



COMMON COUNCIL MEETING AGENDA

Tuesday, April 19, 2022 - 7:00 PM

- A. Call to Order & Roll Call
- B. Opening Prayer
- C. Pledge of Allegiance
- D. Approval of the April 6, 2022 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 Melt 'N Dip, a proposed restaurant to be located at 7820 W. Layton Ave., submitted by Emad Nadi, d/b/a ETn Engineering, and Jafar Jaraba d/b/a Melt 'N Dip. (Tax Key No. 605-9956-005) (PC-3/08/22 Kastner)
 - a. Approve a Resolution for a Special Use Permit for Melt 'N Dip, a proposed restaurant to be located at 7820 W. Layton Ave., submitted by Emad Nadi, d/b/a ETn Engineering, and Jafar Jaraba d/b/a Melt 'N Dip. (Tax Key No. 605-9956-005) (PC-3/08/22 Kastner)
 - b. Approve a Site Plan Review for Melt 'N Dip, a proposed restaurant to be located at 7820 W. Layton Ave., submitted by Emad Nadi, d/b/a ETn Engineering, and Jafar Jaraba d/b/a Melt 'N Dip. (Tax Key No. 605-9956-005) (PC-3/08/22 Kastner)
 - 2. Public Hearing on a Special Use Permit for a beer store within Home Town gas station, an existing business located at 5235 W. Loomis Rd., submitted by Khadisa Imayat, d/b/a Hasham Petroleum LLC. (Tax Key No. 648-0008-003) (PC-3/08/22 Kastner)
 - a. Approve a Resolution for a Special Use Permit for a beer store within Home Town gas station, an existing business located at 5235 W. Loomis Rd., submitted by Khadisa Imayat, d/b/a Hasham Petroleum LLC. (Tax Key No. 648-0008-003) (PC-3/08/22 Kastner)
 - b. Approve a Site Plan Review for a beer store within Home Town gas station, an existing business located at 5235 W. Loomis Rd., submitted by Khadisa Imayat, d/b/a Hasham Petroleum LLC. (Tax Key No. 648-0008-003) (PC-3/08/22 Kastner)
 - 3. Public Hearing on a Special Use Permit to establish an alcohol beverage drinking place at Bluemel's Garden & Landscape Center, an existing business located at 4930 W. Loomis Rd., submitted by John Lewandowski and Mike Bluemel, d/b/a Bluemel's Garden & Landscape Center. (Tax Key No. 620-1001-000) (PC-3/08/22 Kastner)

- a. Approve a Resolution for a Special Use Permit to establish an alcohol beverage drinking place at Bluemel's Garden & Landscape Center, an existing business located at 4930 W. Loomis Rd., submitted by John Lewandowski and Mike Bluemel, d/b/a Bluemel's Garden & Landscape Center. (Tax Key No. 620-1001-000) (PC-3/08/22 Kastner)
- b. Approve a Site Plan Review for Bluemel's Garden & Landscape Center, an existing business located at 4930 W. Loomis Rd., submitted by John Lewandowski and Mike Bluemel, d/b/a Bluemel's Garden & Landscape Center. (Tax Key No. 620-1001-000) (PC-3/08/22 Kastner)

J. Old Business

1. Appointments to various committees and commissions:

- a. Mayor appointments, confirmed by Council:
 - i. One member to the Board of Health for a term to expire 6/1/2022 (formerly Allen Owen)
 - ii. One member to the Board of Review for a term to expire 5/1/2026 (formerly James Jaworowicz)
- b. Mayor appointments:
 - i. One alternate member to the Plan Commission for a term to expire 5/31/2025 (formerly Robert Krenz)

K. New Business

1. Appointment of Council President for one year term (currently Shirley Saryan)

2. 2022 Council Representative appointments to various committees and commissions:

- a. Council appointments:
 - i. Three members to the Finance & Human Resources Committee (currently Saryan, Bailey, Kastner)
 - ii. Three members to the Legislative Committee (currently Collins, Bailey, Saryan)
 - iii. One member to the Park & Recreation Board (currently Collins)
 - iv. One member to the Plan Commission (currently Kastner)
- b. Mayor appointments, confirmed by Council:
 - i. One member to the Board of Health for a term to expire 4-17-2023 (currently Akers)
 - ii. One member to the Tree Commission for a term to expire 4-15-24 (currently Bailey)
 - iii. One member to the Public Library Board for a term to expire 4-17-23 (currently Saryan)
 - iv. Three members to the Board of Public Works for a term to expire 4-17-23 (currently Akers, Bailey, Collins)

3. Appointments to various committees and commissions:

- a. Council appointments:
 - i. One member to the Board of Public Works for a term to expire 5-1-24 (currently John Graber)
- b. Mayor appointments, confirmed by Council:
 - i. One member to the Fire & Police Commission for a term to expire 5-1-27 (currently Patsy Cashmore)

- ii. One member to the Board of Review for a term to expire 5-1-27 (currently Andrew Drzewiecki)
 - iii. Three members to the Tree Commission for a term to expire 5-1-24 (currently Joan Stevens, Chloe Selkirt, and Terry Krell)
 - iv. Two members to the Zoning Board of Appeals for a term to expire 5-1-25 (currently Kevin Thomas, and Donald Reid)
- c. Mayor appointments:
 - i. Two alternate members to the Plan Commission for a term to expire 5-1-25 (currently Steve Rogers and Donald Carlson)
 - ii. Designation of Chairperson of Zoning Board of Appeals (currently Audrey Ellison)
- 4. Approve applications for 2021-2022 operator licenses (Goergen)
- 5. Approve application for 2021-2022 "Class B" beer and liquor license for Bluemel's Floral and Garden Center, Inc., John E. Lewandowski, Agent, for the property at 4930 W. Loomis Rd. (Bluemel's Garden & Landscape Center), all alcohol will be sold, served, and consumed in our 1,500 square foot indoor coffee shop space, and our 3,000 square foot outdoor patio space located at 4930 W. Loomis Rd. All alcohol will be stored in a locked closet located in the coffee shop, and all records will be kept in our main office next to the coffee shop. (Goergen)
- 6. Classic Lanes Greenfield, Gina Daroszewski, Agent, requests an extension of the licensed premises of her Combination "Class B" Beer and Liquor License and Entertainment License to her patio" outdoor enclosed area on the southeast side with planters, approximately 882 sq. ft." at 5404 W. Layton Ave., May 2 - October 2, 2022, Tuesday through Friday, 3PM-10PM, Saturday 11AM-10PM and Sunday 11AM-6PM. (Goergen)
- 7. Approve a Special Use Review, Site, Landscaping, and Architectural Plans for Rosen Hyundai of Greenfield, an existing business, for proposed building addition at 6133 S. 27 St., submitted by Jim Triatik, d/b/a Sullivan Design Builds, and Jeff Rosen, d/b/a Rosen Automotive Group. (Tax Key No. 691-9841-009) (PC-4/12/22 Kastner)
- 8. Approve a Special Use Review and Site Plan Review for Arby's, an existing restaurant located at 4841 S. 27 St., submitted by John P. Wade, d/b/a AES Midwest LLC. (Tax Key No. 622-9988-014) (PC-4/12/22 Kastner)
- 9. Approve a Special Use Review and Site Plan Review for Arby's, an existing restaurant located at 4280 S. 76 St., submitted by John P. Wade, d/b/a AES Midwest LLC. (Tax Key No. 571-8984-007) (PC-4/12/22 Kastner)
- 10. Approve a Special Use Review and Site Plan Review for Sauce & Toss, a proposed restaurant to be located at 3322 W. Loomis Rd., submitted by Faisal Farooqui, d/b/a Ahad Investment LLC. (Tax Key No. 553-0436-001) (PC-3/8/22 Kastner)
- 11. Approve an Outdoor Special Event application for the Dan Jansen Family Fest event, to be located at Konkel Park, 5151 W. Layton Ave., May 26 – May 30, 2022, and waive all application fees. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Operators Licenses, Temporary Class "B" Retailer's License (beer), Food, and Commercial building/ electrical/ plumbing. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.* (Porter)
- 12. Approve an Outdoor Special Event application for the Cruisin' Car Show, to be located at Kulwicki Park, 10777 W. Cold Spring Rd., May 28, 2022, and waive all application fees. Application includes

the following combination of licenses/permits: Outdoor Special Event and food. (Porter)

