



COMMON COUNCIL MEETING AGENDA

Tuesday, May 17, 2022 - 7:00 PM

- A. Call to Order & Roll Call
 - B. Opening Prayer
 - C. Pledge of Allegiance
 - D. Approval of the 5-3-2022 Common Council minutes
 - E. Mayor's Report
 - F. Aldermanic Reports
 - G. Announcements
 - H. Citizen Commentary
 - I. 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)
- J. New Business
 - 1. Letter of resignation received from Audrey Ellison on the Zoning Board of Appeals. (Goergen)
 - 2. 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 5-31-23 (Julie DeGaro)
 - ii. Confirmation of the Whitnall School District appointment to the Park & Recreation Board for a term to expire 5-31-23 (Nancy Zaborowski)
 - iii. A.D. # 1:
One member to the Park and Recreation Board for a term to expire 5-31-26 (currently Arika Graham)
 - iv. A.D. #2:
One member to the Park and Recreation Board for a term to expire 5-31-26 (currently David Schilz)

v. A.D. #3:

One member to the Park and Recreation Board for a term to expire 5-31-26 (currently Michael Braswell)

b. Mayor appointments, confirmed by Council:

- i. Three members to the Board of Health for a term to expire 6-1-24 (currently Leon Saryan, Richard Dettman; formerly A. Owen)
- ii. One alternate member to the Tree Commission for a term to expire 5-1-24 (formerly Chloe Selkirt)
- iii. One member to the Zoning Board of Appeals for a term to expire 5-1-23 (formerly Audrey Ellison)

- 3. Claim received from Marilyn Rome. (Goergen)
- 4. Approve applications for the following licenses to expire June 30, 2023: 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, Dry Cleaning/Washing Machine, Entertainment, Pawnbroker/Secondhand Article Dealer, and Operator's Licenses (approval of licenses should be subject to the City of Greenfield ordinances regarding code compliance and payment of all delinquent taxes and charges). (Goergen)
- 5. Approve an Ordinance amending Ordinance No. 2995 establishing the boundary lines of aldermanic districts and wards in the City of Greenfield. (Goergen)
- 6. Approve a Resolution amending Resolution No. 3854 establishing municipal wards and designating the polling place for each ward. (Goergen)
- 7. Approve an Ordinance amending section 1.51 of the Greenfield Municipal Code relating to Wards within Aldermanic Districts. (Goergen)
- 8. Approve a Special Use Review and Site Plan Review for a proposed outdoor dining area at Classic Lanes Greenfield, an existing business located at 5404 W. Layton Ave., submitted by Gina Daroszewski, d/b/a Classic Lanes Greenfield. (Tax Key No. 602-9970-002) (PC-5/10/22 Kastner)
- 9. Classic Lanes Greenfield, Gina Daroszewski, Agent, requests an amendment to her licensed premises description for her 7/1/2021-6/30/2022 Combination "Class B" Fermented Malt Beverage and Liquor License as follows: bowling center with 16 lanes, billiards, bar, video games, storage in coolers and locked liquor room, outdoor enclosed area on the southeast side with planters, approximately 882 sq. ft. located at 5404 W. Layton Avenue and requests to extend her 7/1/2021-6/30/2022 entertainment license outdoors to include the patio area as described to include wireless internet radio or DJ (wireless speakers will be attached on the outside of the building and when there is a DJ, against the building in the patio). (Goergen)
- 10. Approve Site and Architectural Plans for a proposed car wash addition to All-Star Honda, an existing business located at 6141 S. 27 St., submitted by Rover Schregardus, d/b/a Morph Designs, LLC, and Dominic Ford d/b/a Boyland Properties Greenfield, LLC. (Tax Key No. 691-9841-014) (PC-5/10/22 Kastner)
- 11. Approve Site Plans for a proposed fence at Glenwood Elementary School located at 3550 S. 51 St., submitted by Scott Miller, d/b/a School District of Greenfield, and Kurt Nelson, d/b/a Munson, Inc. (Tax Key No. 555-8992-003) (PC-5/10/22 Kastner)
- 12. Approve Site and Architectural Plans for proposed exterior modifications to Best Buy, an existing business located at 4610 S. 76 St., submitted by Sarah St. Louis, d/b/a Best Buy, LLC, and Kelly

