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**VILLAGE BOARD MEETING****From:**

Brandon Barlow, Utilities Office Manager

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**VILLAGE OF HARRISON****Meeting Date:**

April 29, 2025

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**Title:**

Final Acceptance by Harrison Utilities of the Water and Sanitary Sewer Infrastructure in the Woodland Lakes Cottages Subdivision – City of Menasha

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**Issue:**

Does the Village Board approve of the final acceptance of the water and sanitary sewer infrastructure in the Woodland Lakes Cottages Subdivision – City of Menasha?

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**Background and Additional Information:**

Woodland Lakes Cottages is a 78-lot residential subdivision located in the City of Menasha. The water and sanitary sewer infrastructure for the development falls within the Harrison Utilities Service Area. The project has gone through approvals with the Department of Natural Resources (DNR), East Central Wisconsin Regional Planning Commission (ECWRPC), Neenah-Menasha Sewerage Commission (NMSC), as well as staff and engineering reviews.

Past practice has been for staff to coordinate with the developer, engineers, and contractors to ensure that the project is built to specifications, and that all applicable documentation has been received. Phase I of this project was accepted by staff as of 5/2/2023 (see attachment). The ownership and maintenance responsibilities of these “contributed assets” is then transferred to the Village of Harrison.

Due to the value of the assets as well as the extent of the coordination required throughout the project, staff has created a “Water and Sanitary Sewer Project Checklist” to ensure that all elements of the project are documented prior to acceptance. Acceptance of the infrastructure is a requirement of Harrison Utilities to issue sanitary sewer connection permits, which are in turn a requirement of the subject municipality for issuing building permits.

Staff, in consultation with the Village of Attorney and Village Engineer, have developed a process whereby “conditional acceptance” of project can be granted by staff to facilitate permitting in a timely manner, while a decision on “final acceptance” will now be made by the Village Board. This process would be implemented for all development projects going forward.

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**Budget Impacts:**

None

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**Recommended Action:**

Motion to approve the final acceptance of the water and sanitary sewer infrastructure in the Woodland Lakes Cottages Subdivision – City of Menasha.

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**Attachments:**

2023.05.02 - HU Acceptance - Woodland Lakes Cottages Phase 1

2025.04.17 - HU Project Checklist - Woodland Lakes Cottages 2

2025.04.09 - Harrison Utilities Conditional Acceptance - Woodland Lakes Cottages 2