13. Approve an Outdoor Special Event application for the House of Harley Music Series Opener, to be located at 6221 W. Layton Ave, May 28, 2022. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class "B" Retailer's License (beer), Food, and Commercial building, electrical and plumbing. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.* (Porter)
14. Approve an Outdoor Special Event application for the Salvation Army – Outdoor Worship Service event, to be located at 2900 W. Cold Spring Rd., every Sunday from May 29 – September 4, 2022, and waive all application fees. Application includes the following combination of licenses/permits: Outdoor Special Event. (Porter)
15. Approve an Outdoor Special Event application for the Salvation Army – Community Rummage Sale, to be located at 2900 W. Cold Spring Rd., June 4, 2022, and waive all application fees. Application includes the following combination of licenses/permits: Outdoor Special Event. (Porter)
16. Approve an Outdoor Special Event application for the Salvation Army – Family Fun Nights, to be located at 2900 W. Cold Spring Rd., June 17, July 8, and August 26, 2022, and waive all application fees. Application includes the following combination of licenses/permits: Outdoor Special Event. (Porter)
17. Approve an Outdoor Special Event application for the Salvation Army – School Supply Distribution, to be located at 2900 W. Cold Spring Rd., August 19, 2022, and waive all application fees. Application includes the following combination of licenses/permits: Outdoor Special Event. (Porter)
18. Approve an Outdoor Special Event application for the St. John the Evangelist Church Festival, to be located at 8500 W. Cold Spring Rd., July 29 – 31, 2022. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Operators License, Temporary Class "B" Retailer's License (beer), Food, and Commercial building. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.* (Porter)
19. Discussion and decision to revise job descriptions and subtitles for two Recreation Supervisors within the Parks and Recreation Department. (4/13/22 F&HR S. Saryan)
20. Discussion and decision to establish the 2022 Sewer Service Rates as proposed in the 2022 Budget. (4/13/22 F&HR S. Saryan)
21. Approval of mileage reimbursement in the amount of \$961.81(4/13/22 F&HR S. Saryan)
22. Approval of schedules of disbursements in the amount of \$520,436.90 (4/13/22 F&HR S. Saryan)

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.

RESOLUTION NO. ____

Special Use Permit for Melt ‘N Dip, a proposed restaurant, to be located at 7820 W. Layton Ave., submitted by Emad Nadi, d/b/a ETn Engineering, and Jafar Jaraba d/b/a Melt ‘N Dip. (Tax Key No. 605-9956-005)

WHEREAS, Emad Nadi, d/b/a ETn Engineering, and Jafar Jaraba d/b/a Melt ‘N Dip, duly filed with the City Clerk an application for a Special Use Permit, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code, to establish a restaurant at 7820 W. Layton Ave.; and,

WHEREAS, after due notice, a public hearing was held by the Common Council on April 19, 2022, at 7:00 p.m. or soon thereafter, in the Common Council Chambers to consider the application; and,

WHEREAS, the Common Council, having carefully considered the evidence presented at the public hearing and the following pertinent facts noted:

1. The applicant, Jafar Jaraba d/b/a Melt ‘N Dip, resides at 1032 W. Violet Dr., Oak Creek, WI 53154.
2. The property is owned by Frank Grainer Real Estate, 12685 W Greenbriar Ln, New Berlin, WI 53151.
3. Melt ‘N Dip will occupy approximately 2,250 sq. ft. of the multi-tenant commercial building located at 7820 W. Layton Ave., Greenfield, Milwaukee County, Wisconsin, more particularly described as follows:

Parcel 2 of Certified Survey Map No. 7085, being a part of the Southeast ¼ Section 21, Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin.

Tax Key No. 605-9956-005

Said land being located at 7800-7860 W. Layton Ave.

4. The applicant is proposing to establish a full-service restaurant within the existing multi-tenant commercial building.
5. The aforesaid premise is zoned C-4 Regional Business District under the Zoning Ordinance of the City of Greenfield, which permits Full-Service Restaurants as a Special Use, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code.
6. The subject property is part of an area along the W. Layton Ave. corridor that is developed for commercial uses. Properties to the north are developed as right-of-way. Properties to the east and west are developed as commercial. Properties to the south are developed as institutional and commercial.

7. The proposed development should not adversely contribute to traffic volumes or traffic flow in the area.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the application of Emad Nadi, d/b/a ETn Engineering, and Jafar Jaraba d/b/a Melt ‘N Dip, to establish a restaurant, to be located at 7820 W. Layton Ave., be, and is hereby granted on the following grounds:

That the establishment, maintenance and operation of the proposed use, with the imposition of certain conditions hereinafter set forth, reasonably satisfies the standards set forth in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code, so as to permit the issuance of a special use permit as therein provided.

BE IT FURTHER RESOLVED that said Special Use Permit is granted subject to the following conditions:

1. Site and Landscaping Plans. The grant of this Special Use Permit is subject to and conditioned upon the Site Plan and all other applicable conditions approved by the Plan Commission on March 8, 2022, and by the Common Council on April 19, 2022. No alteration or modification of the approved plan shall be permitted without approval by the Common Council.
2. Building Plans and Fire Codes. The grant of this Special Use is subject to building plans being submitted to and approved by the Inspection Services Division and by the Fire Department.
3. Hours of Operation. The allowable hours of operation for Melt ‘N Dip will be 11:00am-11:00pm, seven (7) days/week.
4. Off-Street Parking. The proposed restaurant tenant spaces requires thirty-six (36) off-street parking spaces. Remaining tenant spaces require one hundred ninety-eight (198) off-street parking spaces for a total of two hundred thirty-four (234) off-street parking stalls. One hundred thirty-nine (139) off-street parking stalls are to be provided on site. The Common Council may waive the parking shortage.
5. Signage. Signage shall be in compliance with the City’s Signage Ordinance. Any building window signage shall not exceed twenty-five (25) percent of the net glazed front window area per business premises. Rope/LED trim lighting shall not be allowed.
6. Public Nuisance. In accordance with Chapter 11 of the Municipal Code, Public Nuisances are prohibited. Public Nuisances include blighted properties due to an accumulation thereon of junk or other unsightly debris. Enforcement and abatement of public nuisances, including revocation of the Special Use Permit, may take place after three (3) or more nuisance activities have occurred at a premise on separate days during a one hundred and eighty (180) day period.

7. Marketing Displays. The use of pennants, special lighting, flags, streamers or other signage typically temporary in nature, hanging, floating or attached to a structure or vehicle shall not be permitted.
8. Outdoor Lighting. All outdoor lighting fixtures shall be shielded in such a manner that no light splays from the property boundaries. Full-cut off fixtures and or house side shields utilized to minimize light splay. Rope/LED trim lighting is not permitted.
9. Litter. Employees shall inspect the area and the immediate vicinity and pick up litter on a daily basis.
10. Refuse Collection. All refuse to be provided by a commercial hauler. All refuse, recyclables and other waste material shall be screened from view by the existing fence/enclosure provided on site.
11. Pest Control. Exterior pest control shall be maintained at all times and pest control problems shall be addressed immediately.
12. Pagers, Intercoms. The use of outdoor pagers, intercoms, or speakers shall not be permitted on site as surrounding land use consists of residential uses.
13. Noxious Odors, Etc. The use shall not emit foul, offensive, noxious or disagreeable odors, gases, or effluvia into the air. Mechanical systems shall be maintained to efficiently remove noxious odors.
14. Pollution. The use shall not cause any noxious or unwholesome liquid or substance or any dirt, mud, sand, gravel, or stone refuse or other materials to be deposited upon any public right of way or flow into any sanitary sewer, storm sewer, or water supply system, or onto adjacent properties.
15. Deliveries and Refuse Pickup. The property will be required to abide by the City of Greenfield health/public nuisance rules per Chapter 12 of the Municipal Code. Because there is a residential neighborhood adjacent to the site, delivery operations and refuse pick up shall only be permitted during daytime hours. These functions shall not be permitted between the hours of 9:00 p.m. and 7:00 a.m.
16. Expiration of Special Use Permit. Any special use approved by the Common Council shall lapse and become null and void one (1) year from and after that approval if the use has not commenced, construction is not underway, or the owner has not obtained a valid building permit. An extension of these time limitations may be granted without a public hearing by the Common Council by resolution reauthorizing the special use in accordance with the following criteria:
 - A. The applicant requesting the extension shall complete a planning application available from the Community Development Division and shall submit a \$350.00 special use permit review/amendment fee.

