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## COMMON COUNCIL MEETING AGENDA

Tuesday, May 19, 2026 - 7:00 PM

- A. Call to Order & Roll Call
- B. Opening Prayer
- C. Pledge of Allegiance
- D. Approval of the May 5, 2026 Common Council minutes
- E. Mayor’s Report
- F. Aldermanic Reports
- G. Announcements
- H. Citizen Commentary
- I. Public Hearings
  - 1. Public Hearing on a Special Use Permit for New Mercy Adult Day Service, a proposed service for the elderly and disabled, to be located at 4745 W. Forest Home Ave., submitted by Sherry Nolan, d/b/a New Mercy Adult Day Service. (Tax Key No. 531-1127-000) (PC-4/14/16 Kastner)
    - a. Approve a Resolution for a Special Use Permit for New Mercy Adult Day Service, a proposed service for the elderly and disabled, to be located at 4745 W. Forest Home Ave., submitted by Sherry Nolan, d/b/a New Mercy Adult Day Service. (Tax Key No. 531-1127-000) (PC-4/14/26 Kastner)
    - b. Approve a Site Review for New Mercy Adult Day Service, a proposed service for the elderly and disabled, to be located at 4745 W. Forest Home Ave., submitted by Sherry Nolan, d/b/a New Mercy Adult Day Service. (Tax Key No. 531-1127-000) (PC-4/14/26 Kastner)
  - 2. Public Hearing on a Special Use Permit for Milwaukee Moto Detail Co., a proposed motorcycle detailing company, to be located at 4230 W. Loomis Rd., submitted by Jose Maria Sarabia Ibarra, d/b/a Milwaukee Moto Detail Co. (Tax Key No. 600-9969-004) (PC-4/14/26 Kastner)
    - a. Approve a Resolution for a Special Use Permit for Milwaukee Moto Detail Co., a proposed motorcycle detailing company, to be located at 4230 W. Loomis Rd., submitted by Jose Maria Sarabia Ibarra, d/b/a Milwaukee Moto Detail Co. (Tax Key No. 600-9969-004) (PC-4/14/26 Kastner)
    - b. Approve a Site Review for Milwaukee Moto Detail Co., a proposed motorcycle detailing company, to be located at 4230 W. Loomis Rd., submitted by Jose Maria Sarabia Ibarra, d/b/a Milwaukee Moto Detail Co. (Tax Key No. 600-9969-004) (PC-4/14/26 Kastner)
  - 3. Public Hearing on a Special Use Permit for BodywoRx, a proposed personal wellness center, to be located at 4639 S. 108<sup>th</sup> St., submitted by Emily Brossette, d/b/a BodywoRx LLC. (Tax Key No. 609-0033-001) (PC-4/14/26 Kastner)
    - a. Approve a Resolution for a Special Use Permit for BodywoRx, a proposed personal wellness

center, to be located at 4639 S. 108<sup>th</sup> St., submitted by Emily Brossette, d/b/a BodywoRx LLC. (Tax Key No. 609-0033-001) (PC-4/14/26 Kastner)

b. Approve a Site Review for BodywoRx, a proposed personal wellness center, to be located at 4639 S. 108<sup>th</sup> St., submitted by Emily Brossette, d/b/a BodywoRx LLC. (Tax Key No. 609-0033-001) (PC-4/14/26 Kastner)

4. Public Hearing on a Special Use Permit for Poignant Dandelion Massage, a proposed massage parlor, to be located at 5005 W. Loomis Rd., Suite 101, submitted by Justin Czysz, d/b/a Poignant Dandelion Massage LLC. (Tax Key No. 647-9977-002) (PC-4/14/26 Kastner)

a. Approve a Resolution for a Special Use Permit for Poignant Dandelion Massage, a proposed massage parlor, to be located at 5005 W. Loomis Rd., Suite 101, submitted by Justin Czysz, d/b/a Poignant Dandelion Massage LLC. (Tax Key No. 647-9977-002) (PC-4/14/26 Kastner)

b. Approve a Site Review for Poignant Dandelion Massage, a proposed massage parlor, to be located at 5005 W. Loomis Rd., Suite 101, submitted by Justin Czysz, d/b/a Poignant Dandelion Massage LLC. (Tax Key No. 647-9977-002) (PC-4/14/26 Kastner)

J. Old Business

1. Appointments to various committees and commissions:

a. Mayor appointments, confirmed by Council:

i. Two members to the Civil Service Commission for terms to expire 5/1/27 (formerly David Podeszwa and Paul Leu)

ii. Three members to the Civil Service Commission for a term to expire 5/1/29 (currently Robert Sherwood, David Shore, Veronica Wallace-Kraemer)

iii. One member to the Fire & Police Commission for a term to expire 5/1/31 (currently Dennis Clark)

K. New Business

1. Appointments to various committees and commissions:

a. Council appointments:

i. Confirmation of the Greenfield School District appointment to the Park & Recreation Board for a term to expire 5/31/27 (currently Nikki Cherek) *(Greenfield S.D. submitted recommendation that ? be reappointed as their representative)*

ii. Confirmation of the Whitnall School District appointment to the Park & Recreation Board for a term to expire 5/31/27 (currently Quin Brunette) *(Whitnall S.D. submitted recommendation that ? be reappointed as their representative)*

iii. A.D. #1:

One member to the Park & Recreation Board for a term to expire 5/31/30 (currently Denise Collins)

iv. A.D. #2:

One member to the Park & Recreation Board for a term to expire 5/31/30 (currently Cheryl Bailey)

v. A.D. #3:

One member to the Park & Recreation Board for a term to expire 5/31/30 (currently Michael Braswell)

b. Mayor appointments, confirmed by Council:

- i. Three members to the Board of Health for the Southwest Suburban Health Department for a term to expire 6/1/28 (currently Pam Akers, Richard Dettman, Mary Kitten)
2. Claim received from Travelers on behalf of their insured, Fred Usinger, Inc. (Goergen)
3. Approve applications for 2026-2027 operator licenses (Goergen)
4. Approve renewal applications for the following licenses to expire June 30, 2027: Class "A" Fermented Malt Beverage, "Class A" Liquor (Cider Only), Class "B" Fermented Malt Beverage, Combination "Class B" Fermented Malt Beverage & Liquor, Class C Wine, Combination "Class A" Fermented Malt Beverage & Liquor, Reserve Combination "Class B" Fermented Malt Beverage & Liquor, Dry Cleaning/Washing Machine, Entertainment, Pawnbroker/Secondhand Article Dealer, and Operator's Licenses (approval of all licenses should be subject to the City of Greenfield ordinances regarding code compliance and payment of charges). (Goergen)
5. Approve an Outdoor Special Event application for the St. John the Evangelist Catholic Church Festival, to be located at 8500 W. Cold Spring Rd., from Friday, July 24, 2026 through Sunday, July 26, 2026. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class "B" Retailer's License (beer), Temporary Operator's License, Food, and Commercial Building, Electrical, and Plumbing permits. (Vlach)
6. Approve an Outdoor Special Event application for the House of Harley Labor Day Weekend event, to be located at 6221 W. Layton Ave., from Friday, September 4 through Monday, September 7. Application includes the following combination of licenses/permits: OSE, Temporary Class "B" Retailer's License (beer), and Food. (Vlach)
7. Approve an Outdoor Special Event application for the House of Harley Fisher House event, to be located at 6221 W. Layton Ave., on July 11, 2026. Application includes the following combination of licenses/permits: OSE, Temporary Class "B" Retailer's License (beer), and Food. (Vlach)
8. Approve an Outdoor Special Event application for the House of Harley Test Ride Day event, to be located at 6221 W. Layton Ave., on May 30, 2026. Application includes the following combination of licenses/permits: OSE, Temporary Class "B" Retailer's License (beer), and Food. (Vlach)
9. Approve an Outdoor Special Event application for the House of Harley Summer Sales event, to be located at 6221 W. Layton Ave., on July 18, 2026. Application includes the following combination of licenses/permits: OSE, Temporary Class "B" Retailer's License (beer), and Food. (Vlach)
10. Approve an Outdoor Special Event application for the House of Harley Used Bike event, to be located at 6221 W. Layton Ave., on June 13, 2026. Application includes the following combination of licenses/permits: OSE, Temporary Class "B" Retailer's License (beer), and Food. (Vlach)
11. Approve an Outdoor Special Event application for the Salvation Army Outdoor Rummage Sale event, to be located at 2900 W. Cold Spring Rd., on July 11, 2026. Application includes the following combination of licenses/permits: OSE and Food. (Vlach)
12. Approve an Outdoor Special Event application for the Salvation Army Back to School Health Fair event, to be located at 2900 W. Cold Spring Rd., on August 29, 2026. Application includes the following combination of licenses/permits: OSE and Food. (Vlach)
13. Special Use Review and Site Review for Turkish Kebab House, a proposed limited-service restaurant, to be located at 5237 W. Loomis Rd., submitted by Shazad Ahmad, d/b/a Shazad Kebab House. (Tax Key No. 648-0008-003) (PC-5/12/26 Kastner)
14. Consider/approve a cooperation agreement with Milwaukee County for housing and community development activities. (Neitzke)
15. Discussion and decision to sign an agreement with The Sigma Group for Environmental Due Diligence

and Pre-Demolition Hazardous Materials Inspection in the amount of \$ 8,375. (Katz)

16. Discussion and decision to revise job description for Director of Parks and Recreation (J. Foley)
  17. Approval of disbursements in the amount of \$7,550,250.80.
  18. Approval of mileage reimbursements in the amount of \$916.70.
  19. Preliminary discussion of proposed first amendment to the Cold Spring Development Agreement and possible motion to go into closed session pursuant to Wis. Stat. § 19.85(1)(e) for deliberating and/or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically discussing City's bargaining posture and strategy regarding the first amendment to the Cold Spring Crossing (Spring Mall) Development Agreement. (Vlach)
  20. Common Council to go into closed session pursuant to Wis. Stat. § 19.85 (1)(b) & (f), considering licensure, social or personal history, or medical information, for purposes of issuing a 2026-2027 Cigarette and Tobacco Products Retail License to the following:
    - a. Yash Patel, Officer of Falcon One Inc d/b/a Nexus Vape N Smoke
  21. Adjourn closed session and reconvene into open session.
  22. Discussion and possible action regarding the first amendment to the Cold Spring Crossing (Spring Mall) Development Agreement. (Vlach)
  23. Decision re: 2026-2027 Cigarette and Tobacco Retail License for Falcon One, Inc's Officer, Yash Patel (Goergen)
- L. Items for future agenda
- M. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Department of Human Resources at 329-5208, (FAX) 543-6158, TDD 1-800-947-6644 (Wisconsin Telecommunications Relay System), or by writing to the Director of Human Resources/ADA Coordinator at Greenfield City Hall, 7325 West Forest Home Avenue, Room 101, Greenfield, WI 53220. Greenfield City Hall is wheelchair accessible from the west and south entrances.



SCHOOL DISTRICT OF

**GREENFIELD**

Learning - Growing - Succeeding

4850 South 60<sup>th</sup> Street ■ Greenfield, Wisconsin 53220 ■ Phone: 414-855-2050 ■ Fax: 414-855-2051

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May 13, 2026

**SENT VIA EMAIL**

City of Greenfield  
Park & Recreation Department  
Attention: Scott Jaquish, Director  
7325 W. Forest Home Ave., Room 200  
Greenfield, WI 53220

Re: School District of Greenfield Park and Recreation Appointee

Dear Scott,

At the regular School Board meeting held on May 11, 2-26, Board President Julie DeGaro appointed Nikki Cherek as the representative to the Park and Recreation Committee. Nikki accepted this appointment and looks forward to continuing to work with the City of Greenfield Park and Recreation on its future endeavors.

Nikki Cherek's contact information:

3795 W. Holmes Ave.  
Greenfield, WI 53220  
414-526-8256

Sincerely,

Lisa Elliott  
Superintendent  
cc: Jennifer Goergen, Greenfield City Clerk

FW: Greenfield Park and Rec Liaison

From Jennifer Goergen <Jennifer.Goergen@greenfieldwi.us>  
Date Tue 5/19/2026 9:42 AM  
To Trina Kaminski <Trina.Kaminski@greenfieldwi.gov>

Here is Whitnall's appointment to the Park & Rec Board. Would you please attach this to the CC packet for tonight?