Jamison d/b/a Nationwide Permitting Services. (Tax Key No. 604-9973-000) (PC-5/10/22 Kastner)

13. Approve a Special Use Review and Site Plan Review for Kapow Ink, a proposed tattoo and body piercing business to be located at 4380 S. 76 St., submitted by Ben Zinke, d/b/a Kapow Ink, LLC. (Tax Key No. 604-9986-000) (PC-5/10/22 Kastner)
14. Approve a Certified Survey Map to combine recently vacated City right-of-way in the vicinity of W. Loomis Rd. and the east-bound I-894 on-ramp within the 4300 block of W. Loomis Rd. to a parcel of land located at 4300 W. Layton Ave., submitted by Scott Yauck, d/b/a Cobalt Loomis, LLC. (Tax Key No. 600-1002-000) (PC-5/10/22 Kastner)
15. Approve an agreement with the Milwaukee Metropolitan Sewerage District authorizing them to expend up to \$38,500 from Greenfield's annual municipal funding allocation for private property inflow and infiltration work in the City. (Katz)
16. Accept a grant from the Wisconsin Department of Natural Resources for the Powerline Trail Phase 2. (Katz)
17. Discussion/decision regarding customer service agreement for document destruction services for City Hall. (Jaquish)
18. Approve an Ordinance to amend Section 9.12 of the Municipal Code pertaining to multiple driveway access approval. (Porter)
19. Approve an Amendment to the Outdoor Special Event for The Salvation Army Community Rummage Sale event, to be located at 2900 W. Cold Spring Rd., June 4, 2022 (alternative event dates: June 18th or June 25th). (Porter)
20. Approve an Outdoor Special Event application for the Borchardt Annual Father's Day Car Show event, to be located at 6101 S. 27th St., June 19, 2022. Application includes the following combination of licenses/permits: Outdoor Special Event. (Porter)
21. Approve an Outdoor Special Event application for the Our Father Ev. Lutheran Church Class of 2023 Trip Fundraiser event, to be located at 6025 S. 27 St., June 19, 2022, and waive all applicable license/permit fees. Application includes the following combination of licenses/permits: Outdoor Special Event, and Temporary Class "B" Retailer's License (beer). *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.* (Porter)
22. Approve an Outdoor Special Event application for the House of Harley Summer Lovin' Bash event, to be located at 6221 W. Layton Ave, July 2, 2022. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class "B" Retailer's License (beer), Building, Electrical, Plumbing, and Food. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.* (Porter)
23. Approve an Outdoor Special Event application for the House of Harley Pig Roast event, to be located at 6221 W. Layton Ave, July 16, 2022. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class "B" Retailer's License (beer), and Food. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.* (Porter)
24. Approve an Outdoor Special Event application for the House of Harley Food Truck Tour #2 event, to be located at 6221 W. Layton Ave, July 19, 2022. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class "B" Retailer's License (beer), and Food. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.* (Porter)