B. A written explanation for the extension of time shall accompany the planning application along with a timeline/schedule for obtaining necessary permits, zoning, state and municipal approvals and a target date for construction start;

C. The request for extension shall be submitted within sixty (60) days of the expiration of the special use permit;

D. The extension, if granted, shall be valid for a period of six (6) months. If no building permit has been issued and construction has not commenced within six (6) months from and after the extension has been granted, the special use shall become null and void.

17. Miscellaneous.

A. Applicants are advised that the foregoing conditions are reasonably necessary to protect the public interest and to secure compliance with the standards and requirements specified in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code; that the issuance of the special use is expressly subject to compliance with said conditions.

B. The use, as granted herein, is subject to applicants' compliance with all other state and local laws and regulations which may be applicable to the proposed use of the real estate in question.

C. The special use, as granted herein, shall run with the land and benefit and restrict all future owners and occupants of the property, unless the use shall lapse or be terminated and the use will not be altered or extended (including structural alterations and/or additions) without the approval of the Common Council, following public hearing, all as provided in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code.

18. Lapse. If the applicant does not meet all of the terms and conditions set forth in this grant of a special use within one year of the granting thereof, then the Special Use Permit shall lapse and become null and void and the applicant shall forfeit any right to use the property as conferred by the Special Use Permit. The failure of the applicant to meet the terms and conditions of the Special Use Permit shall subject the permit to being declared void by the Common Council after notice to the applicant and a hearing before the Common Council. Upon a finding by the Common Council on the matter, the applicant and/or any interested person may make comments regarding the matter to the Common Council prior to the Common Council's next regular meeting following the hearing recommendation. Upon the Common Council's finding that the Special Use Permit has lapsed and become void, the applicant shall cease all operations at the property.

19. Termination of Special Use. If the person or entity granted the special use violates, allows or suffers the violation of the ordinances of the City of Greenfield, the State of Wisconsin or the United States on the premises covered by the special use, then the special use may be terminated.

20. Acknowledgement. That the applicants sign an acknowledgment that he/she/they has/have received these terms and conditions and will abide by them.

The undersigned applicant agrees to the terms and conditions and has agreed that the grant of the Special Use Permit is conditioned on meeting the terms and conditions of this resolution.

Jafar Jaraba d/b/a Melt ‘N Dip

Frank Grainer Real Estate

Provided to applicant on the
_____ day of _____, 2022

Community Development Manager

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____
day of _____, 2022.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

RESOLUTION NO. ____

Special Use Permit for a beer store within Home Town gas station, an existing business located at 5235 W. Loomis Rd., submitted by Khadisa Inayat, d/b/a Hasham Petroleum LLC.
(Tax Key No. 648-0008-003)

WHEREAS, Khadisa Inayat, d/b/a Hasham Petroleum LLC, duly filed with the City Clerk an application for a Special Use Permit, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code, to establish a beer store at 5235 W. Loomis Rd.; and,

WHEREAS, after due notice, a public hearing was held by the Common Council on April 19, 2022, at 7:00 p.m. or soon thereafter, in the Common Council Chambers to consider the application; and,

WHEREAS, the Common Council, having carefully considered the evidence presented at the public hearing and the following pertinent facts noted:

1. The applicant, Khadisa Inayat, d/b/a Hasham Petroleum LLC, resides at 8230 Fairmont Ln., Greendale, WI 53129.
2. The property is owned by Khadisa Inayat, 8230 Fairmont Ln, Greendale, WI 53129.
3. Home Town gas station occupies the entire 1,200 sq. ft. commercial building located at 5235 W. Loomis Rd., Greenfield, Milwaukee County, Wisconsin, more particularly described as follows:

Parcel 2 of Certified Survey Map No. 3527, being a part of the Southwest $\frac{1}{4}$ Section 26, Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin.

Tax Key No. 648-0008-003

Said land being located at 5235 W. Loomis Rd.

4. The applicant is proposing to establish a beer store within the existing commercial building/convenience store.
5. The aforesaid premise is zoned C-3 Highway and Commercial Service Business District under the Zoning Ordinance of the City of Greenfield, which permits Beer, Wine, and Liquor Stores as a Special Use, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code.
6. The subject property is part of an area along the W. Loomis Rd. corridor that is developed for mixed uses. Properties to the north and west are developed as commercial. Properties to the east and south are developed as residential.

7. The proposed development should not adversely contribute to traffic volumes or traffic flow in the area.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the application of Khadisa Inayat, d/b/a Hasham Petroleum LLC, to establish a beer store, to be located at 5235 W. Loomis Rd., be, and is hereby granted on the following grounds:

That the establishment, maintenance and operation of the proposed use, with the imposition of certain conditions hereinafter set forth, reasonably satisfies the standards set forth in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code, so as to permit the issuance of a special use permit as therein provided.

BE IT FURTHER RESOLVED that said Special Use Permit is granted subject to the following conditions:

1. Site and Landscaping Plans. The grant of this Special Use Permit is subject to and conditioned upon the Site Plan and all other applicable conditions approved by the Plan Commission on March 8, 2022 and by the Common Council on April 19, 2022. No alteration or modification of the approved plan shall be permitted without approval by the Common Council.
2. Building Plans and Fire Codes. The grant of this Special Use is subject to building plans being submitted to and approved by the Inspection Services Division and by the Fire Department.
3. Hours of Operation. The allowable hours of operation for Home Town Citgo will be, 5:30 a.m. – 10:00 p.m., daily. Beer sales hours are regulated by the liquor license.
4. Off-Street Parking. The entire building requires ten (10) off-street parking stalls. Ten (10) off-street parking stalls are provided on the site.
5. Signage. Signage shall be in compliance with the City's Signage Ordinance. Any building window signage shall not exceed twenty-five (25) percent of the net glazed front window area per business premises. Rope/LED trim lighting shall not be allowed.
6. Public Nuisance. In accordance with Chapter 11 of the Municipal Code, Public Nuisances are prohibited. Public Nuisances include blighted properties due to an accumulation thereon of junk or other unsightly debris. Enforcement and abatement of public nuisances, including revocation of the Special Use Permit, may take place after three (3) or more nuisance activities have occurred at a premise on separate days during a one hundred and eighty (180) day period.
7. Marketing Displays. The use of pennants, special lighting, flags, streamers or other signage typically temporary in nature, hanging, floating or attached to a structure or vehicle shall not be permitted.

8. Outdoor Lighting. All outdoor lighting fixtures shall be shielded in such a manner that no light splays from the property boundaries. Full-cut off fixtures and or house side shields utilized to minimize light splay. Rope/LED trim lighting is not permitted.
9. Litter. Employees shall inspect the area and the immediate vicinity and pick up litter on a daily basis.
10. Refuse Collection. All refuse to be provided by a commercial hauler. All refuse, recyclables and other waste material shall be screened from view by the existing fence/enclosure provided on site.
11. Pest Control. Exterior pest control shall be maintained at all times and pest control problems shall be addressed immediately.
12. Pagers, Intercoms. The use of outdoor pagers, intercoms, or speakers shall not be permitted on site as surrounding land use consists of residential uses.
13. Noxious Odors, Etc. The use shall not emit foul, offensive, noxious or disagreeable odors, gases, or effluvia into the air. Mechanical systems shall be maintained to efficiently remove noxious odors.
14. Pollution. The use shall not cause any noxious or unwholesome liquid or substance or any dirt, mud, sand, gravel, or stone refuse or other materials to be deposited upon any public right of way or flow into any sanitary sewer, storm sewer, or water supply system, or onto adjacent properties.
15. Deliveries and Refuse Pickup. The property will be required to abide by the City of Greenfield health/public nuisance rules per Chapter 12 of the Municipal Code. Because there is a residential neighborhood adjacent to the site, delivery operations and refuse pick up shall only be permitted during daytime hours. These functions shall not be permitted between the hours of 9:00 p.m. and 7:00 a.m.
16. Expiration of Special Use Permit. Any special use approved by the Common Council shall lapse and become null and void one (1) year from and after that approval if the use has not commenced, construction is not underway, or the owner has not obtained a valid building permit. An extension of these time limitations may be granted without a public hearing by the Common Council by resolution reauthorizing the special use in accordance with the following criteria:
 - A. The applicant requesting the extension shall complete a planning application available from the Community Development Division and shall submit a \$350.00 special use permit review/amendment fee.
 - B. A written explanation for the extension of time shall accompany the planning application along with a timeline/schedule for obtaining necessary permits, zoning, state and municipal approvals and a target date for construction start;

C. The request for extension shall be submitted within sixty (60) days of the expiration of the special use permit;

D. The extension, if granted, shall be valid for a period of six (6) months. If no building permit has been issued and construction has not commenced within six (6) months from and after the extension has been granted, the special use shall become null and void.