JENNIFER GOERGEN,  
WCMC/CMC  
City Clerk / City of Greenfield

phone	414.329.5215
email	jennifer.goergen@greenfieldwi.gov
website	www.greenfieldwi.us
address	7325 W. Forest Home Avenue, #102 Greenfield, WI 53220

Note: My email address has recently changed. Please update your records to reflect my new contact information [jennifer.goergen@greenfieldwi.gov](mailto:jennifer.goergen@greenfieldwi.gov).

From: Jennifer Rotgers <jrotgers@whitnall.com>  
Sent: Tuesday, May 19, 2026 9:22 AM  
To: Jennifer Goergen <Jennifer.Goergen@greenfieldwi.us>  
Subject: Greenfield Park and Rec Liaison



Agenda Item Details

Meeting	May 18, 2026 - SCHOOL BOARD BUSINESS MEETING NOTICE AND AGENDA
Category	REPORTS AND PRESENTATIONS
Subject	School Board Liaison Reports
Access	Public
Type	

Public Content

WMS PTO	Jesse Stachowiak
EES PTO	Sarah Blonsky
HCE PTO	Cassie Rainer
Music Boosters	Alicia Shaw
SWSA	Karen Mikolainis
Greenfield Park & Rec	Quin Brunette
HC Park & Rec	Rachel Scherrer

Administrative Content

Executive Content

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**Jennifer Rotgers**  
Executive Assistant to The School Board, Superintendent and Director of Curriculum and Instruction  
414-525-8400  
Whitnall School District



**CITY OF GREENFIELD  
OPERATOR LICENSE APPLICANTS**

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05/15/2026

<b>OPERATOR'S REGULAR</b>
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<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>
Alexandria Nicole Stanger	1820 W Meyer LN #9203	Oak Creek, WI 53154
Anna Marie Berquist	12100 W Cardinal ST	Hales Corners, WI 53130
Emily Lou Voie	3321 W Lakefield DR	Milwaukee, WI 53215
Eva Noemi Rodriguez	5028 W Layton AVE	Greenfield, WI 53220
Greta Marie Scherbert	5630 S New Berlin RD	Hales Corners, WI 53130
Jeremy Joseph Kuklinski	4850 S 72nd ST #122	Greenfield, WI 53220
Kaetlynn Dawn Laird	10211 W Greenfield AVE	West Allis, WI 53214
Kelly Ottoson	4358 S Louisiana AVE	Milwaukee, WI 53221
Michelle Marie Warwick	9665 W Forest Home AVE #8	Hales Corners, WI 53130
Reagan C Meyers	4403 W Norwich AVE	Greenfield, WI 53220
Saaima Sarfaraz Sindhi	3241 W Canterbury RD	Greenfield, WI 53221
Sai C Gol	13415 W Fountain DR #102	New Berlin, WI 53151
Samantha Jean Gager	1308 S 76th ST	West Allis, WI 53214
Selena Marisol Zarate	3172 S 84th ST #2	Milwaukee, WI 53227
Talen Joseph Day	11298 Bridget LN	Hales Corners, WI 53130
William Campos	3034 S 62nd ST	Milwaukee, WI 53219

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**CITY OF GREENFIELD**  
**7325 West Forest Home Avenue**  
**Greenfield, Wisconsin 53220**

05/15/2026

1/4

**CLASS A BEER**

<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
Speedway LLC	Speedway #4472	Maria J Hamann, Agent	6000 W Layton AVE

**Premise Description:**

MAIN SALES FLOOR, COOLERS, UTILITY/STORAGE CLOSET. RECORDS ARE KEPT IN THE OFFICE LOCATED AT 6000 W LAYTON AVE.

Walgreen Holding Company	Walgreens #04827	Brian J Hilber. Agent	4688 S 108th ST
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**Premise Description:**

RETAIL DRUG STORE - 10,699 SQ. FT. BEER SOLD ON THE SALES FLOOR AND IN THE COOLER. RECORDS ARE KEPT IN THE OFFICE LOCATED AT 4688 S. 108TH ST.

**CLASS A CIDER ONLY**

<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
Speedway LLC	Speedway #4472	Maria J Hamann, Agent	6000 W Layton AVE

**Premise Description:**

MAIN SALES FLOOR, COOLERS, UTILITY/STORAGE CLOSET. RECORDS ARE KEPT IN THE OFFICE LOCATED AT 6000 W LAYTON AVE.

**CLASS B BEER**

<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
Pizza 79 MKE, INC	Mountain Mike's Pizza	Gurlal Singh, Agent	7828 W Layton AVE

**Premise Description:**

BEER AND WINE WILL BE SOLD FROM TAPS BEHIND THE COUNTER. IT IS FOR ON PREMISES CONSUMPTION. BEER KEGS WILL BE PLACED IN THE COOLER. COOLER IS THE BACK AROUND AROUND KITCHEN AREA. ALL INVOICES WILL BE KEPT ON PREMISES IN THE OFFICE LOCATED AT 7828 W. LAYTON AVE.

Enea Gjika Pizza LLC	Nini's Pizzeria	Enea Gjika, Agent	6131 W Coldspring RD
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**Premise Description:**

ALCOHOL WILL BE SERVED AT NINI'S PIZZERIA INSIDE THE BUILDING. ALCOHOL WILL BE STORED IN A REACH IN REFRIGERATOR IN THE FRONT OF THE RESTAURANT. ALL RECORDS PERTAINING TO ALCOHOL WILL BE STORED IN MY OFFICE IN THE BACK OF THE RESTAURANT LOCATED AT 6131 W COLD SPRING RD.

Oneplus1, LLC	One+1 Asian Restaurant	Par Cung, Agent	5442 W Forest Home AVE
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**Premise Description:**

THE ALCOHOL BEVERAGES WILL BE SERVED AT THE DINING TABLES OF ONE+1 ASIAN RESTAURANT. THE ALCOHOL BEVERAGES WILL BE STORED IN THE BASEMENT. THE RECORDS WILL BE STORED IN THE OFFICE LOCATED AT 5442 W FOREST HOME AVE

Viet Pho LLC (DBA Pho Viet)	Pho Viet	Alex Nguyen, Agent	5475 S 27th ST
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**Premise Description:**

BEER IS SOLD IN DINE IN RESTAURANT, STORED IN REFRIGERATOR COOLER. ALL RECORDS ARE KEPT ON THE PREMISES LOCATED AT 5475 S 27TH ST

<b>CLASS B LIQUOR - COMBO</b>
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<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
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84 South Hut LLC	Cheba Hut 84 South	Carlos E Politano, Agent	8871 W Sura LN
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**Premise Description:**

THERE IS 2600 SQ FT. AS YOU WALK IN THE FRONT DOORS, THE BEVERAGE COUNTER IS TO YOUR RIGHT. THE L SHAPED BAR IS RIGHT NEXT TO THAT WITH 13 BAR SEATS. TO THE LEFT, THERE IS BANQUET SEATING AND OTHER DINING SEATING (63 SEATS IN TOTAL). THE OFFICE, MOP SINK AND WALKIN COOLER AND FREEZER ARE THROUGH THE KITCHEN AREA TO THE RIGHT. THE BAR WILL HOLD ALL THE LIQUOR AND ALCOHOL WITH LIQUOR STORAGE RIGHT NEXT TO THE BAR IN A LOCKED LIQUOR CLOSET BY THE BEVERAGE COUNTER. THE BEER KEGS WILL BE STORED IN THE WALK IN COOLER IN THE BACK OF THE HOUSE. ALL LIQUOR RECORDS WILL BE KEPT IN THE OFFICE IN THE BACK OF THE HOUSE LOCATED AT 8871 W. SURA LANE.

Famous Dave's Ribs Inc.	Famous Dave's	Jennifer Flannery, Agent	5077 S 27th ST
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**Premise Description:**

ALL OF BUILDING W/FULL BAR & 188 SEATS, LOCATED AT 5077 S 27TH ST.

Durgha LLC	Indian Village Restaurant	Apexa Vijay Patel, Agent	7640 W Forest Home AVE
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**Premise Description:**

BEHIND COUNTER IN BAR, UNDERNEATH COUNTER IN COOLER, IN KITCHEN WALK IN COOLER AND SOLD IN RESTAURANT SITTING AREA WITH FRONT PATIO, LOCATED AT 7640 W FOREST HOME AVE.

Grand Japanica Inc	Japanica	Yong Bin Wu, Agent	4918 S 74th ST
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**Premise Description:**

DINING AREA, BAR, WALK-IN COOLER, STORAGE CABINET, LOCATED AT 4918 S 74TH ST

Jin's Restaurant Inc.	Jin's Sushi Seafood & Bar	Yanni Jin, Agent	7401 W Barnard AVE
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**Premise Description:**

THE RESTAURANT IS ONE STORY, 6200 SF BUILDING, NO PATIO. WE WILL SELL AND SERVE THE ALCOHOL BEVERAGES AT THE BAR AND RESTAURANT SEATING AREA. STORE SMALL PART OF ALCOHOL IN THE SMALL BEVERAGE FRIDGE IN THE BAR AND THE STORAGE ROOM IN THE BACK KITCHEN AND THE RECORDS WILL BE IN THE STORAGE ROOM AS WELL LOCATED AT 7401 W. BARNARD AVE.

Grire Southridge LLC	On the Edge Bar & Grill	Ben W. Cruz, Agent	6815 W Edgerton Ave
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**Premise Description:**

2 ROOM BAR WITH KITCHEN ATTACHED TO HEALTH CLUB, LOCATED AT 6815 W EDGERTON AVE

Romeros Restaurant & Bar LLC	Romeros Restaurant & Bar	Carmelo Romero, Agent	4171 S 76th ST
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**Premise Description:**

LIQUOR BOTTLES WILL BE STORED AT THE OFFICE NEXT TO THE KITCHEN, BEER BOTTLES WILL BE STORED AT THE WALK-IN COOLER IN THE BACK OF THE KITCHEN, ALCOHOL WILL BE SERVED BY OUR BARTENDERS AND SERVERS AT OUR BAR AND DINING TABLES, RECORDS WILL BE IN OUR OFFICE LOCATED AT 4171 S 76TH ST.

<b>CLASS C WINE</b>
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<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
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Pizza 79 MKE, INC	Mountain Mike's Pizza	Gurlal Singh, Agent	7828 W Layton AVE
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**Premise Description:**

BEER AND WINE WILL BE SOLD FROM TAPS BEHIND THE COUNTER. IT IS FOR ON PREMISES CONSUMPTION. BEER KEGS WILL BE PLACED IN THE COOLER. COOLER IS THE BACK AROUND AROUND KITCHEN AREA. ALL INVOICES WILL BE KEPT ON PREMISES IN THE OFFICE LOCATED AT 7828 W. LAYTON AVE.

Enea Gjika Pizza LLC	Nini's Pizzeria	Enea Gjika, Agent	6131 W Coldspring RD
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**Premise Description:**

ALCOHOL WILL BE SERVED AT NINI'S PIZZERIA INSIDE THE BUILDING AT 6131 W COLD SPRING RD. ALCOHOL WILL BE STORED IN A REACH IN REFRIGERATOR IN THE FRONT OF THE RESTAURANT. ALL RECORDS PERTAINING TO ALCOHOL WILL BE STORED IN MY OFFICE IN THE BACK OF THE RESTAURANT LOCATED AT 6131 W COLD SPRING RD.