25. Approve an Outdoor Special Event application for the House of Harley Andre Zamora Ride event, to be located at 6221 W. Layton Ave, July 30, 2022. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class "B" Retailer's License (beer), and Food. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.* (Porter)
26. Approve an Outdoor Special Event application for the House of Harley Food Truck Tour #3 event, to be located at 6221 W. Layton Ave, August 16, 2022. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class "B" Retailer's License (beer), Building, Electrical, Plumbing, and Food. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.* (Porter)
27. Approve an Outdoor Special Event application for the House of Harley Pale Horse Ride event, to be located at 6221 W. Layton Ave, August 20, 2022. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class "B" Retailer's License (beer), and Food. *Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12.* (Porter)
28. Discussion / decision to create job description, set salary, recruit and hire a part-time Outreach Assistant in the Fire Department (Cohn, D. Weber, Sutton)
29. Approve job descriptions for Non CDL-Laborer, Laborer and Operator. (5/11/2022 F&HR S. Saryan)
30. Approve hourly wages for the positions of Laborer and Senior Operator. (5/11/2022 F&HR S. Saryan)
31. Approve a revised organizational chart for the Department of Neighborhood Services. (5/11/2022 F&HR S. Saryan)
32. Discussion / decision on Milwaukee County Community Development Program Agreement (5/11/2022 F&HR S. Saryan)
33. Discussion / decision on Hospital Partner Agreement with Aurora Health Care Metro (5/11/2022 F&HR S. Saryan)
34. Discussion / decision on Coverdell EMS Partner Agreement (5/11/2022 F&HR S. Saryan)
35. Discussion and decision to update job description for Police Sergeant (5/11/2022 F&HR S. Saryan)
36. Discussion and decision to update job description for Community Service Officer (5/11/2022 F&HR S. Saryan)
37. Discussion and decision to accept the closing audit for TID #3 27th Street and TID #5 Loomis Crossing and authorize distribution of excess funds from TID #3 to the overlaying districts. (5/11/2022 F&HR S. Saryan)
38. Approval of mileage reimbursements in the amount of \$150.29 and \$341.59. (5/11/2022 F&HR S. Saryan)
39. Approval of schedules of disbursements in the amount of \$1,637,746.77 and \$5,908,730.92. (5/11/2022 F&HR S. Saryan)
40. March 2022 Investments and reinvestments. (5/11/2022 F&HR S. Saryan)
41. 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 2022-2023 operator license to the following:
 - a. Yana Marie Gensler
42. Adjourn closed session and reconvene into open session.

43. Decision re: Yana Marie Gensler

K. Items for future agenda

L. 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.

May 5, 2022

DIRECTOR OF APPEALS: MRS. PORTER

As I reflect upon these years that I served on the BOARD OF APPEALS,
I have many fond memories working with this board.
I learned many things about GREENFIELD CITY codes.
I would like to take this opportunity to thank you for allowing me to serve with this Committee.
I leave with a heavy heart. Keep the good teamwork and respect for each other.

Audrey Ellison

CC: MAYOR: MICHEAL NEITZKE

ALDERMAN: SHIRLEY SARYAN

ALDERMAN: PAM AKERS

ALDERMAN: BRUCE BAILEY

ALDERMAN: KARLKASTER

ALDERMAN: DENISE COLLINS

*PS - I still love you
mayor*



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

April 26, 2022

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

SENT VIA EMAIL

Re: School District of Greenfield Park and Recreation Appointee

Dear Scott,

At the regular School Board meeting held on April 25, 2022, Pro-Tem Board President Kristie Potter appointed Julie DeGaro as the representative to the Park and Recreation Committee. Julie accepted this appointment and looks forward to continuing to work with the City of Greenfield Park and Recreation on its future endeavors.

Julie's contact information:
8217 W. Waterford Ave.
Greenfield, WI 53220
414-897-8079

In addition, on May 9, 2022, the representative to the Greenfield Tree Commission will be chosen. Once that is completed we will notify the Greenfield Park & Recreation Department as well as the Greenfield Tree Commission.

Sincerely,

Lisa Elliott
Superintendent

cc: Jennifer Goergen
Greenfield City Clerk

May 12, 2022

City of Greenfield
Jennifer Goergen

RE: Whitnall School District – Greenfield Park ‘n Rec representative

At the May 9, 2022, school board meeting of the Whitnall School District School Board Nancy Zaborowski was appointed as the school board member to serve as Greenfield Park ‘n Rec liaison.

Whitnall School Board recommends Nancy Zaborowski as Greenfield Park ‘n Rec liaison.

Feel free to contact me with any questions you may have.

Thank you!