17. Miscellaneous.

A. Applicants are advised that the foregoing conditions are reasonably necessary to protect the public interest and to secure compliance with the standards and requirements specified in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code; that the issuance of the special use is expressly subject to compliance with said conditions.

B. The use, as granted herein, is subject to applicants' compliance with all other state and local laws and regulations which may be applicable to the proposed use of the real estate in question.

C. The special use, as granted herein, shall run with the land and benefit and restrict all future owners and occupants of the property, unless the use shall lapse or be terminated and the use will not be altered or extended (including structural alterations and/or additions) without the approval of the Common Council, following public hearing, all as provided in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code.

18. Lapse. If the applicant does not meet all of the terms and conditions set forth in this grant of a special use within one year of the granting thereof, then the Special Use Permit shall lapse and become null and void and the applicant shall forfeit any right to use the property as conferred by the Special Use Permit. The failure of the applicant to meet the terms and conditions of the Special Use Permit shall subject the permit to being declared void by the Common Council after notice to the applicant and a hearing before the Common Council. Upon a finding by the Common Council on the matter, the applicant and/or any interested person may make comments regarding the matter to the Common Council prior to the Common Council's next regular meeting following the hearing recommendation. Upon the Common Council's finding that the Special Use Permit has lapsed and become void, the applicant shall cease all operations at the property.

19. Termination of Special Use. If the person or entity granted the special use violates, allows or suffers the violation of the ordinances of the City of Greenfield, the State of Wisconsin or the United States on the premises covered by the special use, then the special use may be terminated.

20. Acknowledgement. That the applicants sign an acknowledgment that he/she/they has/have received these terms and conditions and will abide by them.

The undersigned applicant agrees to the terms and conditions and has agreed that the grant of the Special Use Permit is conditioned on meeting the terms and conditions of this resolution.

Khadisa Inayat, d/b/a Hasham Petroleum LLC

Provided to applicant on the
_____ day of _____, 2022

Community Development Manager

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____
day of _____, 2022.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

RESOLUTION NO. ____

Special Use Permit to establish an alcohol beverage drinking place at Bluemel's Garden & Landscape Center, an existing business located at 4930 W. Loomis Rd., submitted by John Lewandowski and Mike Bluemel, d/b/a Bluemel's Garden & Landscape Center.
(Tax Key No. 620-1001-000)

WHEREAS, John Lewandowski and Mike Bluemel, d/b/a Bluemel's Garden & Landscape Center, duly filed with the City Clerk an application for a Special Use Permit, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code, to establish a alcohol beverage drinking place at 4930 W. Loomis Rd.; and,

WHEREAS, after due notice, a public hearing was held by the Common Council on April 19, 2022, at 7:00 p.m. or soon thereafter, in the Common Council Chambers to consider the application; and,

WHEREAS, the Common Council, having carefully considered the evidence presented at the public hearing and the following pertinent facts noted:

1. The applicants, John Lewandowski and Mike Bluemel, d/b/a Bluemel's Garden & Landscape Center, have offices at 4930 W. Loomis Rd., Greenfield, WI 53220.
2. The property is owned by Milo Meak Properties LLC, 4930 W Loomis Rd., Greenfield, WI 53220.
3. The alcohol beverage drinking place will occupy approximately 1,600 sq. ft. of the entire Bluemel's Garden & Landscape Center commercial building located at 4930 W. Loomis Rd., Greenfield, Milwaukee County, Wisconsin, more particularly described as follows:

Lot 1 and 2 of Certified Survey Map No. 7560, previously Vacated Right of Way lying within Certified Survey Map No. 7560 and unplatted Lands being a part of the Northwest $\frac{1}{4}$ and the Southwest $\frac{1}{4}$, of the Northeast $\frac{1}{4}$ of Section 26, Township 6 North, Range 21 East, Located in the City of Greenfield, Milwaukee County, Wisconsin.

Tax Key No. 620-1001-000

Said land being located at 4930 W. Loomis Rd.

4. The applicant is proposing to establish an alcohol beverage drinking place within the existing commercial building.
5. The aforesaid premise is zoned C-2 Community Commercial District under the Zoning Ordinance of the City of Greenfield, which permits Drinking Places (Alcoholic Beverages) as a Special Use, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code.

6. The subject property is part of an area along the W. Loomis Rd. corridor that is developed for mixed uses. Properties to the north are developed as parks. Properties to the east are developed as commercial. Properties to the south are developed as commercial and residential. Properties to the west are developed as residential, commercial, and parks.

7. The proposed development should not adversely contribute to traffic volumes or traffic flow in the area.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the application of John Lewandowski and Mike Bluemel, d/b/a Bluemel's Garden & Landscape Center, to establish a alcohol beverage drinking place, to be located at 4930 W. Loomis Rd., be, and is hereby granted on the following grounds:

That the establishment, maintenance and operation of the proposed use, with the imposition of certain conditions hereinafter set forth, reasonably satisfies the standards set forth in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code, so as to permit the issuance of a special use permit as therein provided.

BE IT FURTHER RESOLVED that said Special Use Permit is granted subject to the following conditions:

1. Site and Landscaping Plans. The grant of this Special Use Permit is subject to and conditioned upon the Site Plan and all other applicable conditions approved by the Plan Commission on March 8, 2022, and by the Common Council on April 19, 2022. No alteration or modification of the approved plan shall be permitted without approval by the Common Council.
2. Building Plans and Fire Codes. The grant of this Special Use is subject to building plans being submitted to and approved by the Inspection Services Division and by the Fire Department.
3. Hours of Operation. The allowable hours of operation for Bluemel's Garden & Landscape Center for serving alcohol will be 7:00am – 10:00pm, Monday through Saturday; and 8:00am – 7:00pm, Sundays.
4. Off-Street Parking. The proposed alcohol beverage drinking place along with the existing coffee shop use require twenty-four (24) off-street parking spaces. Remaining Bluemel's uses require one hundred sixty-four (164) off-street parking spaces. Two hundred and seven (207) off-street parking stalls are to be provided on site.
5. Signage. Signage shall be in compliance with the City's Signage Ordinance. Any building window signage shall not exceed twenty-five (25) percent of the net glazed front window area per business premises. Rope/LED trim lighting shall not be allowed.
6. Public Nuisance. In accordance with Chapter 11 of the Municipal Code, Public Nuisances are prohibited. Public Nuisances include blighted properties due to an accumulation thereon of junk or other unsightly debris. Enforcement and abatement of public nuisances,

including revocation of the Special Use Permit, may take place after three (3) or more nuisance activities have occurred at a premise on separate days during a one hundred and eighty (180) day period.

7. Marketing Displays. The use of pennants, special lighting, flags, streamers or other signage typically temporary in nature, hanging, floating or attached to a structure or vehicle shall not be permitted.

8. Outdoor Lighting. All outdoor lighting fixtures shall be shielded in such a manner that no light splays from the property boundaries. Full-cut off fixtures and or house side shields utilized to minimize light splay. Rope/LED trim lighting is not permitted.

9. Litter. Employees shall inspect the area and the immediate vicinity and pick up litter on a daily basis.

10. Refuse Collection. All refuse to be provided by a commercial hauler. All refuse, recyclables and other waste material shall be screened from view by the existing fence/enclosure provided on site.

11. Pest Control. Exterior pest control shall be maintained at all times and pest control problems shall be addressed immediately.

12. Pagers, Intercoms. The use of outdoor pagers, intercoms, or speakers shall not be permitted on site as surrounding land use consists of residential uses.

13. Noxious Odors, Etc. The use shall not emit foul, offensive, noxious or disagreeable odors, gases, or effluvia into the air. Mechanical systems shall be maintained to efficiently remove noxious odors.

14. Pollution. The use shall not cause any noxious or unwholesome liquid or substance or any dirt, mud, sand, gravel, or stone refuse or other materials to be deposited upon any public right of way or flow into any sanitary sewer, storm sewer, or water supply system, or onto adjacent properties.

15. Deliveries and Refuse Pickup. The property will be required to abide by the City of Greenfield health/public nuisance rules per Chapter 12 of the Municipal Code. Because there is a residential neighborhood adjacent to the site, delivery operations and refuse pick up shall only be permitted during daytime hours. These functions shall not be permitted between the hours of 9:00 p.m. and 7:00 a.m.