Oneplus1, LLC	One+1 Asian Restaurant	Par Cung, Agent	5442 W Forest Home AVE
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**Premise Description:**

ALCOHOL WILL BE STORED IN THE RESTAURANT AND IT WILL BE SOLD AND SERVED AT THE DINING TABLES. THE RECORDS WILL BE STORED IN THE OFFICE LOCATED AT 5442 W FOREST HOME AVE

<b>CLASS A LIQUOR COMBO</b>
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<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
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Kwik Pantry 6716 LLC	Kwik Market	Guriqbal Sra, Agent	6437 W Forest Home AVE
Loomis Wine & Liquor LLC	Loomis Wine & Liquor LLC	Ramneek Narwal, Agent	4415 W Loomis RD

**Premise Description:**

RETAIL STORE WITH ALCOHOL STORED ON THE SHELVES AND AN INVENTORY ROOM LOCATED AT 4415 W LOOMIS RD

TS Wine & Liquor LLC	Paul's Wine & Liquor	Surinder Singh, Agent	4955 S 27th ST
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**Premise Description:**

FIRST FLOOR AND STORAGE IN BASEMENT LOCATED AT 4955 S 27TH ST

Gajjar Corporation	Villager Food Mart	Ashok Gajjar, Agent	6845 W Layton AVE
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**Premise Description:**

LIQUOR/WINE IN FRONT OF STORE, BEER IN COOLER, RECORDS IN CABINET AT THE COUNTERLOCATED AT 6845 W LAYTON AVE

<b>DRY CLEANING/WASHING MACHINE</b>
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<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
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Zia LLC	Ogden Cleaners	Keyhan Sheikholeslami, Agent	7860 W Layton AVE
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**Premise Description:**

OPERATE 2 DRY CLEANING MACHINES AND 4 WASHING MACHINES LOCATED AT 7860 W LAYTON AVENUE

<b>ENTERTAINMENT</b>
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<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
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Grire Southridge LLC	On the Edge Bar & Grill	Ben W. Cruz, Agent	6815 W Edgerton Ave
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**Premise Description:**

INDOOR: LIVE ENTERTAINMENT, CRAFT SHOWS, WEDDINGS, ENTERTAINMENT, BIRTHDAY PARTIES, MUSIC, SPORTS LEAGUES, AEROBICS, KARAOKE, PATRON STYLE DANCING, MASSAGE, ACCUPUNCTURE; OUTDOOR: N/A. LOCATED AT 6815 W EDGERTON AVE.

<b>PAWNBROKER/SECONDHAND</b>
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<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
Gamestop Inc	Gamestop #567	Mark Robinson, Agent	7420 W Holmes AVE
<b>Premise Description:</b>			
CONDUCT SALES OF SECONDHAND ARTICLES LOCATED AT 7420 W HOLMES AVE MARK HAYMOND ROBINSON, KYRA KATHLEEN BRUENING, REBECCA LYNN DYBEDAHL, JULIA MARIE FLEISCHMANN, NATHAN JOSEPH EDWARDS, BRETT J RASMUSSEN - MANAGERS/PERSONS IN CHARGE			
TJC Group LLC	The Jewelry Center	Christopher P Wall, Agent	7477 W Layton AVE
<b>Premise Description:</b>			
CONDUCT SALE OF SECONDHAND JEWELRY, LOCATED AT 7477 W LAYTON AVE. MANAGERS/PERSONS IN CHARGE: THOMAS ROUSE, HEASUN ANGLE, DEAN MURRAY, MICHAEL PROKOP, MICHELLE DUEBNER, YUHENG FAN, CHRISTOPHER WALL, AND KALINA EICHSTAEDT			
Q&A Games LLC	Warpstorm Games & Lounge	Alexander D Karr, Agent	6120 W Layton AVE
<b>Premise Description:</b>			
CONDUCT SALE OF SECONDHAND JEWELRY, LOCATED AT 6120 W LAYTON AVE. MANAGERS/PERSONS IN CHARGE: QUINN THOMAS KOTECKI, ALEXANDER DANIEL KARR, ALEX JERARD CATLIN MUHICH			

**Grand Total Licenses: 26**

**CITY OF GREENFIELD  
OPERATOR LICENSE APPLICANTS**

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05/15/2026

<b>OPERATOR'S REGULAR</b>
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<b><u>NAME</u></b>	<b><u>ADDRESS</u></b>	<b><u>CITY, STATE, ZIP</u></b>
AdriAna Valenzuela	3150a S 44th ST	West Allis, WI 53219
Andres Pena Magana	1811 S Layton BLVD	Milwaukee, WI 53215
Angela Michelle Gruchalski	8750 S Country DR #102	Oak Creek, WI 53154
Ashley Louise Lucas	10508 W Lincoln AVE	Milwaukee, WI 53227
Barbara Jean Stys	2264 S Sanctuary DR	New Berlin, WI 53151
Carolyn Marie Golpe	1731 Park AVE	Racine, WI 53403
David Alexander Rewolinski	6308 W Leroy AVE	Greenfield, WI 53220
Holly Anne Kritter	3870 E Plankinton AVE	Cudahy, WI 53110
Joleen Ann Daline	1102 Dublin DR	Hartford, WI 53027
Katherine Maccanelli	1201 College AVE	Racine, WI 53403
Kenneth Andrew Suter	1064 58th RD	Union Grove, WI 53182
Kylie Morgan Wolff	10808 W Bobolink AVE	Milwaukee, WI 53225
Patricia Jean Salazar	5625 S Denis CT	Hales Corners, WI 53130
Rebecca Diane Tollefson	2408 Tammy LN	Racine, WI 53402
Sara Beth Sweet	5088 W Colonial CT	Greenfield, WI 53220
Sergio Ramos	1745 Grand AVE	Racine, WI 53403
Steven John Stollenwerk	501 Jefferson ST	Mukwonago, WI 53149

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Committee: Common Council Item Number:  
 Introduced By: Neighborhood Services (Vlach)  
 Date Introduced: May 19, 2026

**RELATING TO:**

Outdoor Special Event application for the St. John the Evangelist Catholic Church Festival, to be located at 8500 W. Cold Spring Rd., from Friday, July 24, 2026 through Sunday, July 26, 2026.

**SUMMARY:**

Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class “B” Retailer’s License (beer), Temporary Operator’s License, Food, and Commercial Building, Electrical, and Plumbing permits.

All various dept. review/approval has occurred.

<u>Event Dates</u>		<u>Start Time</u>	<u>Beer/ Band</u>		<u>End Time</u>
			<u>Finish</u>		
Friday, July 24	Music, dancing, rides, inflatables	4:30pm	11:00pm		12:00am
Saturday, July 25	Music, dancing, rides, inflatables	4:00pm	11:00pm		12:00am
Sunday, July 26	Music, dancing, rides, inflatables	1:00pm	9:00pm		12:00am
Monday, July 27	FIREWORKS only (rain date)	9:15pm			

Set-up: One hour before start time each day.

Breakdown: Midnight each day

**Recommendation:** Approve an Outdoor Special Event application for the St. John the Evangelist Catholic Church Festival, to be located at 8500 W. Cold Spring Rd., from Friday, July 24, 2026 through Sunday, July 26, 2026, and all applicable licenses/permits.

**ATTACHMENTS:** KEY ISSUES \_\_\_ BACKGROUND \_\_\_ RESOLUTION \_\_\_ FISCAL NOTE \_\_\_  
 MOTION \_\_\_ OTHER \_\_\_



Committee: Common Council Item Number:

Introduced By: Gina Vlach, City Planner

Date Introduced: May 19, 2026

**RELATING TO:**

Outdoor Special Event application for the House of Harley Labor Day Weekend event, to be located at 6221 W. Layton Ave., from Friday, September 4 through Monday, September 7.

**SUMMARY:**

Application includes the following combination of licenses/permits: OSE, Temporary Class “B” Retailer’s License (beer), and Food.

Due to the construction on W. Layton Ave., attendees to the event will be asked to park across the street at the JATC (now known as METI) parking lot. House of Harley will provide parking attendants to guide attendees across W. Layton Ave.

It is important to note that the construction contractor will be working along W. Layton Ave. until 12:00pm (noon) on Friday, Sept.4. The contractor will not be making accommodations or modifications to the construction schedule for the event.

The Police Department commented that House of Harley will need to work with PD regarding pedestrian and traffic concerns crossing W. Layton Ave. from the JATC (METI) parking lot. They also noted that it would be important for the construction to be at a point where it would be safe for motorcycle and pedestrian traffic.

<u>Event Date</u>	<u>Proposed Start Time</u>	<u>Proposed End Time</u>
Friday, September 4	9:00am	9:00pm
Saturday, September 5	9:00am	9:00pm
Sunday, September 6	9:00am	5:00pm
Monday, September 7	9:00am	5:00pm

Set-up: Friday, 9/4, 6:00 am Breakdown: Monday, 9/7, 5:30 pm

Live music (DJ) 9:00 am - 9:00 pm Friday and Saturday and until 5:00pm on Sunday and Monday. Alcohol sales 9:00 am – 9:00 pm Friday and Saturday and until 5:00pm on Sunday and Monday. Event held on House of Harley premises.

**Recommendation:** Determination on the Outdoor Special Event application for the House of Harley Labor Day Weekend event, to be located at 6221 W. Layton Ave., from Friday, September 4 through Monday, September 7, and all applicable licenses/permits.

**ATTACHMENTS:** KEY ISSUES \_\_\_ BACKGROUND \_\_\_ RESOLUTION \_\_\_ FISCAL NOTE \_\_\_  
MOTION \_\_\_ OTHER \_\_\_



Committee: Common Council

Item Number:

Introduced By: Gina Vlach, City Planner

Date Introduced: May 19, 2026

**RELATING TO:**

Outdoor Special Event application for the House of Harley Fisher House event, to be located at 6221 W. Layton Ave., on July 11, 2026.

**SUMMARY:**

Application includes the following combination of licenses/permits: OSE, Temporary Class “B” Retailer’s License (beer), and Food.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>End Time</u>
Saturday, July 11	9:00 a.m.	5:00 p.m.

Set-up: Saturday, 7/11, 8:00 a.m.

Breakdown: Saturday, 7/11, 7:00 p.m.

Live music (DJ) 9:00 a.m. - 5:00 p.m. Alcohol sales 9:00 a.m. – 5:00 p.m. Event held on House of Harley premises.

**Recommendation:** Approve the Outdoor Special Event application for the House of Harley Fisher House event, to be located at 6221 W. Layton Ave., on July 11, 2026 and all applicable licenses/permits.

**ATTACHMENTS:** KEY ISSUES \_\_\_ BACKGROUND \_\_\_ RESOLUTION \_\_\_ FISCAL NOTE \_\_\_  
MOTION \_\_\_ OTHER \_\_\_



Committee: Common Council

Item Number:

Introduced By: Gina Vlach, City Planner

Date Introduced: May 19, 2026

**RELATING TO:**

Outdoor Special Event application for the House of Harley Test Ride Day event, to be located at 6221 W. Layton Ave., on May 30, 2026.

**SUMMARY:**

Application includes the following combination of licenses/permits: OSE, Temporary Class “B” Retailer’s License (beer), and Food.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>End Time</u>
Saturday, May 30	9:00 a.m.	5:00 p.m.

Set-up: Saturday, 5/30, 8:00 a.m.  
Breakdown: Saturday, 5/30, 7:00 p.m.

Live music (DJ) 9:00 a.m. - 5:00 p.m. Alcohol sales 9:00 a.m. – 5:00 p.m. Event held on House of Harley premises.

**Recommendation:** Approve the Outdoor Special Event application for the House of Harley Test Ride Day event, to be located at 6221 W. Layton Ave., on May 30, 2026 and all applicable licenses/permits.

**ATTACHMENTS:** KEY ISSUES \_\_\_ BACKGROUND \_\_\_ RESOLUTION \_\_\_ FISCAL NOTE \_\_\_  
MOTION \_\_\_ OTHER \_\_\_



Committee: Common Council

Item Number:

Introduced By: Gina Vlach, City Planner

Date Introduced: May 19, 2026

**RELATING TO:**

Outdoor Special Event application for the House of Harley Summer Sales event, to be located at 6221 W. Layton Ave., on July 18, 2026.

**SUMMARY:**

Application includes the following combination of licenses/permits: OSE, Temporary Class “B” Retailer’s License (beer), and Food.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>End Time</u>
Saturday, July 18	9:00 a.m.	5:00 p.m.

Set-up: Saturday, 7/18, 8:00 a.m.

Breakdown: Saturday, 7/18, 7:00 p.m.

Live music (DJ) 9:00 a.m. - 5:00 p.m. Alcohol sales 9:00 a.m. – 5:00 p.m. Event held on House of Harley premises.

