-	-	-	-	-	-	-	(596,206)	(251,000)	(847,206)
Total Fund Balances	954,708	94,370	801,380	-	73,990	-	832,458	211,760	84,789	82,486	(596,206)	(251,000)	2,288,735
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ 957,327	$ 94,370	$ 801,380	$ -	$ 74,884	$ 594,793	$ 1,781,632	$ 639,898	$ 215,713	$ 382,669	$ -	$ -	$ 5,542,666

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VILLAGE OF HARRISON, WISCONSIN
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES – NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2023

	Special Revenue						Capital Projects						
	Park Impact Impact Fees	ARPA Grant	Law Enforcement Impact Fees	Fire Department Impact Fees	Fire Department	Storm Water	Tax Incremental District No. 1	Tax Incremental District No. 2	Tax Incremental District No. 3	Tax Incremental District No. 4	Tax Incremental District No. 5	Tax Incremental District No. 6	Total
REVENUES													
Taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ 947,412	$ 126,364	$ 128,432	$ 268,063	$ -	$ -	$ 1,470,271
Intergovernmental	-	381,593	-	-	-	-	-	-	-	-	-	-	381,593
Licenses and Permits	78,422	-	8,879	76,165	-	-	-	-	-	-	-	-	163,466
Public Charges for Service	-	-	-	-	-	447,995	-	-	-	-	-	-	447,995
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	78,422	381,593	8,879	76,165	-	447,995	947,412	126,364	128,432	268,063	-	-	2,463,325
EXPENDITURES													
Current:													
General Government	-	381,593	-	-	-	-	-	-	-	-	9,302	-	390,895
Public Safety	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	72,836	-	-	-	-	-	-	72,836
Conservation and Development	-	-	-	-	-	-	564,593	97,054	39,083	182,500	3,547	251,000	1,137,777
Debt Service:													
Principal	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest and Fiscal Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	210,333	-	-	-	-	301,169	-	-	-	-	-	-	511,502
Total Expenditures	210,333	381,593	-	-	-	374,005	564,593	97,054	39,083	182,500	12,849	251,000	2,113,010
OTHER FINANCING SOURCES													
Transfer in	-	-	-	-	-	-	-	0	-	-	-	-	-
Transfer out	-	-	-	-	-	-	-	-	-	-	-	-	-
Long-Term Debt Issued	-	-	-	-	-	-	-	-	-	-	-	-	-
Premium on Long-Term Debt	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
NET CHANGE IN FUND BALANCES	(131,911)	-	8,879	76,165	-	73,990	382,819	29,310	89,349	85,563	(12,849)	(251,000)	350,315
Fund Balances - Beginning of Year	1,086,619	-	85,491	725,215	-	-	449,639	182,450	(4,560)	(3,077)	(583,357)	-	1,938,420
FUND BALANCES - END OF YEAR	$ 954,708	$ -	$ 94,370	$ 801,380	$ -	$ 73,990	$ 832,458	$ 211,760	$ 84,789	$ 82,486	$ (596,206)	$ (251,000)	$ 2,288,735

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