16. Expiration of Special Use Permit. Any special use approved by the Common Council shall lapse and become null and void one (1) year from and after that approval if the use has not commenced, construction is not underway, or the owner has not obtained a valid building permit. An extension of these time limitations may be granted without a public hearing by the Common Council by resolution reauthorizing the special use in accordance with the following criteria:

A. The applicant requesting the extension shall complete a planning application available from the Community Development Division and shall submit a \$350.00 special use permit review/amendment fee.

B. A written explanation for the extension of time shall accompany the planning application along with a timeline/schedule for obtaining necessary permits, zoning, state and municipal approvals and a target date for construction start;

C. The request for extension shall be submitted within sixty (60) days of the expiration of the special use permit;

D. The extension, if granted, shall be valid for a period of six (6) months. If no building permit has been issued and construction has not commenced within six (6) months from and after the extension has been granted, the special use shall become null and void.

17. Miscellaneous.

A. Applicants are advised that the foregoing conditions are reasonably necessary to protect the public interest and to secure compliance with the standards and requirements specified in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code; that the issuance of the special use is expressly subject to compliance with said conditions.

B. The use, as granted herein, is subject to applicants' compliance with all other state and local laws and regulations which may be applicable to the proposed use of the real estate in question.

C. The special use, as granted herein, shall run with the land and benefit and restrict all future owners and occupants of the property, unless the use shall lapse or be terminated and the use will not be altered or extended (including structural alterations and/or additions) without the approval of the Common Council, following public hearing, all as provided in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code.

18. Lapse. If the applicant does not meet all of the terms and conditions set forth in this grant of a special use within one year of the granting thereof, then the Special Use Permit shall lapse and become null and void and the applicant shall forfeit any right to use the property as conferred by the Special Use Permit. The failure of the applicant to meet the terms and conditions of the Special Use Permit shall subject the permit to being declared void by the Common Council after notice to the applicant and a hearing before the Common Council. Upon a finding by the Common Council on the matter, the applicant and/or any interested person may make comments regarding the matter to the Common Council prior to the Common Council's next regular meeting following the hearing recommendation. Upon the Common Council's finding that the Special Use Permit has lapsed and become void, the applicant shall cease all operations at the property.

19. Termination of Special Use. If the person or entity granted the special use violates, allows or suffers the violation of the ordinances of the City of Greenfield, the State of Wisconsin

or the United States on the premises covered by the special use, then the special use may be terminated.

20. Acknowledgement. That the applicants sign an acknowledgment that he/she/they has/have received these terms and conditions and will abide by them.

The undersigned applicant agrees to the terms and conditions and has agreed that the grant of the Special Use Permit is conditioned on meeting the terms and conditions of this resolution.

Mike Bluemel, d/b/a Milo Meak Properties LLC

Provided to applicant on the
_____ day of _____, 2022

Community Development Manager

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____
day of _____, 2022.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

**CITY OF GREENFIELD
OPERATOR LICENSE APPLICANTS**

04/14/2022

OPERATOR'S REGULAR

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>
Angel Fernando Lopez	1547 S 22nd ST	Milwaukee, WI 53204
Atlik Allah	2766 S 63rd ST	Milwaukee, WI 53219
Dolan Joseph Clark	8173 S 100th ST	Franklin, WI 53132
Eduard Yahyr Melgarego Alavarez	3818 S 14th ST	Milwaukee, WI 53221
Eduardo Ventura	5624 W Beloit RD	West Allis, WI 53214
Francisco Javier Hernandez	640 Morris CT	LAKEMOOR, IL 60051
John William Klinzing II	4945 W Tesch AVE	Milwaukee, WI 53220
Kayla Jenn Hallanger	707 N Grand AVE Apt. 206	Waukesha, WI 53186
Michael Jeffery Polski	900 E Sommers DR	Oak Creek, WI 53154
Racquel Sherry Serrano	3220 N 48th ST	Milwaukee, WI 53216
Ricardo Elias Ramirez	1901 Creekside PL	West Bend, WI 53095
Sergio Ramos	1745 Grand AVE	Racine, WI 53403
Simone Brittainey Hayes	2821 S 106th ST Apt 201 Bldg 3	Milwaukee, WI 53227
Terry Joe Schoolmaster	120 Cinema DR Apt 3209	Hendersonville, TN 37075
Wendy Marie Hafemann	418 Lake ST	Waukesha, WI 53186



7325 W. Forest Home Ave., Room 102
Greenfield, WI 53220
Telephone: (414) 329-5219
Fax: (414) 543-0591

Instructions for Application to Extend Licensed Premises:

The information that follows is important, please read it all to ensure your application is complete.

The applicant shall comply with the following when the application is filed:

1. Application deadline: If part of an Outdoor Special Event permit, 45 or 90 days prior to the event, depending on expected attendance.
2. Property owner permission: If you are not the property owner, attach written permission from the property owner which indicates you have been given full control over the licensed premises to conduct alcohol sales.

Select from one of the following:

- ☒ Our organization **IS** the property owner of the premises described in application.
 - ☐ Our organization **IS NOT** the property owner of the premises described in our application. A letter from the property owner is attached granting our organization full control of the extended premises during the specified dates and times.
3. Location of alcohol sales/consumption (premises description): The premises description must “particularly describe” where alcohol will be sold, served, consumed or stored. A street address is not sufficient. **Applicants must ensure that underage unaccompanied persons do not enter the licensed premises.** (For example, if a beer or wine tent is described as the licensed premises, fencing, signage and careful monitoring can be done to prohibit entry by underage unaccompanied individuals. Underage persons must be accompanied by a parent, guardian or spouse of legal drinking age on licensed premises. Sec. 125.07(3)(a), Wis. Stats.

Sample Premise Descriptions:

A 30 x 30 square foot beer tent, roped off and monitored to exclude underage unaccompanied individuals, on the northwest corner of the parking lot at 1234 Main Street.

A 30 x 30 square foot area for a sales counter for wine sales that includes tables and seating, fenced and monitored to exclude underage unaccompanied individuals, on the south side of the parking lot at 1234 Main Street.

4. Licensed operators: Licensed operators* or licensed temporary operators** must be present at all times. They must visually supervise adults working without a license. The licensed person must be in the same room or area as the unlicensed person, near enough to see and talk to him or her, and to be able to actually supervise the unlicensed person. It is not sufficient simply to be on the same premises. Sec. 125.26(6), 125.32(2) – beer; 125.51(10), 125.68(2) – Wine; 125.17, Wis. Stats.

-OVER-

*Operator Licenses: People 18 years old or older may apply. This license is valid for the current license period. Operators must provide:

- a. A certificate of completion for a Responsible Beverage Server Training Class (approved by the WI Dept. of Revenue) taken within the last 2 years; OR
- b. A certified copy of an operator's license held in WI within the last 2 years; OR
- c. A copy of a retail alcohol license listing them as the agent, held in WI within the last 2 years;

Cost: \$50 plus \$10 for a background check.

**Temporary Operator Licenses: Only persons employed by or donating their services to nonprofit corporations are eligible to apply.

A person is limited to two such licenses in a year. The license is valid for the time of the special event (one to 14 days). Completing the Responsible Beverage Server Training Class is not required, unless required by your employer.

Cost: \$10 plus \$10 for a background check.



7325 W. Forest Home Ave., Room 102
Greenfield, WI 53220
Telephone: (414) 329-5219
Fax: (414) 541-0591

APPLICATION TO EXTEND LICENSED PREMISES

This is a request to extend licensed premises for: ☐ Entertainment License ☒ "Class B" Beer and Liquor
☐ Class "B" Beer ☐ Class "B" Beer & "Class C" Wine

Legal name of business: GD Classic Inc

Trade name of business: Classic Lanes Greenfield Agent: Gina Daroszewski

Name of Event: CLG Patio Event Address: 5404 W Layton Avenue

Event Date	Event Starting Time	Event Ending Time	Entertainment Starting Time	Entertainment Ending Time	Alcohol Sales/Consumption Starting Time	Alcohol Sales/Consumption Ending Time
May 2, 2022 -	Tues-Fri 3:00nm	Tues-Fri 10:00n	Tues-Fri 3:00nm	Tues-Fri 10:00nm	Tues-Fri 3:00nm	Tues-Fri 10:00nm
May 2, 2022 -	Sat-Sun 11:00a	Sat 10:00n	Sat-Sun 11:00am	Sat 10:00pm	Sat-Sun 11:00am	Sat 10:00pm
May 2, 2022 -		Sun 6:00nm		Sun 6:00pm		Sun 6:00pm

List types of entertainment:

Wireless Internet Radio or DJ

Location of entertainment:

Wireless Speakers or if DJ against the building in the patio

Location of alcohol sales/consumption:

Outdoor enclosed area on southeast side with planters - Approx 882 sq feet

Describe how the extended premises will be contained, such as whether it will be within a roped off or fenced in area:

Large planters will be surrounding the area and if needed fencing

Attach a map or drawing by clicking on the paperclip icon on the left side of the screen to show where the event is taking place, and include the location of alcohol sales/service/consumption, entertainment, speakers, fenced or roped areas, tents, etc.