**Recommendation:** Approve the Outdoor Special Event application for the House of Harley Summer Sales event, to be located at 6221 W. Layton Ave., on July 18, 2026 and all applicable licenses/permits.

**ATTACHMENTS:** KEY ISSUES \_\_\_ BACKGROUND \_\_\_ RESOLUTION \_\_\_ FISCAL NOTE \_\_\_  
MOTION \_\_\_ OTHER \_\_\_



Committee: Common Council

Item Number:

Introduced By: Gina Vlach, City Planner

Date Introduced: May 19, 2026

**RELATING TO:**

Outdoor Special Event application for the House of Harley Used Bike event, to be located at 6221 W. Layton Ave., on June 13, 2026.

**SUMMARY:**

Application includes the following combination of licenses/permits: OSE, Temporary Class “B” Retailer’s License (beer), and Food.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>End Time</u>
Saturday, June 13	9:00 a.m.	5:00 p.m.

Set-up: Saturday, 6/13, 8:00 a.m.  
Breakdown: Saturday, 6/13, 7:00 p.m.

Live music (DJ) 9:00 a.m. - 5:00 p.m. Alcohol sales 9:00 a.m. – 5:00 p.m. Event held on House of Harley premises.

**Recommendation:** Approve the Outdoor Special Event application for the House of Harley Used Bike event, to be located at 6221 W. Layton Ave., on June 13, 2026 and all applicable licenses/permits.

**ATTACHMENTS:** KEY ISSUES \_\_\_ BACKGROUND \_\_\_ RESOLUTION \_\_\_ FISCAL NOTE \_\_\_  
MOTION \_\_\_ OTHER \_\_\_



Committee: Common Council

Item Number:

Introduced By: Gina Vlach, City Planner

Date Introduced: May 19, 2026

**RELATING TO:**

Outdoor Special Event application for the Salvation Army Outdoor Rummage Sale event, to be located at 2900 W. Cold Spring Rd., on July 11, 2026.

**SUMMARY:**

Application includes the following combination of licenses/permits: OSE and Food.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>End Time</u>
Saturday, July 11	9:00 a.m.	2:00 p.m.

Set-up: Saturday, 7/11, 7:30 a.m.

Breakdown: Saturday, 7/11, 2:30 p.m.

**Recommendation:** Approve the Outdoor Special Event application for the Salvation Army Outdoor Rummage Sale event, to be located at 2900 W. Cold Spring Rd., on July 11, 2026 and all applicable licenses/permits and to waive all applicable fees.

**ATTACHMENTS:** KEY ISSUES \_\_\_ BACKGROUND \_\_\_ RESOLUTION \_\_\_ FISCAL NOTE \_\_\_  
MOTION \_\_\_ OTHER \_\_\_



Committee: Common Council

Item Number:

Introduced By: Gina Vlach, City Planner

Date Introduced: May 19, 2026

**RELATING TO:**

Outdoor Special Event application for the Salvation Army Back to School Health Fair event, to be located at 2900 W. Cold Spring Rd., on August 29, 2026.

**SUMMARY:**

Application includes the following combination of licenses/permits: OSE and Food.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>End Time</u>
Saturday, August 29	9:00 a.m.	2:00 p.m.

Set-up: Saturday, 8/29, 7:30 a.m.

Breakdown: Saturday, 8/29, 2:30 p.m.

**Recommendation:** Approve the Outdoor Special Event application for the Salvation Army Back to School Health Fair event, to be located at 2900 W. Cold Spring Rd., on August 29, 2026 and all applicable licenses/permits and to waive all applicable fees.

**ATTACHMENTS:** KEY ISSUES \_\_\_ BACKGROUND \_\_\_ RESOLUTION \_\_\_ FISCAL NOTE \_\_\_  
MOTION \_\_\_ OTHER \_\_\_

## COOPERATION AGREEMENT

THIS AGREEMENT is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between Milwaukee County, Wisconsin, (hereinafter referred to as the "County") and the \_\_\_\_\_, (hereinafter referred to as the "Municipality").

### WITNESSETH:

**WHEREAS**, the United States Congress enacted the Housing and Community Development Act of 1974 (P.L. 93-383) as amended, (hereinafter referred to as the "Act") providing Federal assistance for the support of community development activities which are directed toward the specific objectives identified in Section 101 of the Act; and

**WHEREAS**, the United States Congress also enacted the Cranston-Gonzalez National Affordable Housing Act (P.L. 100-625) as amended, (hereinafter referred to as "NAHA") providing Federal assistance for, among other things, the HOME Investment Partnership program (hereinafter referred to as "HOME") which is intended to increase the number of families served with decent, safe, sanitary, and affordable housing and to expand the long-term supply of affordable housing; and

**WHEREAS**, the Act makes possible the allocation of funds to Milwaukee County for the purpose of undertaking only community development program activities identified in Section 105 of the Act; and

**WHEREAS**, NAHA makes possible the allocation of funds to Milwaukee County for the purpose of undertaking housing programs identified in Section 211 of NAHA; and

**WHEREAS**, the County intends to apply to the U.S. Department of Housing and Urban Development (hereinafter referred to as "HUD") for funds authorized under the Act and NAHA; and

**WHEREAS**, the Act recognizes that the Municipality may enter into cooperation agreements with the County in order to undertake housing and community development activities as authorized in Section 105 of the Act; and

**WHEREAS**, the County and the Municipality have determined that joint action is an effective way to accomplish the purposes of said Act and NAHA; and

**WHEREAS**, counties in Wisconsin, pursuant to Wisconsin Statutes Sec. 59.01 and municipalities in Wisconsin, pursuant to Wisconsin Statutes Sec. 66.0301 have the necessary authority to enter into contracts of the type herein contemplated.

**NOW, THEREFORE**, upon the consideration of the mutual promises contained herein, it is agreed between the County and the Municipality as follows:

## PROVISIONS:

1. Purpose. The purpose of this Agreement is to establish the mutual desire to cooperate to undertake, or assist in undertaking, essential community renewal and lower income housing assistance activities, by means of submitting to HUD a Consolidated Plan and Annual Action Plan for both HUD Community Development Block Grant Funds (“CDBG”) as an Urban County from Federal Fiscal Years 2027, 2028, and 2029 appropriation and from any program income generated from the expenditure of such funds, and HUD HOME and ESG funds from appropriations in the same three (3) federal fiscal years and from any program income generated from the expenditure of such funds.

2. Consideration: This Agreement covers the following formula funding programs administered by HUD where the County is awarded and accepts funding directly from HUD: the CDBG Program, the HOME Program and the ESG Program. The participating Municipality understands and agrees that it may receive a formula allocation under the HOME and ESG Programs only through the Urban County. This does not preclude the Urban County or Municipality from applying for HOME or ESG funds from the State, if the State allows.

A Municipality may expend each year’s allocation using one or both of the following options. The Municipality can 1) submit a proposed project(s) for funding consideration, and/or 2) have all or some of its allotment for that year applied to the Home Repair Program. These two options are described in more detail below.

Proposed Project(s): A Municipality must have a proposed project(s) that 1) meets a National Objective of the CDBG Program (Benefit to Low- and Moderate Income Persons, Prevention or Elimination of Slum and Blight, or meeting an Urgent Need); 2) is an eligible activity under the CDBG program; and 3) meets one or more of the Goals and Objectives of the current Consolidated Plan. A Municipality’s allocation may be impacted by past project performance and outcomes, past project compliance with applicable regulations, and compliance with this Cooperation Agreement. The County agrees to include the Municipality as part of its Annual Action Plan to be submitted to HUD under the terms and conditions of the Housing and Community Development Act.

Home Repair Program: Since 1976, the Home Repair program has been providing low- and no-interest loans for home repair, including the removal of architectural barriers for disabled low-income homeowners and tenants. Funding for the Home Repair Program is provided by CDBG and HOME funds. The overall intent of the program is to rehabilitate, maintain, and expand the supply of decent, safe and sanitary housing within suburban Milwaukee County. Administrative control is exercised by the Milwaukee County Housing Division with the Home Repair Review Board having final policy-making and loan approval/denial authority. A Municipality may choose to have all or some of its allocation included in that year’s CDBG funding for the Home Repair Program. An effort would be made to provide assistance under this program to income qualified homeowners/tenants within the Municipality’s jurisdiction.

3. Restrictions. Neither the County nor the Municipality shall have a veto or other restrictive power which would in any way limit the cooperation of the parties to this Agreement or obstruct the implementation of the approved Consolidated Plan during the period covered by this Agreement.

4. Term. This Agreement shall remain in effect for the three-year program period of Federal Fiscal Years 2027, 2028, and 2029, and until funds granted and program income received during the three-year program period are expended and the funded activities completed. Neither the County nor the Municipality may terminate, withdraw, or be removed from the program during the three-year program period.

This Agreement will renew automatically for participation for one three-year Urban County qualification period, unless the Municipality or the County provide written notice to the other party that it elects not to participate in the new qualification period. The terminating party shall send a copy of the notice of termination to the HUD field office by the date specified on the HUD.gov Urban Counties Website. The County will notify the Municipality in writing of the Municipality's right to make this election. A copy of the County's notification must be sent to the HUD field office by the date specified on the HUD.gov Urban Counties website.

The Parties agree to adopt amendment(s) to this Agreement as may be required by HUD to meet any new Urban County Qualification requirement(s) for subsequent qualification cycles, where applicable. Failure by either Party to adopt such amendment, and to submit such amendment to HUD, will void the automatic renewal of such qualification period.

#### 5. Obligations.

- a. Milwaukee County and the \_\_\_\_\_ shall take all actions necessary to assure compliance with the County's certification under Section (104)b of Title I of the Housing and Community Development Act of 1974, as amended, that the grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964, and the implementing regulations at 24 CFR Part 1, and the Fair Housing Act, and the implementing regulations at 24 CFR Part 100, and will comply with the obligation to affirmatively further fair housing.

Milwaukee County and the Municipality shall comply with Section 109 of Title I of the Housing and Community Development Act of 1974, and the implementing of regulations at 24 CFR Part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing of regulations at 24 CFR Part 8, Title II of the Americans with Disabilities Act of 1974, and the implementing regulations at 28 CFR Part 35, the Age Discrimination Act of 1975, and the implementing regulations at 24 CFR Part 146, and Section 3 of the Housing and Urban Development Act of 1968, and all other applicable laws and regulations.

Milwaukee County and the Municipality agree that Urban County funding in no event will be used for activities in, or in support of, any cooperating unit of local government that impedes the County's actions to comply with the County's fair housing certification and duty to affirmatively further fair housing.

Pursuant to 24 CFR 570.501(b), the Municipality is subject to the same requirements applicable to sub-recipients, including the requirement of a written agreement as described in 24 CFR 570.503.

The municipality shall complete and sign the assurances and certifications as noted in HUD 424-B.

- b. Urban County funding is prohibited for activities in, or support of, any cooperating unit of local government that does not affirmatively further fair housing within its own jurisdiction or that impedes the County's actions to comply with its fair housing certification.

The Municipality shall select at least three (3) action items from the list below to affirmatively further fair housing for the duration of this Agreement. The Municipality shall keep records documenting actions taken to affirmatively further fair housing and provide an annual report to the County of such actions within fifteen (15) days of the end of the calendar year.

- i. Provide Milwaukee County Housing Division and make available to developers an inventory of developable land that is suitable for affordable, high-density, multi-family housing.
  - ii. Provide a list to the Milwaukee County Housing Division annually of all Tax Incremental Financing (TIF) Districts that will terminate within the next five (5) years and plans to extend the TIF to create affordable multi-family housing.
  - iii. Work with Southeast Wisconsin Regional Plan Commission and/or Metropolitan Milwaukee Fair Housing Council to review and revise ordinances to remove barriers to affordable housing. Zoning ordinances, building ordinances, and fair housing ordinances are examples of the types of ordinances that may impact housing.
  - iv. Make changes to zoning districts to better connect transportation to areas zoned for multi-family housing.
  - v. Work with Milwaukee County Housing Choice Voucher program to identify and outreach to landlords in the Municipality to encourage participation in the Housing Choice Voucher program and provide landlords with fair housing information.
  - vi. Train elected officials serving on the governing board (common council/board of trustees) and volunteers serving on the plan commission, board of appeals, and other bodies impacting housing in fair housing laws and the requirement to affirmatively further fair housing.
  - vii. Train "first point of contact" staff to ensure that persons requesting assistance for possible fair housing violations obtain timely and accurate information from anyone who may answer a phone or field fair housing inquiries from the public.
  - viii. Any other activity listed in the recommendations section of the Regional Analysis of Impediments to Fair Housing (October 2, 2020 edition and any updated Analysis) with approval from the Milwaukee County Housing Division.
- c. Nothing contained in this Agreement shall deprive any Municipality of any power of zoning, development control or other lawful authority that it presently possesses.