Kathie Poss
Executive Assistant
Whitnall School District

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

05/12/2022

1/5

CLASS A BEER

<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
Sunil Petro Inc.	SAI Mart BP	Kavita Sharma, Agent	4715 S 27th ST
Premise Description: FIRST FLOOR OF THE BUILDING LOCATED AT 4715 S 27TH ST			
Speedway LLC	Speedway #4472	Maria J Hamann, Agent	6000 W Layton AVE
Premise Description: Beer Cooler, Sales Floor, POS Station, Storage Room/Office, located at 6000 W. Layton Avenue.			
Speedway LLC	Speedway #4154	Alexis B Engel, Agent	3390 W Loomis RD
Premise Description: Beer Cooler, Sales Floor, POS Station, Storage Room/Office, located at 3390 W Loomis Rd.			
Saiya Inc	Loomis Rd. Amoco	Sanjeev K Dhingra, Agent	5030 W Loomis RD
Premise Description: BEER ON SHELVES AND IN WALK-IN COOLER AND RECORDS IN THE OFFICE LOCATED INSIDE THE STORE LOCATED AT 5030 W LOOMIS RD			
Hasham Petroleum LLC	Hasham Citgo	Khadija Inayat, Agent	5235 W Loomis RD
Premise Description: ALCOHOL WILL BE SOLD IN THE COOLER AND ON THE SHELVES, STORED IN THE BACK AND RECORDS WILL BE STORED IN THE OFFICE LOCATED AT 5235 W LOOMIS RD			

CLASS A CIDER ONLY

<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
Sunil Petro Inc.	SAI Mart BP	Kavita Sharma, Agent	4715 S 27th ST
Premise Description: FIRST FLOOR OF THE BUILDING LOCATED AT 4715 S 27TH ST			
Speedway LLC	Speedway #4472	Maria J Hamann, Agent	6000 W Layton AVE
Premise Description: Beer Cooler, Sales Floor, POS Station, Storage Room/Office, located at 6000 W. Layton Ave.			
Speedway LLC	Speedway #4154	Alexis B Engel, Agent	3390 W Loomis RD
Premise Description: Beer Cooler, Sales Floor, POS Station, Storage Room/Office, located at 3390 W Loomis Rd.			
Hasham Petroleum LLC	Hasham Citgo	Khadija Inayat, Agent	5235 W Loomis RD

Premise Description:

ALCOHOL WILL BE SOLDE IN THE COOLER AND ON THE SHELVES, STORED IN THE BACK AND RECORDS WILL BE STORED IN THE OFFICE LOCATED AT 5235 W LOOMIS RD

CLASS B BEER

<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
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Balistreri Brothers Pizza LLC	Balistreri Brothers Pizza	Sherry Balistreri, Agent	3815 S 108th ST
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Premise Description:

RESTAURANT, SMALL COOLER IN FRONT OF STORE, KITCHEN IN BACK, LOCATED AT 3815 S 108TH ST.

CLASS B LIQUOR - COMBO

<u>LEGAL NAME</u>	<u>BUSINESS NAME</u>	<u>AGENT</u>	<u>BUSINESS ADDRESS</u>
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G&J Partners LLC	The Edge Sports Bar	Gregory Charles Grabowski, Agent	5175 S 27th ST
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Premise Description:

FIRST FLOOR BAR, PATIO/BEER GARDEN, BASEMENT BEER COOLERS, STORAGE FOR BEER AND LIQUOR, LOCATED AT 5175 S 27TH ST.

Famous Dave's Ribs Inc.	Famous Dave's	Aaron B Dach, 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.

Los Mariachis Mexican Restaurant Inc	Los Mariachis Restaurant	Felipe DeJesus Ramirez, Agent	4305 W Layton AVE
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Premise Description:

RESTAURANT/BAR AREA, STORED IN BACK ROOM AND BASEMENT, LOCATED AT 4305 W LAYTON AVE.