Gina Daroszewski

3/22/2022

4145176180

Printed Name

Gina Daroszewski

Date

Phone
classiclansgreenfield@gmail.com

Signature

Email

Provide contact person's name, phone # and email, if different than above



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 19, 2022

RELATING TO:

Outdoor Special Event application for the Dan Jansen Family Fest, to be located at Konkell Park, 5151 W. Layton Ave., May 26 – 30, 2022.

SUMMARY:

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

All various dept. review/approval has occurred.

<u>Event Date</u>		<u>Start Time</u>	<u>Beer/Band Finish</u>	<u>End Time</u>
Fri., 5/27		4:00 p.m.	11:00 p.m.	11:00 p.m.
Sat., 5/28	Softball	9:00 a.m.	11:00 p.m.	11:00 p.m.
Sun., 5/29	Car Show	9:00 a.m.	11:00 p.m.	11:00 p.m.
Mon., 5/30	Rides Only	12:00 p.m.		

Rides end at 10:00pm on Friday, Saturday and Sunday.

Set-up: Starts Thursday, 5/26 8:00am

Breakdown: Monday – Tuesday, 5/30 – 5/31

Applicant requesting to waive all permit fees.

Recommendation: Approve the Outdoor Special Event application for the Dan Jansen Family Fest, to be located at Konkell Park, 5151 W. Layton Ave., May 27 – 30, 2022 and all applicable licenses/permits, and waive the Mun. Code operating time limit of 10:00 p.m. to allow the finishing time for both beer service and band performance to be 11:00 p.m.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Common Council, April 12, 2022 Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 19, 2022

RELATING TO:

Outdoor Special Event application for the Cruisin' Car Show event, to be located at Kulwicki Park, 10777 W. Cold Spring Rd., May 28, 2022.

SUMMARY:

Application includes the following combination of licenses/permits: Outdoor Special Event and food.

All various dept. review/approval has occurred.

<u>Event Date</u>		<u>Start Time</u>	<u>End Time</u>
Sat., 5/28	Car Show	8:00 a.m.	2:00 p.m.

Set-up: Saturday, 5/28, 7:00am

Breakdown: Saturday, 5/28, 3:00pm

Applicant requesting to waive \$100 Event fee and health/food fees.

Recommendation: Approve the Outdoor Special Event application for the Cruisin' Car Show, to be located at Kulwicki Park, 10777 W. Cold Spring Rd., May 28, 2022 and all applicable licenses/permits, waive any applicable fees.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 19, 2022

RELATING TO:

Outdoor Special Event application for the House of Harley Freedom Music Series event, to be located at 6221 W. Layton Ave., May 28, 2022.

SUMMARY:

Application includes the following combination of licenses/permits: Temporary Class "B" Retailer's License (beer), Food, and Commercial building, electrical and plumbing.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Saturday, May 28	10:00 a.m.	6:00 p.m.	6:00 p.m.

Set-up: Saturday, 5/28, 8:00am

Breakdown: Saturday, 5/28, 6:00pm

Live music 11:00 a.m. - 5:00 p.m. Event held on House of Harley premises.

All permit fees have been paid.

Recommendation: Approve the Outdoor Special Event application for the House of Harley Freedom Music Series event, to be located at 6221 W. Layton Ave., May 28, 2022 and all applicable licenses/permits.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 19, 2022

RELATING TO:

Outdoor Special Event application for The Salvation Army Outdoor Sunday Worship Service events, to be located at 2900 W. Cold Spring Rd., Sundays May 29 – September 4, 2022.

SUMMARY:

Application includes the following combination of licenses/permits: OSE

All various dept. review/approval has occurred.

<u>Event Dates</u>	<u>Start Time</u>	<u>End Time</u>
Every Sunday 5/29 – 9-4	10:30 a.m.	12:30 p.m.

Set-up: Each event date 8:30 a.m.

Breakdown: Each event date 1:00 p.m.

Applicant requesting to waive \$50 Event fee.

Recommendation: Approve the Outdoor Special Event application for The Salvation Army Outdoor Worship Service events, to be located at 2900 W. Cold Spring Rd., Sundays May 29 – September 4, 2022, and all applicable licenses/permits, and waive event fee.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 19, 2022

RELATING TO:

Outdoor Special Event application for The Salvation Army Community Rummage Sale event, to be located at 2900 W. Cold Spring Rd. June 4, 2022.

SUMMARY:

Application includes the following combination of licenses/permits: OSE

All various dept. review/approval has occurred.

<u>Event Dates</u>	<u>Start Time</u>	<u>End Time</u>
Saturday, 6/4	8:00 a.m.	4:00 p.m.

Set-up: 7:00 a.m.

Breakdown: 5:00 p.m.

Applicant requesting to waive \$50 Event fee.

Recommendation: Approve the Outdoor Special Event application for The Salvation Army Community Rummage Sale event, to be located at 2900 W. Cold Spring Rd., June 4, 2022, and all applicable licenses/permits, waive event fee.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 19, 2022

RELATING TO:

Outdoor Special Event application for The Family Fun Night events, to be located at 2900 W. Cold Spring Rd., June 17, July 8, and August 26, 2022.

SUMMARY:

Application includes the following combination of licenses/permits: OSE

All various dept. review/approval has occurred.

<u>Event Dates</u>	<u>Start Time</u>	<u>End Time</u>
Friday, 6/17	5:00 p.m.	9:30 p.m.
Friday, 7/8	5:00 p.m.	9:30 p.m.
Friday, 8/26	5:00 p.m.	9:30 p.m.

Set-up: Each event date 3:00 p.m.

Breakdown: Each event date, 10:00 p.m.

Applicant requesting to waive \$50 Event fee.

Recommendation: Approve the Outdoor Special Event application for The Salvation Army Family Fun Night events, to be located at 2900 W. Cold Spring Rd., June 17, July 8, and August 26, 2022 and all applicable licenses/permits, and waive event fee.

ATTACHMENTS: KEY ISSUES ____ BACKGROUND ____ RESOLUTION ____ FISCAL NOTE ____
MOTION ____ OTHER ____



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 19, 2022

RELATING TO:

Outdoor Special Event application for the Salvation Army School Supply Distribution event, to be located at 2900 W. Cold Spring Rd. August 19th, 2022.

SUMMARY:

Application includes the following combination of licenses/permits: OSE

All various dept. review/approval has occurred.

<u>Event Dates</u>	<u>Start Time</u>	<u>End Time</u>
Friday, 8/19	4:00 p.m.	7:30 p.m.

Set-up: 2:00 p.m.

Breakdown: 8:00 p.m.

Applicant requesting to waive \$50 Event fee.

Recommendation: Approve the Outdoor Special Event application for the Salvation Army School Supply Distribution event, to be located at 2900 W. Cold Spring Rd. August 19th, 2022. and all applicable licenses/permits, waive event fee.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Common Council Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 19, 2022

RELATING TO:

Outdoor Special Event application for the St. John the Evangelist Church Festival event, to be located at 8500 W. Cold Spring Rd., July 29 – 31, 2022.

SUMMARY:

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

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Friday, 7/29/22	4:30 p.m.	11:00 p.m.	11:00 p.m.
Saturday, 7/30/22	4:00 p.m.	11:00 p.m.	11:00 p.m.
Sunday, 7/31/22	12:00 p.m.	9:00 p.m.	10:30 p.m. (fireworks 9:30pm)

Rain Date (for fireworks only): Monday, August 1st, 2022, 9:30 p.m.

Entertainment activities include inflatables, carnival/rides & amusements, live music.