- d. Pursuant to HUD regulations, the Municipality may not apply for grants under the Small Cities or State CDBG Programs from appropriations for fiscal years during the period in which it is participating in the Urban County's CDBG program.
- e. Pursuant to HUD regulations, the Municipality may not participate in a HOME consortium except through the County, regardless of whether the County receives a HOME formula allocation. However, this Agreement does not preclude The County or the Municipality from applying for State HOME funds.
- f. The Municipality attests that it has adopted and is enforcing:
  - i. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - ii. A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- g. The Municipality must inform the County of any income generated by the expenditure of CDBG funds received by the Municipality.
  - i. Any such program income must be paid to the County, or if the completion of an approved activity should require the use of program income, the Municipality may retain said income upon mutual agreement of the County and the Municipality.
  - ii. Any program income the Municipality is authorized to retain may only be used for eligible activities in accordance with all CDBG requirements as may then apply.
- h. The Municipality must establish and maintain appropriate record keeping and reporting of any retained program income and make such available to the County in order that the County can meet its monitoring and reporting responsibilities to HUD.
- i. If the Milwaukee County Urban County Community Development program is, at some future date, closed-out, or if the status of the Municipality's participation in the Milwaukee County Urban County Community Development program changes, any program income retained by the Municipality, or received subsequent to the close-out or change in status, shall be paid to the County.
- j. If the Municipality utilizes in whole or in part, funds covered by this Agreement to acquire and/or improve real property which will be within the control of the Municipality, then the following standards shall apply:

- i. The Municipality will notify the County in advance of any modification or change in the use of real property from that planned at the time of the acquisition or improvement, including disposition;
  - ii. The Municipality will, if acquired or improved property is sold or transferred for a use which is not an eligible CDBG activity, reimburse the County in an amount equal to the current fair market value (less any portion thereof attributable to expenditures of non-CDBG funds); and
  - iii. Program income generated from the disposition or transfer of property acquired and/or improved in whole or in part with CDBG funds prior to or subsequent to the close-out, change of status, or termination of this Cooperation Agreement shall be treated under the provisions of this Agreement concerning program income.
- k. As required by the Transportation, Housing and Urban Development, and related Agencies Appropriations Act, 2014, Pub. L. 113-76, a local unit of general government may not sell, trade or otherwise transfer all or any portion of the CDBG funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.

6. Authorization.

- a. The County has executed this Agreement pursuant to action taken by its Board of Supervisors on [insert date], Resolution File No. [insert file number] (copy attached).
- b. The Municipality has executed this Agreement pursuant to action taken by its governing body on \_\_\_\_\_, 2026, by law (copy attached).

**SIGNATURE PAGE FOLLOWS:**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the day, month and year first above written.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK].

# NO AMOUNT OF LEAD IS SAFE. Lead Poisoning is Preventable.



## Take the following steps now to keep your family safe from lead:

- Talk with your child's health care professional about a simple blood lead test.
- Talk with your local health department about testing paint and dust in your home for lead if you live in a home built before 1978.
- Renovate Safely. Common remodeling activities that disturb painted surfaces, such as windows, doors, porches, and more can create hazardous lead dust.

## Follow Lead Safe Home Practices:

- Use wet wipes and wet mops to maintain your home free of dust including toys, floors, windowsills, and window troughs.
- Wash your children's hands before they eat, every time.



# LEAD HAZARD REDUCTION PROGRAM



## Milwaukee County Housing Services

*The Milwaukee County DHHS Housing Services provides housing assistance and services that support the well-being of individuals and families who need safe and affordable housing.*

**(414) 278-4917**

[county.milwaukee.gov/housing](https://county.milwaukee.gov/housing)



**(414) 278-4917**



[county.milwaukee.gov/EN/DHHS/Housing/  
Lead-Hazard-Reduction-Program](https://county.milwaukee.gov/EN/DHHS/Housing/Lead-Hazard-Reduction-Program)

## What is Lead?

Lead is a dangerous metal. It is found in old paint, varnish, pipes, soil, some dishes and imported goods and toys. Lead was often added to some paint and varnish to make them last longer.

## Where is lead found?

- **Old paint:** Especially in homes built before 1978.
- **Lead dust:** Tiny dust from old paint can be dangerous.
- **Soil:** Dirt or soil, near painted surfaces, may be contaminated.
- **Food:** Lead can get into food from some dishes.
- **Water:** Old pipes may cause lead in drinking water.
- **Other places:** Certain work sites, home remedies and makeup.



## Why is lead bad?

Lead can damage the brain, liver, and kidneys. It can lead to slow growth, trouble learning and hearing loss. Dust from old chipping and peeling paint is the main cause of lead poisoning in children. The dust is dangerous because you can't see it. It can stick to floors, hands and toys, eventually finding a way into kids' mouths and causing harm.

**Milwaukee County DHHS Housing Services** offers grants to income-qualified households in suburban Milwaukee County to remediate lead-based paint hazards. Grant funds are provided by the U.S. Department of Housing and Urban Development (HUD). Remediation may include removal and/or replacement of siding, windows, doors, porches, soil, flooring, gutters, etc.

# LEAD HAZARD REDUCTION PROGRAM

## How Do I Qualify?

### Your property must:

- Be located in Milwaukee County (not available for the City of Milwaukee or Village of River Hills).
- Be a single-family or a duplex.
- Be built before 1978.

### Your household must:

- Meet the income guidelines published annually by HUD.
- Have a child under 6 years old with an elevated lead blood level.



## The Application Process:

- Contact Home Repair program staff by phone or email with any questions and/or to start the application process.
- Applications are completed online. All supporting documentation needed will be uploaded online.
- All household members over 18 years of age must sign the application and release form.
- After the application and documentation is submitted, staff will review for eligibility.
- If eligible, staff will contact you for an initial meeting to view the property, discuss items in need of repair, and complete a Lead Risk Assessment to identify lead paint hazards.
- Staff works with the homeowner to create a scope of work for what is needed at the home.
- Upon approval of the scope, Home Repair will send the scope out for bid to contractors.
- Contractors that partner with Home Repair are all local, licensed, bonded companies.
- All projects and costs will be presented to Home Repair Review Board for approval.
- Once approved, an agreement with the contractor is signed for the work to be completed.
- Staff provides project management services from start to finish of project.

## Supporting Documentation Required:

- Most recent, signed federal tax return.
- Past two months of pay stubs.
- All utility bills (gas, electric, water/sewer).
- Bank statements with activity.
- Social Security statement, if applicable.
- Proof of homeowner's or rental insurance.
- Property tax bill
- All other income/debt information as requested.



Common Council Meeting

Introduced By: Department of Parks and Recreation (Jaquish)

Date Introduced: May 19, 2026

**RELATING TO:**

Discussion and decision to sign an agreement with The Sigma Group for Environmental Due Diligence and Pre-Demolition Hazardous Materials Inspection in the amount of \$ 8,375.

**SUMMARY:**

Proposal for Environmental Due Diligence and Pre-Demolition Hazardous Materials Inspection  
4510 West Loomis Road, Greenfield, WI 53220

The city is purchasing the property to remove it from the floodplain.

This will allow the city to improve and maintain the creek to reduce flooding upstream.

It will also allow a path along the creek that connects to Konkel Park.

**FINANCIAL:**

**RECOMMENDATION:**

Sign an agreement with The Sigma Group for Environmental Due Diligence and Pre-Demolition Hazardous Materials Inspection in the amount of \$ 8,375.

**ATTACHMENTS:** KEY ISSUES \_\_\_ BACKGROUND \_\_\_ RESOLUTION \_\_\_ FISCAL NOTE \_\_\_  
MOTION \_\_\_ OTHER \_\_\_

May 13, 2026

Project Reference #25239

Mr. Jeff Katz, P.E.  
Director of Neighborhood Services  
City of Greenfield  
7325 W. Forest Home Avenue, Room 200  
Greenfield, WI 53220

Re: Proposal for Environmental Due Diligence and Pre-Demolition Hazardous Materials Inspection  
4510 West Loomis Road, Greenfield, WI 53220

Dear Mr. Katz:

The Sigma Group, Inc. (Sigma) is pleased to submit this proposal for due diligence and pre-demolition inspection services for the site referenced above.

## **SCOPE OF WORK**

### **Work Element 1 – Phase I Environmental Site Assessment**

The purpose of the AAI Phase I ESA is to examine the property and evaluate the historical land use of the specific parcel to identify any “Recognized Environmental Conditions” (REC) in order to potentially qualify for specific landowners liability protections (e.g. innocent landowner, contiguous property owner, or a bona fide prospective purchaser defense) under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). The term recognized environmental condition (as defined in E1527-21) means (1) the presence of hazardous substances or petroleum products in, on, or at the subject property due to a release to the environment; (2) the likely presence of any hazardous substances or petroleum products in, on, or at the subject property due to a release or likely release to the environment or the presence of hazardous substances or petroleum products; in, on, or at the subject property under conditions that pose a material threat of a future release to the environment. A de minimis condition is not a recognized environmental condition. The assessment will be performed in general conformance with ASTM Standard E1527-21 and will include:

- Development of Detailed Site History
  - Review available aerial photographs
  - Review available Sanborn Fire Insurance maps
  - Review available Topographic maps
  - Review of city street directories
  - Interview appropriate, available (current and past) property owners and tenants or local officials. If the property is abandoned, the neighboring property owners will be interviewed.
- Development of Local Environmental Integrity
  - Identify, through review of regulatory agency information
    - Historical spills and releases on or about the subject property
    - Active and inactive landfills on or about the subject property
    - Leaking underground storage tanks on or about the subject property
    - Hazardous waste facilities on or about the subject property
    - Available building inspection and/or Fire Department records
  - Evaluate potential for environmental impact to the subject property from items identified through review of the regulatory agency information noted above.

- Evaluate potential for environmental impact to the subject property from vapor migration through performance of a vapor migration screen.
- Evaluate potential for environmental impact to the subject property from the adjoining properties through review of regulatory agency information.
  
- Determine Sensitivity of Local Groundwater and Determine Local Hydrogeological Characteristics
  - Detailed Physical Inspection of the Subject Property
  - Evidence of hazardous waste disposal
  - Evidence of chemical contamination
  - Evidence of polychlorinated biphenyl (PCB) transformers
  - Evidence of filling or dumping activity
  - Evidence of underground storage tanks
  
- Examination of Adjacent Properties for:
  - Evidence of hazardous waste disposal
  - Evidence of gross contamination
  - Evidence of filling or dumping activity
  
- Environmental Lien and Activity and Use Limitation Search Through User Supplied Title Information

#### **Assumptions**

- The Phase I User Questionnaire will be completed and returned to Sigma no later than five (5) business days from the date submitted to the Client.
- The Client will provide other information such as prior environmental reports pertaining to the subject property that may aid in the identification of recognized environmental conditions in connection with the subject property.
- The Client will provide Sigma access to the subject property.