GD Classic Inc	Classic Lanes Greenfield	Gina Lynn Daroszewski, Agent	5404 W Layton AVE
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Premise Description:

BOWLING CENTER WITH 16 LANES, BILLARDS, BAR, VIDEO GAMES, STORAGE IN COOLERS AND LOCKED LIQUOR ROOM, OUTDOOR ENCLOSED AREA ON THE SOUTHEAST SIDE WITH PLANTERS, APPROXIMATELY 882 SQ FT LOCATED AT 5404 W LAYTON AVE

Kyle D. Sobocinski	Sobo's Tap	Kyle Sobocinski, Agent	4500 W Forest Home AVE
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Premise Description:

2 STORY BUILDING ON THE FIRST FLOOR AND STORAGE IN BASEMENT LOCATED AT 4500 W. FOREST HOME AVE.

Don Cangrejo Cantina & Restaurant LLC	Don Cangrejo Cantina & Restaurant LLC	Maricela Cuevas, Agent	4171 S 76th ST
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Premise Description:

ALCOHOL WILL BE SOLD IN DON CANGREJO RESTAURANT AND STORED IN THE BAR COOLER AND/OR BACK REFRIGERATOR, LOCATED AT 4171 S. 76TH ST.

Rock Investments of WI LLC	Crossroads Diner	Kim Caze	4160 W Loomis RD
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Premise Description:

ALCOHOL WILL BE SOLD IN DINING AREA. IT WILL BE STORED IN THE OFFICE/STORAGE ROOM LOCATED AT 4160 W. LOOMIS RD.

Brass Brew Crew Inc	The Brass Tap	Andrew Grossman, Agent	7808 W Layton AVE
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Premise Description:

3200 sq ft bar and restaurant located at the corner of a strip mall, 800 sq ft of which is a kitchen. Serving craft beer with 80 beers on tap, craft cocktails and upscale pub food. 800 sq ft patio, used for enjoyment of alcoholic beverages and food.

CDJ Milwaukee WI LLC

Crab du Jour

Mingrui Zhang, Agent

4638 S 76th ST

Premise Description:

DESIGNATED BAR AND DINING ROOM AREA. OCCASSIONALLY PATIO AND/OR OUTSIDE SITTING AREA AS WEATHER PERMITTED. LIQUOR AND/OR BEER SHALL BE STORED ON PREMISE AT BEER COOLER AND LIQUOR STORAGE AT THE BACK OF THE STORE. RECORDS IN STORAGE AREA. LOCATED AT 4638 S 76TH ST

4900 76th Co, A Wisconsin Corporation

Honey Berry Pancakes & Cafe

Wendy Marie Hafemann, Agent

4900 S 76th ST

Premise Description:

THE PREMISES IS A FREESTANDING BUILDIN CONTAINING APPROX 5,310 SF OF SPACE. ALCOHOLIC BEVERAGES WILL BE STORED ONLY BEHIND THE BAR, DESIGNATED FOR EMPLOYEES ONLY. BEVERAGE ORDERS ARE TAKEN BY RESTAURANT STAFF EITHER AT INDIVIDUAL TABLES OR THE BAR; ORDERS ARE PREPARED AT THE BAR AND DELIVERED TO THE CUSTOMER DIRECTLY BY THE BARTENDER OR BY A SERVER TO INDIVIDUAL TABLES. BEER/WINE/LIQUOR INVOICES ARE KEPT IN THE MANAGER'S OFFICE LOCATED AT 4900 S 76H ST.

Bluemel's Floral & Garden Center Inc

Bluemel's Floral & Garden Center, Inc.

John Lewandowski, Agent

4930 W Loomis RD

Premise Description:

ALL ALCOHOL WILL BE SOLD, SERVED, AND CONSUMED IN OUR 1,500 SQ FT INDOOR COFFEE SHOP SPACE AND OUR 3,000 SQ FT OUTDOOR PATIO SPACE. 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 LOCATED AT 4930 W LOOMIS RD

CLASS C WINE**LEGAL NAME****BUSINESS NAME****AGENT****BUSINESS ADDRESS**

Balistreri Brothers Pizza LLC

Balistreri Brothers Pizza

Sherry Balistreri, Agent

3815 S 108th ST

Premise Description:

RESTAURANT, SMALL COOLER IN FRONT OF STORE, KITCHEN IN BACK, LOCATED AT 3815 S 108TH STREET.