Set-up: Friday, 7/23, 3:30pm

Breakdown: Monday, 8/1, 2:00am

Live music 4:30 – 11:00 p.m. on Friday; 4:00 – 11:00 p.m. on Saturday; 12:00 p.m. – 9:00 p.m. on Sunday. Event held on St. John the Evangelist premises.

Recommendation: Approve the Outdoor Special Event application for the St. John the Evangelist Church Festival event, to be located at 8500 W. Cold Spring Rd., July 29 – 31, 2022 and all applicable licenses/permits, and waive the Mun. Code operating time limit of 10:00 p.m. to allow the finishing time for both beer service and band performance to be 11:00 p.m.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Finance and Human Resources

Item Number:

Introduced By: Scott Jaquish, Director, Department of Parks and Recreation

Date Introduced: 4/13/22

RELATING TO:

Discussion and decision to revise job descriptions and subtitles for two Recreation Supervisors within the Parks and Recreation Department.

SUMMARY:

In an effort to create better flow of work duties, efficient use of time and supplies etc. we have proposed a change of responsibilities for two of the Recreation Supervisor's job descriptions. Summer Playgrounds is moving from one Supervisor to the other. As result of this change of responsibilities, the job descriptions required slight changes including the subtitles.

Proposed job duties:

Recreation Supervisor:

Before and After School Care (Kids Connection), Summer Playgrounds and Community Events

Recreation Supervisor:

Aquatics, Fitness, Safety, Enrichment, Arts and Dance.

The proposed job descriptions are attached.

ATTACHMENTS: KEY ISSUES ☐ BACKGROUND ☐ RESOLUTION ☐ FISCAL NOTE ☐
MOTION ☐ OTHER ☒



Recreation Supervisor Job Description

Aquatics, ~~Playgrounds~~-Fitness, Safety and Enrichment Programs

Classification

Exempt

Department/Division

Parks and Recreation

Reports to

Director of Parks and Recreation

Summary/Objective

The Recreation Supervisor assists the Director of Parks & Recreation in the overall planning and development of a comprehensive recreation/leisure program for the City of Greenfield. In addition, the Recreation Supervisor is directly responsible for the supervision and implementation of a designated division of programming within the Recreation Department and recommends program needs, staffing requirements, and equipment and facilities to be used.

Program Division responsibilities include but not limited to aquatics, ~~playgrounds~~, fitness, enrichment, arts, dance and safety programs.

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.

- Schedules and coordinates division programs and activities utilizing city and school district facilities (facility use permits).
- Supervises the division programs and special events implemented through recreation leaders and coordinators.
- Co edits the “Recreator” and prepares and distributes activity guides, brochures, newsletters, seasonal reports, flyers, media promotions and program-related memos.
- Conducts pricing procedures and purchasing of general new equipment, print publications, screen printing and other items deemed essential to the division.
- Maintains records of program division participation, services, personnel/payroll, equipment and property. Maintains inventory of related recreation equipment and supplies.
- Evaluates division programs, as well as the use and care of facilities.
- Conducts screening and selection of divisional seasonal/limited term employees, contractors and volunteers and facilitates employment and sub-contractor agreements.
- Trains and coaches related staff, and conducts program in-services, as needed.



- Implements evaluation of seasonal/limited term recreation staff.
- Facilitates participation of residents with special needs/disabilities in program opportunities.
- Assists in the preparation of department budget and monitors detailed budget for each recreation program within division.
- Develops and maintains job descriptions for all seasonal/part time recreation positions within division.
- Conducts regular program site visits to promote communication with program staff and school facility personnel. Conducts regular facility inspections.
- Conducts pre-program orientation/preparation of staff, facilities and equipment. Facilitates directly, or through staff, proper orientation of program registrants at initial program sessions (distributes class rosters, direction signs, storage locker use, etc.).
- Fosters partnership opportunities with other area leisure providers (i.e. SW-YMCA, Greendale Recreation, etc.) and local community organizations (i.e. Jaycees, Lions Club, Chamber, etc.).
- Attends and contributes to weekly staff meetings, and participates in professional development opportunities (i.e. WPRRA, NRPA, SEPRC, etc.).

Competencies

- Communication Proficiency
- Thoroughness
- Detail Oriented
- 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 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 a varying number of part-time, seasonal/casual employees. 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 or a related field with two years of experience.

Preferred Education/Training and Experience

B.A./B.S. degree in the field of Recreation/Parks or a related field with two years of experience. Previous experience with local government or school district recreation agency. Experience or working knowledge of Recreation Management Software.

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:

NRPA (National Recreation & Park Association) Certified Park Recreation Professional (CPRP), and Wisconsin Park & Recreation Association membership desired. Possession and maintenance of a valid Wisconsin driver's license. Ability to deal diplomatically with the public, departmental employees and other city departments. American Red Cross Water Safety Instructor, Lifeguard Instructor, American Red Cross First-Aid/CPR/AED Instructor certifications are highly desired.

Preferable Certificates/Licenses

National Recreation & Park Association (NRPA); Certified Park & Recreation Professional (CPRP); Wisconsin Parks & Recreation Association (WPA) membership. CPR/AED/First Aid Certification.

Physical Demands:

The physical demands described here are representative of those that must be met by an 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.



Possess the physical capacity to perform the duties of the position including, but not limited to, the following: frequent sitting, walking and standing; active listening; occasional lifting/carrying up to 50 lbs.; frequent stretching/reaching of arms; frequent arching of neck; occasional physical exertion moving, pulling, or pushing objects or materials up to 50 lbs.; ability to continuously bend, kneel, twist, stoop, squat, sit, etc.; and the ability to focus for long periods of time on projects or while working on computers.

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 primarily (70%) in an inside office environment, and approximately 30% at various facilities (indoor and outdoor) located throughout the community requiring travel time.

Equipment Used:

Multi-function telephone, typewriter, calculator, copy machine, computer terminal, appropriate software, fax machine, a camera 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

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Recreation Supervisor Job Description

Aquatics, Fitness, Safety and Enrichment Programs

Classification

Exempt

Department/Division

Parks and Recreation

Reports to

Director of Parks and Recreation

Summary/Objective

The Recreation Supervisor assists the Director of Parks & Recreation in the overall planning and development of a comprehensive recreation/leisure program for the City of Greenfield. In addition, the Recreation Supervisor is directly responsible for the supervision and implementation of a designated division of programming within the Recreation Department and recommends program needs, staffing requirements, and equipment and facilities to be used.

Program Division responsibilities include but not limited to aquatics, fitness, enrichment, arts, dance and safety programs.

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.

- Schedules and coordinates division programs and activities utilizing city and school district facilities (facility use permits).
- Supervises the division programs and special events implemented through recreation leaders and coordinators.
- Co edits the “Recreator” and prepares and distributes activity guides, brochures, newsletters, seasonal reports, flyers, media promotions and program-related memos.
- Conducts pricing procedures and purchasing of general new equipment, print publications, screen printing and other items deemed essential to the division.
- Maintains records of program division participation, services, personnel/payroll, equipment and property. Maintains inventory of related recreation equipment and supplies.
- Evaluates division programs, as well as the use and care of facilities.
- Conducts screening and selection of divisional seasonal/limited term employees, contractors and volunteers and facilitates employment and sub-contractor agreements.
- Trains and coaches related staff, and conducts program in-services, as needed.



- Implements evaluation of seasonal/limited term recreation staff.
- Facilitates participation of residents with special needs/disabilities in program opportunities.
- Assists in the preparation of department budget and monitors detailed budget for each recreation program within division.
- Develops and maintains job descriptions for all seasonal/part time recreation positions within division.
- Conducts regular program site visits to promote communication with program staff and school facility personnel. Conducts regular facility inspections.
- Conducts pre-program orientation/preparation of staff, facilities and equipment. Facilitates directly, or through staff, proper orientation of program registrants at initial program sessions (distributes class rosters, direction signs, storage locker use, etc.).
- Fosters partnership opportunities with other area leisure providers (i.e. SW-YMCA, Greendale Recreation, etc.) and local community organizations (i.e. Jaycees, Lions Club, Chamber, etc.).
- Attends and contributes to weekly staff meetings, and participates in professional development opportunities (i.e. WPRA, NRPA, SEPRC, etc.).

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 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 a varying number of part-time, seasonal/casual employees. 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

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Travel

This position requires minimal travel.

Required Education/Training and Experience

B.A./B.S. degree in the field of Recreation/Parks or a related field with two years of experience.