#### **Phase I ESA Deliverable**

The report will document the site-specific assessment activities and will include the following:

- U.S.G.S. topographic maps showing subject property and one-mile radius
- Site plan showing building layouts, adjacent streets and facilities and other information, as appropriate
- Description of materials found and overall site conditions and characteristics
- Description of information obtained from regulatory agencies
- Outline of site histories and land uses
- Description of local soils, topography, geology and hydrogeology
- Identification of potential contaminant migration pathways and receptors
- Evaluation and interpretation of accrued data, findings, data gaps and results
- Recommendations for continued investigation or site remediation, if appropriate

#### **Notes:**

- 1) *Reliance letters are not included in this proposal but can be provided for an additional fee upon request.*
- 2) *The Phase I ESA Report is valid for a period of 180 days from the date of completion.*
- 3) *Please note that weather conditions may limit the assessment of surface conditions and thereby modify the scope of this assessment.*

### **Work Element 2 – Pre-Demolition Hazardous Materials Inspections**

Asbestos-containing building materials (ACBMs), lead-based paint (LBP), and other items of environmental concern must be identified and properly managed prior to demolition activities in accordance with local, state, and federal rules and regulations pertaining to solid and hazardous wastes. Pre-demolition asbestos and hazardous material inspections are required by:

- United States Environmental Protection Agency (USEPA) National Emission Standards for Hazardous Air Pollutants (NESHAP) provided in 40 CFR 61;
- State of Wisconsin Department of Natural Resources (WDNR) Control of Asbestos Emissions defined in Chapter NR 447;
- Occupational Safety and Health Administration (OSHA) which requires that materials containing asbestos and lead-based paint (LBP) be identified, and hazards be communicated to site workers.

### **Task 1 – Asbestos-Containing Building Material (ACBM) Inspection**

Sigma will perform the required pre-demolition asbestos inspection in accessible areas of the structure. The asbestos inspection will be completed in substantial compliance with the USEPA NESHAP, WDNR, OSHA, and municipal requirements for building renovation/demolition. The intent of the inspection is to identify the materials that must be removed in advance of disturbance activities as part of deconstruction and renovation/demolition. The asbestos inspection will be performed by State of Wisconsin certified asbestos inspectors and will include the following:

- A review of building floor plans, mechanical system documents, asbestos inspection documentation, abatement activity documents, and operation and maintenance plans made available by the Client prior to the start of field activities;
- A visual inspection of accessible areas within the above referenced structure(s) in accordance with applicable codes and regulations to identify suspect materials which may include tile, flooring, mastics, glazing, caulks, drywall and joint compound, plaster/plaster skim coating, fire-proofing, thermal system insulation, fire doors, etc.;
- The collection of bulk samples of identified suspect ACBM using appropriate sampling protocols for submittal to a National Voluntary Laboratory Accreditation Program (NVLAP) and American Industrial Hygiene Association (AIHA) approved laboratory for asbestos content analysis by USEPA polarized light microscopy (PLM) methodology. Samples identified as having less than 10 percent asbestos using PLM analysis may be further analyzed by point counting in accordance with USEPA analysis methodology. We estimate that approximately 125 sample layers will need to be analyzed, including multiple samples of homogeneous materials. The actual quantity of samples to be collected will be determined in the field and the sample layers to be analyzed will be determined by the lab;
- The physical assessment and documentation of the areas of inspection including the location, condition, general quantities, and type of asbestos identified (i.e. friable asbestos, Category 1 non-friable asbestos, or Category 2 non-friable asbestos).

Please note: the ACBM inspection will be conducted using destructive sampling techniques for suspect materials identified by the inspector. Destructive sampling methods will irreparably damage these materials (including decorative tile, carpet, dry wall, plaster, window caulk, roofing material, etc.). Building materials damaged during the investigation and/or sampling process will not be repaired. Destructive sampling of the following building materials **will not** be conducted:

- Roofing materials
- Mechanical, electrical, other energized systems (due to safety)

- HVAC vibration cloth
- Other materials identified by the Client

### **Task 1 - ACBM Deliverable**

Upon completion of the asbestos inspection activities, Sigma will provide a report that will include the following information:

- Floor plans/field sketches indicating rooms/areas;
- Tables summarizing the location, type, condition, and asbestos content of suspect materials;
- Estimated quantities of identified ACBM;
- Recommendations relative to the abatement, material management, and further evaluation of materials or building systems as appropriate.

### *Notes*

- 1) *Inspection activities are limited to accessible areas. Materials that are not accessible will be assumed to contain asbestos (ATC).*
- 2) *Entire wall and ceiling systems will not be opened to expose all hidden suspect materials.*
- 3) *Select locations in walls and ceilings will be opened and quantities of suspect materials will be estimated based on limited observations.*
- 4) *Suspect materials on energized systems (HVAC vibration cloth, boiler/furnace components, toilet gaskets, pipe flange gaskets, electrical panels/cloth wire insulation) will be assumed to contain asbestos if samples cannot be collected without damaging the system or causing risk to the inspector. If the owner facilitates system deactivation and repair/reactivation during the inspection, these suspect materials can be sampled. These materials will be identified and characterized during the inspection and should be further sampled using destructive methods once these systems can be isolated and rendered safe.*
- 5) *Excavations to evaluate possible subsurface ACBMs (transite piping, foundation waterproofing, etc.) will not be performed during these inspection activities.*

### **Task 2 – Limited Lead-Based Paint (LBP) Assessment**

It is likely that the structure or portions of the structure are steel, concrete and/or masonry. A demolition strategy should consider recycling metal, concrete and masonry as an alternative to landfill disposal. The WDNR does not allow crushing or recycling of LBP-coated products without special approval. The WDNR fact sheet WA-605, "Concrete Recycling and Disposal Fact Sheet", provides guidance regarding the sampling and management of potential LBP coated concrete materials.

Additionally, OSHA may require specific work practices, personal protective equipment, monitoring, and jobsite engineering controls to reduce lead exposure when conducting activities involving cutting, grinding, and shot blasting of LBP. The proposed work practices and intended material management where potential LBP could be encountered should be evaluated.

The limited LBP assessment will include field performed lead analysis using an X-ray Fluorescence (XRF) instrument on painted surfaces of recyclable building materials. The limited LBP assessment will provide a general evaluation of the presence of LBP by various coated media. This assessment is not intended to comply with the US Department of Housing and Urban Development and to identify and sample every painted surface but rather to characterize painted steel, concrete and/or masonry materials (including ceramic tile) that have the potential to be recycled.

**Task 2 - LBP Deliverable**

The LBP inspection will be summarized in a report which will include the following:

- Floor plans/field sketches indicating rooms/areas,
- Table summarizing lead assessment results,
- Recommendations relative to proper material management.

*Notes*

- 1) *Not all painted surfaces in all rooms will be tested for lead.*
- 2) *Furniture and fixtures will not be tested for lead.*

**Task 3 – Hazardous Material Inventory**

Hazardous material management and disposal is required by the USEPA and WDNR as defined in NR Chapters 100, 400, 500, and 600. Sigma will complete an inventory of the structure(s) to identify other potential hazardous/regulated materials in general accordance with the WDNR publication “Planning Your Demolition or Renovation Project: A Guide to Hazard Evaluation, Recycling and Waste Disposal” (Publication WA-651 Revised 2013). The intent is to develop a general inventory of hazardous materials present in the structure(s) that require unique handling, recycling, and/or disposal. A visual evaluation of accessible areas will be conducted to prepare the general inventory of batteries, electrical transformers, fire extinguishers, fluorescent light bulbs, high intensity discharge light bulbs, hydraulic fluids/oils, lighting ballasts and other PCB-containing devices, mercury-containing devices, oils, pesticides, pits/sumps/catch basins, radioactive devices (smoke alarms/exit signs), refrigerants, and solvents/cleaners.

**Task 3 - Hazardous Materials Inventory Deliverable**

The findings of the inventory will be summarized in a report which will include the following:

- Floor plans/field sketches indicating rooms/areas;
- Tables summarizing and approximating the location, type, and quantity of materials identified;
- Recommendations relative to the material management of identified hazardous materials.

*Notes*

- 1) *Hazardous material sample collection and analysis (if required for disposal) is not included in this scope; and*
- 2) *Quantities will be estimates.*

**COST ESTIMATE**

A summary of the cost per work element is provided below.

<b>Work Element 1 - Phase I ESA</b>	<b>\$3,500</b>
<b>Work Element 2 - Pre-Demo Hazardous Materials Inspection</b>	
Task 1 - Asbestos Inspection	\$2,000
(plus Laboratory Analytical Cost, 125 sample layers)*	\$1,375
Task 2 - LPB Assessment	\$1,000
Task 3 - Hazardous Material Inventory	<u>\$500</u>
<b>Pre-Demo Total</b>	<b>\$4,875</b>

- *The cost estimate assumes a total of 125 asbestos sample layer analyses will be performed. All lab costs will be billed at cost plus 10% and may vary from the estimate.*
- *In the event that on-site conditions warrant, Sigma will obtain authorization from the Client prior to implementing any additional work.*

**SCHEDULE**

Work Element 1 (Phase I ESA) will be completed and delivered within approximately 4 weeks from the date Sigma receives a signed Service Agreement and Work Authorization to proceed.

Work Element 2 (Pre-Demolition Inspection) will be completed and delivered within 2 to 3 weeks following site inspection, sample analysis and report. Sigma is prepared to schedule work immediately from the date Sigma receives a signed Service Agreement and Work Authorization to proceed.

**ADDITIONAL SERVICES**

In addition to the scope of services presented above, Sigma can provide the following additional services as needed or requested as the project moves forward. No additional services would proceed without prior written approval.

- Demo Plans and Specifications
- Abatement
- Engineering
- Geotechnical investigation coordination
- Traffic analysis
- Easement documents

**CONCLUSION**

Please contact us if you have any questions or need additional information.

Respectfully Submitted,

**THE SIGMA GROUP, INC.**



Christopher Carr, PE  
Vice President



Paul Rohde, PG  
Geoscience Group Leader

Attachments: Service Agreement and Work Authorization #1

cc: Dale Palkowski – Sigma  
Jon Mader – Sigma

**THE SIGMA GROUP, INC.  
SERVICES AGREEMENT**

Project Reference No. 25239

THIS AGREEMENT is entered into on this 13<sup>th</sup> day of May 2026 by and between The Sigma Group, Inc. (hereinafter called "Sigma") and City of Greenfield (hereinafter called the "Client").

**WITNESSETH:**

WHEREAS, Client desires that Sigma perform professional consulting services as described in this Agreement; and

WHEREAS, Sigma agrees to perform such services in accordance with the terms of this Agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein, the parties hereto agree as follows:

**1. Site.**

"Site" means the location on which the Services will be performed or to which they relate. The Site is defined in the Work Authorization, which is attached hereto as Exhibit A and is incorporated herein by this reference.

**2. Services.**

(a) Services. Services mean those services to be performed by Sigma pursuant to Agreement. The scope of the Services is set forth in the Work Authorization. Additional Work Authorizations may be issued pursuant to this Agreement if agreed to by the Parties. Under such circumstances, this Agreement shall be expressly incorporated by reference into each subsequent Work Authorization and the services pursuant to each Work Authorization shall be performed pursuant to this Agreement and the applicable Work Authorization. To the extent any term of this Agreement conflicts with a term of any Work Authorization, then the terms of this Agreement shall control.

(b) Standard of Care. Sigma shall exercise that degree of care, skill and judgment that is usually exercised by a professional person or firm in the performance of services similar to the Services at the same time, under similar circumstances and conditions and in the same or similar locality.

(c) Permits and Licenses. Except as required by the scope of Services, Client shall obtain all permits and licenses that are necessary for the performance of the Services. If the scope of Services includes Sigma obtaining on behalf of Client any such permits or licenses, then Client shall fully cooperate with Sigma in obtaining any such permits and licenses. Client shall pay all costs and fees required for such permits and licenses.

(d) Safety. Sigma is not responsible for safety precautions and programs at the Site except as it relates to the Services and then only to the extent of its own personnel.

(e) Regulatory Matters. Except as required by the scope of Services, Sigma will not meet or confer with any member of any federal, state or local regulatory agency concerning the Services without obtaining the prior consent of Client.

(f) Compliance with Law. Sigma shall substantially comply with all laws and regulations, which to its knowledge, information and belief; apply to its obligations under this Agreement. If any change in laws or regulations applicable to the Services after the execution of this Agreement results in a change in the scope of Services, then Client is responsible to Sigma for any increased cost or expense relating to the same.

(g) Warranty. Other than any express warranty contained in this Agreement, Sigma makes no warranty with respect to the Services. All other warranties, express or implied, are hereby disclaimed.

**3. Contract Time.**

Sigma shall commence and complete the Services within a reasonable time following the execution and delivery of this Agreement or at such later time as otherwise agreed to by the Parties in writing.