CLASS A LIQUOR COMBO**LEGAL NAME****BUSINESS NAME****AGENT****BUSINESS ADDRESS**

Gajjar Corporation

Villager Food Mart

Ashok Gajjar, Agent

6845 W Layton AVE

Premise Description:

FIRST FLOOR LOCATED AT 6845 W LAYTON AVE

DRY CLEANING/WASHING MACHINE**LEGAL NAME****BUSINESS NAME****AGENT****BUSINESS ADDRESS**

Omeed Inc

Ogden Cleaners

Keyhan Sheikholeslami, Agent

7860 W Layton AVE

Premise Description:

OPERATE 2 DRY CLEANING MACHINES AND 3 WASHING MACHINES LOCATED AT 7860 W LAYTON AVENUE

ENTERTAINMENT**LEGAL NAME****BUSINESS NAME****AGENT****BUSINESS ADDRESS**

G&J Partners LLC

The Edge Sports Bar

Gregory Charles Grabowski, Agent

5175 S 27th ST

Premise Description:

INDOOR: HAVE BANDS, KARAOKE, CUSTOMER DANCING, DJ, OPEN JAMS AND DARTS; OUTDOOR: BEER GARDEN PATIO. LOCATED AT 5175 S 27TH ST.

Lightspeed Entertainment Inc

Big Putts

Jon M. Majdoch, Agent

4251 S 27th ST

Premise Description:

INDOOR: MINI GOLF, ARCADE, BIRTHDAY PARTIES AND EVENTS; OUTDOOR: N/A LOCATED AT 4251 S 27TH ST.

Bluemel's Floral & Garden Center Inc	Bluemel's Floral & Garden Center, Inc.	John Lewandowski, Agent	4930 W Loomis RD
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Premise Description:

INDOOR: ACOUSTIC PERFORMANCES IN COFFEE SHOP; OUTDOOR: ACOUSTIC PERFORMANCES ON OUTDOOR PATIO SPACE. LOCATED AT 4930 W LOOMIS RD

GD Classic Inc	Classic Lanes Greenfield	Gina Lynn Daroszewski, Agent	5404 W Layton AVE
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Premise Description:

INDOOR: HAVE 16 LANE BOWLING CENTER WITH BAR, SNACK BAR, BILLIARDS, VIDEO GAMES, CD INTERNET JUKEBOX AND OCCASIONALLY A DJ OR LIVE BAND FOR SPECIAL EVENTS, FUNDRAISERS; OUTDOOR: LIVE MUSIC, DJ OR INTERNET MUSIC. LOCATED AT 5404 W LAYTON AVE

Kyle D. Sobocinski	Sobo's Tap	Kyle Sobocinski, Agent	4500 W Forest Home AVE
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Premise Description:

INDOOR:MUSIC, KARAOKE, PATRON DANCING, LIVE BANDS, JUKE BOX, STAND UP COMEDY AND TELEVISION; OUTDOOR: N/A. LOCATED AT 4500 W FOREST HOME AVE

Don Cangrejo Cantina & Restaurant LLC	Don Cangrejo Cantina & Restaurant LLC	Maricela Cuevas, Agent	4171 S 76th ST
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Premise Description:

INDOOR: KARAOKE, DJ, MARIACHI, GROUP BANDS. OUTDOOR: N/A LOCATED AT 4171 S. 76TH ST.

Brass Brew Crew Inc	The Brass Tap	Andrew Grossman, Agent	7808 W Layton AVE
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Premise Description:

Indoor: Video games, dart board, juke box. Outdoor: Some outdoor parties, lawn games, live music. Located at 7808 W. Layton Ave.