Preferred Education/Training and Experience

B.A./B.S. degree in the field of Recreation/Parks or a related field with two years of experience. Previous experience with local government or school district recreation agency. Experience or working knowledge of Recreation Management Software.

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:

NRPA (National Recreation & Park Association) Certified Park Recreation Professional (CPRP), and Wisconsin Park & Recreation Association membership desired. Possession and maintenance of a valid Wisconsin driver's license. Ability to deal diplomatically with the public, departmental employees and other city departments. American Red Cross Water Safety Instructor, Lifeguard Instructor, American Red Cross First-Aid/CPR/AED Instructor certifications are highly desired.

Preferable Certificates/Licenses

National Recreation & Park Association (NRPA); Certified Park & Recreation Professional (CPRP); Wisconsin Parks & Recreation Association (WPRA) membership. CPR/AED/First Aid Certification.

Physical Demands:

The physical demands described here are representative of those that must be met by an 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.



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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 primarily (70%) in an inside office environment, and approximately 30% at various facilities (indoor and outdoor) located throughout the community requiring travel time.

Equipment Used:

Multi-function telephone, typewriter, calculator, copy machine, computer terminal, appropriate software, fax machine, a camera 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.



Recreation Supervisor Job Description

Before and After School Programs (Kids Connection), Summer Playgrounds & AMP-Community Events

Classification

Exempt

Department/Division

Parks and Recreation

Reports to

Director of Parks and Recreation

Summary/Objective

The Recreation Supervisor assists the Director of Parks & Recreation in the overall planning and development of a comprehensive recreation/leisure program for the City of Greenfield. In addition, the Recreation Supervisor is directly responsible for the supervision and implementation of a designated division of programming within the Recreation Department and recommends program needs, staffing requirements, and equipment and facilities to be used.

The Recreation Supervisor is responsible for but not limited to the Before and After School care (Kids Connection), Summer Playgrounds, Community Events and co-managers event promotion and sponsorships. ~~programs utilizing the City and School District facilities; supervises and facilitates events held at the Konkel Park Amphitheater; assists the Director of Parks and Recreation in the procurement and promotion of sponsorship opportunities; co-manages social media sites to promote program area offerings and updates.~~

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.

- Schedules and coordinates division programs and activities utilizing city and school district facilities (facility use permits).
- Supervises the division programs and special events implemented through recreation leaders and coordinators.
- Co edits the "Recreator" and prepares and distributes activity guides, brochures, newsletters, seasonal reports, flyers, media promotions and program-related memos.
- Conducts pricing procedures and purchasing of general new equipment, print publications, screen printing and other items deemed essential to the division.
- Maintains records of program division participation, services, personnel/payroll, equipment and property. Maintains inventory of related recreation equipment and supplies.
- Evaluates division programs, as well as the use and care of facilities.



- Conducts screening and selection of divisional seasonal/limited term employees, contractors and volunteers and facilitates employment and sub-contractor agreements.
- Trains and coaches related staff, and conducts program in-services, as needed.
- Implements evaluation of seasonal/limited term recreation staff.
- Facilitates participation of residents with special needs/disabilities in program opportunities.
- Assists in the preparation of department budget and monitors detailed budget for each recreation program within division.
- Develops and maintains job descriptions for all seasonal/part time recreation positions within division.
- Conducts regular program site visits to promote communication with program staff and school facility personnel. Conducts regular facility inspections.
- Conducts pre-program orientation/preparation of staff, facilities and equipment. Facilitates directly, or through staff, proper orientation of program registrants at initial program sessions (distributes class rosters, direction signs, storage locker use, etc.).
- Fosters partnership opportunities with other area leisure providers (i.e. SW-YMCA, Greendale Recreation, etc.) and local community organizations (i.e. Jaycees, Lions Club, Chamber, etc.).
- Attends and contributes to weekly staff meetings, and participates in professional development opportunities (i.e. WPRA, NRPA, SEPRC, etc.).

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 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 a varying number of part-time, seasonal/casual employees. 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 or a related field with two years of experience.

Preferred Education/Training and Experience

B.A./B.S. degree in the field of Recreation/Parks or a related field with two years of experience. Previous experience with local government or school district recreation agency. Experience or working knowledge of Recreation Management Software.

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:

NRPA (National Recreation & Park Association) Certified Park Recreation Professional (CPRP), and Wisconsin Park & Recreation Association membership desired. Possession and maintenance of a valid Wisconsin driver's license. Ability to deal diplomatically with the public, departmental employees and other city departments.

Preferable Certificates/Licenses

National Recreation & Park Association (NRPA); Certified Park & Recreation Professional (CPRP); Wisconsin Parks & Recreation Association (WPRA) membership. CPR/AED/First Aid Certification. Ability to obtain Servsafe, Safe Food Handler Certification. Ability to obtain City of Greenfield Bartender's License.

Physical Demands:



The physical demands described here are representative of those that must be met by an 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.

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Work Environment:

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While performing this job, the employee will work primarily (70%) in an inside office environment, and approximately 30% at various facilities (indoor and outdoor) located throughout the community requiring travel time.

Equipment Used:

Multi-function telephone, typewriter, calculator, copy machine, computer terminal, appropriate software, fax machine, a camera 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

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including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



Recreation Supervisor Job Description

Before and After School Programs (Kids Connection), Summer Playgrounds & Community Events

Classification

Exempt

Department/Division

Parks and Recreation

Reports to

Director of Parks and Recreation

Summary/Objective

The Recreation Supervisor assists the Director of Parks & Recreation in the overall planning and development of a comprehensive recreation/leisure program for the City of Greenfield. In addition, the Recreation Supervisor is directly responsible for the supervision and implementation of a designated division of programming within the Recreation Department and recommends program needs, staffing requirements, and equipment and facilities to be used.

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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.
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Other Qualifications:

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Physical Demands:

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Work Environment:

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Equipment Used:

Multi-function telephone, typewriter, calculator, copy machine, computer terminal, appropriate software, fax machine, a camera 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

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DATE: March 28, 2022

TO: Elected Officials

CC: Finance Director, Deputy Comptroller

FROM: Shannon Farrington
Finance Department

2022 SEWER SERVICE RATES

RESIDENTIAL AND COMMERCIAL

	<u>2022</u>	<u>2021</u>	<u>% change</u>
Local Sewer Charge	\$ 25.20 per unit	\$ 24.88 per unit	1.3%
MMSD Volumetric Rate Charge	\$ 2.55 per thous. gal	\$ 2.51 per thous. gal	1.7%
MMSD Connection Charge	\$ 10.55 per conn.	\$ 9.16 per conn.	15.2%

For the residential unmetered accounts (flat rate customers on wells), the volumetric rate will be \$ 27.02 per quarter, no change from 2021.

The minimum charge on consumption is \$ 6.00 per quarter, no change from 2021.



Committee: Finance Committee

Item Number:

Introduced By: Paula Schafer

Date Introduced: April 13, 2022

RELATING TO: Discussion and decision to establish the 2022 Sewer Service Rates as proposed in the 2022 Budget.

SUMMARY:

When the 2022 budget was developed and passed the sewer rate for the city was estimated at \$25.20 per quarter per unit. The 2022 rate that was developed by the Finance Department is \$25.20 per quarter per unit. This is a 32 cent increase per quarter or \$1.28 annually compared to the 2021 rates.

In 2013 it was established that the annual sewer rates be approved by Common Council before the bills are generated. Since the rate is less than the 2022 budget estimate we have proceeded with producing the bills for the first quarter of 2022. We anticipate the bills to be mailed early May.

Seeking approval of the 2022 rates which were developed by the Finance Department as follows:

Local sewer charge \$25.20 per unit per quarter

Metro Sewerage District charge \$2.55 per thousand gallons (passed on from MMSD)

MMSD Connection charge \$10.55 per connection per quarter (passed on from MMSD)

Attached is the annual notice provided to the council members.

Recommend approving the 2022 sewer rates.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER X___

PACKETS FOR WEDNESDAY, 4 / 13 / 2022 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	4/1/2022	\$	176,564.17
AP CHECKS - TAX REFUNDS wk of 4/4	4/4/2022	\$	5,129.06
AP CHECKS	4/8/2022	\$	122,577.04
AP CHECKS		\$	
WIRE TRANSFERS -		\$	
P-CARDS - MARCH 2022		\$	216,166.63
		TOTAL \$	520,436.90

CC: PAULA

CC: FINANCE FOLDER