**4. Alterations of Instruments of Service.**

Client agrees that designs, plans, specifications, reports, and similar documents prepared by Sigma are instruments of professional service and, as such, no matter who owns or uses them, they may not under any circumstances be altered by any party except Sigma. Client warrants that Sigma's instruments of service will be used only and exactly as submitted by Sigma. Accordingly, Client shall waive any claim against Sigma, and shall, to the fullest extent permitted by law, indemnify, defend, and hold Sigma harmless from any claim or liability for injury or loss arising from unauthorized alteration of Sigma's instruments of service by Client, its employees, agents and contractors. Client also shall compensate Sigma for any time spent or expenses incurred by Sigma in defense of any such claim. Such compensation shall be based upon Sigma's prevailing fee schedule and expense reimbursement policy.

**5. Compensation and Payment.**

(a) Compensation. Client shall pay Sigma compensation for the Services. The compensation shall be based on a fixed fee or time and materials basis based on those rates contained in the Hourly Rate Fee Schedule, which, if applicable, is attached to the Work Authorization, or as otherwise agreed to by the Parties. The method for determining the amount of compensation is prescribed in the Work Authorization. Any proposed charges or time to complete the Services represents only an estimate of the possible charges and/or time required to perform the Services.

(b) Payments. Sigma shall submit progress invoices to Client on a monthly basis showing the Services performed during the invoice period and the charges, therefore. Payments shall be due and owing upon Client's receipt of each invoice. Interest of 1% per month shall accrue on any invoice balance not paid within thirty (30) days when due. All payments received will first apply to accrued interest and then principal balances. Client shall be responsible to Sigma for any and all costs Sigma may incur in collecting any outstanding invoices or enforcing any term of this Agreement. Timely and full payments of invoices are of the essence of this Agreement.

**6. Change in Services.**

Any service performed by Sigma outside the scope of the Services shall constitute an additional service, which, unless otherwise agreed in writing, shall be performed on a time and materials basis. Client may request that Sigma perform services outside the scope of the Services by a written change order. The change order shall set forth the change in services, compensation for the change in services and an extension of time the Services.

## 7. Site Access, Information and Conditions.

(a) Site Access. Client shall provide Sigma and its consultants, contractors and agents with access to the Site, any facilities located on the Site and any adjacent lands thereto so that Sigma can properly and timely perform the Services. Client shall obtain, at its own expense, any and all permits, licenses, easements, rights-of-way, agreements and permission necessary for such access.

### (b) Site and Other Information.

(i) Client represents and warrants that prior to the execution and delivery of this Agreement, Client has supplied to Sigma all information and documents in its possession, custody or control that are material to the Site or necessary for the proper and timely performance of the Services, including, but not limited to: surveys describing the physical characteristics and any legal limitations of the Site; a legal description of the Site; and reports, surveys, drawings or tests concerning the conditions of the Site, including the presence of Hazardous Waste, as defined herein, or the location of subterranean structures and conditions ("Site Information").

(ii) Client shall promptly supply to Sigma Site Information through the performance of the Services if such information or documents become known to Client. Client shall obtain, at its cost and expense, any Site Information as reasonably requested by Sigma if such Site Information is not required to be obtained by Sigma in the scope of Services.

(iii) Client shall give prompt notice to Sigma whenever it becomes aware of any development, event or condition that materially or adversely affects the Site or scope, timing or cost of the Services.

(iv) Client shall cooperate fully with Sigma in the performance of its Services. Client's obligations with respect to cooperation, compliance with laws and obtaining permits, licenses, access and Site Information are of the essence of this Agreement.

(c) Diggers Hotline. Sigma shall contact Digger's Hotline prior to any underground drilling, excavation or intrusion by Sigma. Sigma shall not be liable for damage or injury to any subterranean structures or conditions, or the consequences of such damage or injury, that were not identified by Digger's Hotline or the Client supplied information prescribed in subparagraph (b) above.

(d) Changed Conditions. The discovery of any hazardous or toxic substance, waste, material, pollutant or contaminant included under or regulated by Resource Conservation and Recovery Act ("RCRA"), Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA") or any other similar federal, state or local law, regulation or ordinance or that would pose a health, safety or environmental hazard ("Hazardous Waste"), concealed physical conditions or underground obstructions, conditions or utilities at or around the Site that were not brought to the attention of Sigma prior to the date of this Agreement, or any subsequently issued Work Authorization, will constitute a materially different site condition entitling Sigma, at its option, to terminate the Agreement (and to receive payment for all Services performed up to and including the date of such termination) or to receive an extension of time to complete the Services in a duration at least equal to the delay caused by such condition(s) and an adjustment in the compensation for the Services in an amount at least equal to the costs and expenses Sigma incurs because of such condition(s).

## 8. Hazardous Materials.

(a) Presence and Disposal of Contaminated Materials. Sigma is not responsible for Hazardous Wastes that may exist at the Site. Sigma assumes no possession or control for Hazardous Waste that may be present at the Site. Client acknowledges that Sigma has played no part in and assumes no

responsibility for generation or creation of any Hazardous Waste that may exist at the Site. Nothing in this Agreement shall be construed or interpreted as requiring Sigma to assume the status of, and Client acknowledges that Sigma does not act in the capacity nor assume responsibilities of Client or others, as an owner, handler, generator, operator, transporter or arranger in the treatment, storage, disposal or transportation of any Hazardous Waste. Sigma shall have no responsibility for the transportation, storage, treatment or disposition of contaminated or potentially contaminated Hazardous Waste, whether directly or indirectly generated from Sigma's performance of the Services hereunder. Client shall be responsible for the disposal of any such waste materials and shall be the named party on any such waste manifests. Notwithstanding anything to the contrary in this Agreement, Client shall defend, indemnify and hold Sigma and its officers, directors, employees, agents, consultants, contractors, successors and assigns harmless from any and all claims arising out of or relating to the presence of Hazardous Wastes at the Site or the treatment, storage, transportation or disposition of the same.

(b) Samples. If samples collected by Sigma or received by Sigma on behalf of Client contain Hazardous Waste, Sigma shall, after testing and analysis, return the samples to Client for final disposal or treatment. Client shall complete all forms necessary and pay all costs for storage, transport and disposal or treatment of samples. Client acknowledges and agrees that Sigma is acting as a bailee and at no time assumes title to such samples.

## 9. No Third Party Reliance.

This Agreement shall not create any rights or benefits to parties other than Client or Sigma. Client shall not under any circumstances permit such reliance except with Sigma's express written consent. Sigma may withhold consent if the third party does not agree, in writing, to: (i) be bound by the terms of this Agreement including without limitation, any provision limiting Sigma's liability, (ii) use such information only for the purposes contemplated by Sigma in performing its services, and (iii) be bound by the qualifications and limitations expressed in the opinions, conclusions, certificate, or report produced.

## 10. Ownership of Instruments of Professional Service.

Plans, specifications, reports, boring logs, calculations, field data, field notes, laboratory test data, estimates, training materials and similar documents and materials (other than samples) prepared by or for Sigma as instruments of professional service are Sigma's property. Sigma shall retain these instruments of professional service for seven (7) years following submissions of final project deliverables, during which period Sigma's instruments of professional service will be made available for Client's review at any reasonable time.

## 11. Indemnification.

(a) Client shall indemnify, defend and hold Sigma and its directors, officers, employees, agents, successors and assigns harmless from and against any and all loss, damage, injury, claim, liability, demand, cost or expense, including, but not limited to attorneys fees, attributable to personal injury, bodily injury or property damage, including loss of use thereof, arising out of or relating to this Agreement, the Site or the Services, but only to the extent caused by Client's breach of this Agreement or the negligence or willful acts or omissions of Client or anyone for whose acts or omissions Client may be liable.

(b) Sigma shall indemnify, defend and hold Client and its directors, officers, employees, agents, successors and assigns harmless from and against any and all loss, damage, injury, claim, liability, demand, cost or expense, including, but not limited to attorneys fees, attributable to personal injury, bodily

injury or property damage, including loss of use thereof, arising out of or relating to the Services, but only to the extent caused by Sigma's breach of this Agreement or the negligence or willful acts or omissions of Sigma or anyone for whose acts or omissions Sigma may be liable.

**12. Limitation of Liability and Waiver of Consequential Damages.** To the fullest permitted by law, Sigma's liability under this Agreement shall not exceed the limits of Sigma's insurance.

**13. Insurance.**

Sigma shall maintain in connection with the Services, until the earlier of the completion of the Services or termination of this Agreement, one or more insurance policies with the following coverage and limits:

Worker's Compensation	Statutory
Employer's Liability:	\$1,000,000 per accident \$1,000,000 per employee (disease)
Commercial General Liability:	\$2,000,000 per occurrence \$2,000,000 aggregate
Pollution Coverage:	\$2,000,000 each pollution condition \$2,000,000 policy aggregate
Professional Liability Errors & Omissions:	\$2,000,000 each claim \$2,000,000 aggregate
Automobile Liability:	\$1,000,000 per occurrence

**14. Suspension and Termination.**

(a) Client may terminate this Agreement for cause if Sigma breaches a material term of this Agreement and fails to commence and continue action to cure the breach within seven (7) days of Sigma's receipt of Client's written notice of termination, which termination notice shall describe with particularity the breach all other material information relating thereto.

(b) Sigma may suspend the Services, in whole or in part, under any Work Authorization if payment on any invoice is not made in full within thirty (30) days when due or in the event of a Force Majeure condition, as prescribed in Section 15 below. Sigma will return to work within a reasonable time after payment of the outstanding invoice(s) giving rise to the suspension or resolution of the event or cause giving rise to the Force Majeure.

(c) Sigma may terminate this Agreement and any outstanding Work Authorization if (i) the Services under any Work Authorization are suspended for more than thirty (30) consecutive days, (ii) Sigma reasonably believes, in Sigma's sole decision, that Client is withholding information from Sigma, is not cooperating with Sigma or is hindering Sigma's performance of its obligations under this Agreement or is in violation of laws and is not willing to take appropriate or sufficient corrective action, (iii) if a payment on an invoice is not made in full within thirty (30) days when due or (iv) Client breaches a material term of this Agreement. Sigma shall give Client seven (7) days' written notice of Sigma's intent to terminate the Agreement and any outstanding Work Authorization. Client shall have an opportunity to fully cure the alleged condition, default or breach giving rise to the termination within said seven (7) day period.

**15. Force Majeure.**

Sigma shall not be responsible for any suspension, delay or failure to perform if such suspension, delay or failure is caused by an occurrence beyond Sigma's reasonable control, including, but not limited to, Site conditions, Hazardous Wastes, acts of God, acts or omissions of Client or anyone for whose acts or omissions Client may be responsible, Client's breach of this Agreement, government or other regulatory orders, changes in the Services, changes in applicable law, war, legal disputes, rebellion, sabotage or riots, theft or floods, weather, fires, explosions, or other catastrophes. Sigma shall be entitled to an extension of time to perform the Services in a duration at least equal to the length of any suspension or delay caused by a foregoing type of condition. Client shall pay Sigma all costs and damages attributable to any suspension or delay not caused by Sigma.

**16. Sigma As Independent Contractor.**

Sigma, in performing the Services, shall be deemed to be an independent contractor and not an agent or employee of Client.

**17. Assignment of Agreement.**

Client shall not assign this Agreement in whole or in part without the prior written consent of Sigma, which consent shall not be unreasonably withheld. Any assignment not made in accordance with this Agreement shall be void.

**18. Subcontracts.**

Sigma may subcontract any part of the Services without the prior written approval of Client, but such subcontracting shall not relieve Sigma of any of its obligations to Client under this Agreement.

**19. Survival of Obligations.**

Obligations of the parties under this Agreement shall survive termination or suspension of the Services or of this Agreement.

**20. Entire Agreement.**

This Agreement constitutes the entire Agreement between the parties and supersedes all prior negotiations, representations or agreements relating thereto, written or oral, except to the extent they are expressly incorporated herein. Unless otherwise provided for herein, no amendments, changes, alterations or modifications of this Agreement shall be effective unless in writing signed by Client and Sigma. There are no third party rights or benefits under this Agreement, except as explicitly noted in this Agreement.

**21. Successors and Assigns.**

This Agreement shall inure to the benefit of and be binding upon the successors and permitted assigns of the parties.

**22. Notices.**

Any notice required or permitted to be given under this Agreement shall be in writing and shall be deemed duly given if delivered by facsimile, commercial delivery services, in person or deposited in the United States mail, first-class certified or registered mail, postage prepaid, return receipt requested.

**23. Governing Law.**

This Agreement and any disputes arising thereunder shall be governed by the laws of the State of Wisconsin without giving effect to provisions of law that would result in the application of the substantive law of any other state.

**24. Severability.**

The various terms, provisions and covenants herein contained shall be deemed to be separable and severable, and the invalidity or unenforceability of any of them shall in no manner affect or impair the validity or enforceability of the remainder hereof.

**25. Reports and Ownership of Documents.**

Upon payment in full to Sigma for all Services, Sigma shall furnish one (1) copy of each report required to be produced by Sigma to Client. Additional copies shall be furnished for the cost of copying. With the exception of such report(s) to Client, all other documents and information relating to the preparation of the report(s), including, but not limited to, notes, support data, text data, memoranda and other preparation materials are and remain the property of Sigma.

**26. Wisconsin Construction Lien Law.**

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, SIGMA HEREBY NOTIFIES CLIENT THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON CLIENT'S LAND MAY HAVE LIEN RIGHTS ON CLIENT'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO SIGMA, ARE THOSE WHO CONTRACT DIRECTLY WITH THE CLIENT OR THOSE WHO GIVE THE CLIENT NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, CLIENT PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. SIGMA AGREES TO COOPERATE WITH CLIENT AND THE CLIENT'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

**27. Counterparts.**

This Agreement may be signed in two or more counterparts, each of which shall be treated as an original but which, when taken together, shall constitute one and the same instrument.

**28. Further Assurances.**

Sigma and Client each covenant and agree to sign, execute and deliver, or cause to be signed, executed and delivered, and to do or make, or cause to be done or made, upon written request of the other Party, all agreements, instruments, papers, deeds, acts or things, supplemental, confirmatory or otherwise, as may be reasonably required by either Party hereto for the purpose of or in connection with consummating the Services described herein.

**29. Dispute Resolution.**

(a) All claims, disputes, controversies or matters in question arising out of, or relating to this Agreement or any breach thereof, shall be, at Sigma's sole discretion, subject to binding arbitration. If arbitration is elected by Sigma, then such arbitration shall be held in accordance with, at Sigma's sole discretion, Wis. Stats. Chapter 788 before an arbitrator mutually agreeable to either parties or the Construction Industry Arbitration Rules of the American Arbitration Association then

in effect. The award rendered, if any, by the arbitrator(s) shall be final and binding on both parties and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction.

(b) The forum and venue for any arbitration or litigation shall be Milwaukee County, Wisconsin. Sigma's preservation and/or perfection of its lien rights, including the commencement of a foreclosure action relating the same, shall not be deemed a waiver of Sigma's right to arbitration.

(c) In no event shall a demand for arbitration or commencement of litigation be made more than two (2) years from the date the party making demand knew or should have known of the dispute or six (6) years from the date of substantial completion of Services, whichever date shall occur earlier.

**30. Testimony.**

Sigma agrees that, at the request of Client, the persons performing the Services under this Agreement shall be made available as consultants or witnesses, at 2.0 times the Hourly Rate Schedule, in any litigation, hearing or proceeding to explain or defend, as appropriate, any aspect of methods used by Sigma, or results or conclusions developed in connection with Sigma's Services described in this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of Sigma and on behalf of Client as of the date first above written.

Firm: City of Greenfield

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title (please print): \_\_\_\_\_

Date: \_\_\_\_\_

THE SIGMA GROUP, INC.

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Project Reference No. 25239

**EXHIBIT A  
WORK AUTHORIZATION NO. 1**

Project Reference No.: 25239

This Work Authorization is entered into by and between The Sigma Group, Inc. ("Sigma") and City of Greenfield ("Client"). This Work Authorization incorporates by reference the Agreement entered into by the Parties dated May 13, 2026 (the "Agreement"). The Agreement is hereby amended and supplemented as follows:

Site: 4510 West Loomis Road, Greenfield, WI 53220

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**General Description of Basic Services.**

Client hereby authorizes Sigma to perform and complete the following Service(s):

1. Those Services contained in Sigma's proposal dated May 13, 2026, which is attached hereto and incorporated herein by this reference #25239.
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2.

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**Compensation.**

1.	Phase I ESA	\$3,500
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2.	Pre-Demo Hazardous Materials Inspection *	\$4,875
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**Other Terms.** [Insert any other terms specific to the work authorization, i.e., dates of performance.]

1. \* The cost estimate assumes a total of 125 asbestos sample layer analyses will be performed. All lab costs will be billed at cost plus 10% and may vary from the estimate.
- 

Firm: City of Greenfield

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title (please print): \_\_\_\_\_

Date: \_\_\_\_\_

THE SIGMA GROUP, INC.

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title (please print): \_\_\_\_\_

Date: \_\_\_\_\_



Committee: Common Council

Item Number:

Introduced By: Julie Foley

Date Introduced: May 19, 2026

**RELATING TO:**

Discussion and decision to revise the job description of Director, Parks and Recreation.

**SUMMARY:**

The job description is being revised to update the requirements of the job position. The job description was last reviewed and revised in August 2000.

**ATTACHMENTS:** KEY ISSUES \_\_\_ BACKGROUND \_\_\_ RESOLUTION \_\_\_ FISCAL NOTE \_\_\_  
MOTION \_\_\_ OTHER \_\_\_



# Director of Parks & Recreation

## **Classification**

Exempt

## **Department/Division**

Parks and Recreation

## **Reports to**

Mayor

## **Summary/Objective**

The Director of Parks & Recreation is responsible for the overall administration of the Parks & Recreation Department, the planning, provision and evaluation of a comprehensive recreation/leisure program, and the acquisition, development and maintenance of park/recreational areas and facilities in order to best meet the needs of the citizens of the City of Greenfield.

## **Essential Functions**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

- Plans and develops comprehensive recreation/leisure programs, and the acquisition, development and maintenance of park land and recreation facilities.
- Meets with the Park and Recreation Board and recommends to the Board operational procedures and policies which are then his/her responsibility to implement.
- Supervises efforts for maximal departmental economic self-sufficiency by developing, monitoring and evaluating pay structures and practices; coordinating funding sources, approving grant writing, applying for funds from foundations and soliciting gifts from individuals and organizations. Administers special recreation/park accounts and prepares and administers departmental budget.
- Supervises the personnel function for part-time and seasonal/casual employees of the department, which involves recruiting, hiring, evaluating, assigning and disciplining employees. Supervises personnel records and payment of salaries to such employees and maintenance of personnel records of these employees.
- Conducts routine inventory of all department equipment and supplies, and coordinates equipment purchasing and bid procedures.
- Plans and develops marketing procedures and practices and ensures effective dissemination of information. Maintains a positive departmental public image. Performs public relations functions, including giving speeches, working with community organizations, promoting cooperative
- relationships with other city departments, employees and officials, School District officials, media and the general public.

- Establishes and supervises safety standards, including a risk management program for the activities and the personnel employed.
- [Responsible for participating in and supporting the ongoing strategic planning for the department.](#)
- [Collaborates in project planning and implementation, contract management and maintenance standards.](#)
- [Seeks strategic collaborative partnerships and facilitates a diverse sponsorship program.](#)
- [Builds and maintains strong public relationships, effectively communicates community needs to the Parks and Recreation Board and the Common Council.](#)
- [Establishes and oversees departmental policies, procedures and annual goals.](#)
- [Develops and oversees multiple budgets, including tax based operational budget, capital improvement, capital equipment, public celebrations, special revenue budgets including recreation programs, community center and the AMP.](#)
- [Leads, supports and supervises staff, fostering professional growth and team development.](#)
- [Attends professional seminars, meetings and conferences.](#)

### **Competencies**

- [Communication Proficiency](#)
- [Thoroughness](#)
- [Detail Orientated](#)
- [Technical Capacity](#)
- [Problem Solving/Analysis](#)
- [Organization Skills](#)
- [Presentation Skills](#)
- [Time Management Skills](#)
- [Collaboration Skills](#)
- [Customer Relations Focus](#)
- [Excellent Math Skills](#)

### **Language and Reasoning Abilities**

- Ability to read, analyze and interpret professional journals, financial reports and legal documents related to the recreation function.
- Ability to respond to common inquiries or complaints from participants, regulatory agencies, elected officials or the community.
- Ability to effectively present information to top management, public groups and citizens.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and mathematics necessary to operate a complex budget, involving the establishment of program fees, and projection of program participation.

### **Supervisory Responsibilities**

Manages subordinate supervisors-(4), who supervise a varying number of part-time, seasonal/casual employees, in addition to ~~supervising two clerical employees~~ [administrative support staff](#).

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

### **Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are established within each department to meet operational requirements. Ability to be accessible by cell phone and/or to report to the worksite outside of regular office hours, including, but not limited to, nights, weekends, holidays, etc. Ability to work nights, weekends, and odd hours when situations require such duty.

### **Travel**

This position requires minimal travel.

### **Required Education/Training and Experience**

B.A./B.S. degree in the field of Recreation/Parks, ~~with a master's degree in Recreation/Parks Management, Public Administration or Business Administration desirable with a minimum of .~~ ~~Minimum of three (3)~~ five (5) years full-time supervisory/administrative experience in the field of public parks and recreation.

### **Preferred Education/Training and Experience**

~~Master's degree in Recreation/Parks desirable, minimum of five (5) years full-time supervisory/administrative experience in the field of public parks and recreation.~~

*The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.*

### **Other Qualifications**

Possession and maintenance of a valid Wisconsin Driver's license.

### **Preferable Certificates/Licenses**

NRPA (National Recreation & Parks Association) Certified Park & Leisure Professional (CPRP) and WPA (Wisconsin Parks & Recreation Association) membership.

### **Physical Demands**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to handle or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl and talk or hear. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required for this job include close vision and distance vision.

### **Work Environment**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee will work approximately 75% inside and 25% outside, with exposure to the hot and cold temperatures, wet and humid conditions, occasional exposure to equipment vibrations may occur, as well as exposure to dust. The noise level in the work environment is usually moderate.

### **Equipment Used**

Typewriter, calculator, copy machine, computer terminal, appropriate software, fax machine, drafting equipment, measuring devices and first aid equipment.

### **Pre-Employment Requirements**

Applicants will be required to submit to a pre-employment physical exam and drug screening. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

### **Salary And Benefits**

Wages and benefits are determined by the existing non-represented resolution.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **AAP/EEO Statement**

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other

compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



## Director of Parks & Recreation

### Classification

Exempt

### Department/Division

Parks and Recreation

### Reports to

Mayor

### Summary/Objective

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### Essential Functions

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- Plans and develops comprehensive recreation/leisure programs, and the acquisition, development and maintenance of park land and recreation facilities.
- Meets with the Park and Recreation Board and recommends to the Board operational procedures and policies which are then his/her responsibility to implement.
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- Establishes and supervises safety standards, including a risk management program for the activities and the personnel employed.
- Responsible for participating in and supporting the ongoing strategic planning for the department.
- Collaborates in project planning and implementation, contract management and maintenance standards.

- Seeks strategic collaborative partnerships and facilitates a diverse sponsorship program.
- Builds and maintains strong public relationships, effectively communicates community needs to the Parks and Recreation Board and the Common Council.
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- Thoroughness
- Detail Orientated
- Technical Capacity
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- Organization Skills
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PACKETS FOR WEDNESDAY, 5 / 13 / 2026 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	5/1/2026	\$	543,088.07
AP CHECKS	5/8/2026	\$	207,879.94
AP CHECKS		\$	
AP CHECKS		\$	
WIRE TRANSFERS - APRIL 2026		\$	6,595,339.48
P-CARDS - MARCH 2026		\$	203,943.31
		TOTAL \$	7,550,250.80

CC: PAULA

CC: FINANCE FOLDER