PAWNBROKER/SECONDHAND

LEGAL NAME**BUSINESS NAME****AGENT****BUSINESS ADDRESS**

DP Enterprises Midwest LLC	The Jewelry Center	Dean R Murray, Agent	7477 W Layton AVE
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Premise Description:

CONDUCT SALE OF SECONDHAND JEWELRY, LOCATED AT 7477 W LAYTON AVE. MANAGERS/PERSONS IN CHARGE: THOMAS FRANCIS ROUSE, JOHN STEVEN BRINDOWSKI, DEAN MURRAY, AND MICHAEL ANTHONY PROKOP

La Paz Inc	Genesis Jewelry & Art Gallery	Janet La Paz, Agent	6011 W Layton AVE
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Premise Description:

CONDUCT SALE OF SECONDHAND JEWELRY AND SECONDHAND ARTICLES LOCATED AT 6011 W LAYTON AVE. MANAGERS/PERSONS IN CHARGE: CHRISTOPHER JAMES SLADE , JANET LA PAZ.

Half Price Books Records Magazines Inc	Half Price Books	Joseph Gerard Desch, Agent	5032 S 74th ST
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Premise Description:

CONDUCT SALE OF SECONDHAND ARTICLES LOCATED AT 5032 S 74TH ST.

MANAGERS/EMPLOYEES IN CHARGE: JOSEPH DESCH, AMY BYRNES, BRENDAN BEEHLER, CHRISTINA BROWN, JADE TURNER, & THOMAS SCHABER.

Keynote Inc	Music Go Round	Kenneth James Siegel, Agent	7425 W Holmes AVE
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Premise Description:

CONDUCT SALE OF SECONDHAND ARTICLES LOCATED AT 7425 W HOLMES AVE. MANAGERS/PERSONS IN CHARGE: BERT ZWEBER, BRIAN SZYMANSKI, KENNETH SIEGEL, KURTIS WOOD, RYAN GEHRIG, PATRICK GUNDERSON, AND SKOTT MORIARTI.

Love Jewelry LLC	Robert Haack Diamonds	Eric Racoma, Agent	7530 W Layton AVE
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Premise Description:

CONDUCT SALE OF SECONDHAND JEWELRY AND SECONDHAND ARTICLES LOCATED AT 7530 W LAYTON AVE. MANAGERS/EMPLOYEES IN CHARGE: BRET EULBERG, ERIC RACOMA, AND LESLIE BOOTON

Kesslers Diamond Center Inc.	Kesslers Diamond Center Inc.	Joe J Gehrke, Agent	5076 S 76th ST
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Premise Description:

CONDUCT SALE OF SECONDHAND JEWELRY LOCATED AT 5076 S 76TH ST. MANAGERS/PERSONS IN CHARGE: JOSEPH GEHRKE AND JACOB

Cutting Edge Sporting Goods, LLC Play It Again Sports	Andrew Hundt, Agent	7499 W Layton AVE
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Premise Description:

CONDUCT SALE OF SECONDHAND ARTICLES AT 7499 W LAYTON AVE
RICHARD SCHMITZ AND ANDREW HUNDT - MANAGERS/PERSONS IN CHARGE

Grand Total Licenses:

38

CITY OF GREENFIELD
OPERATOR LICENSE APPLICANTS

05/13/2022

OPERATOR'S REGULAR

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>
Alexandra Ann Heinen - Schaffer	8925 W Howard AVE 202	Greenfield, WI 53228
Alfredo Valdez Blanco	2070 S 13th ST	Milwaukee, WI 53204
Allie Rae Clark	4066 S 56th ST	Greenfield, WI 53220
Amber Lynn Matthews	3234 W American DR	Greenfield, WI 53221
Andreas D Karabelas	10332 W Lincoln AVE Apt. 1	West Allis, WI 53227
Angel Fernando Lopez	1547 S 22nd ST	Milwaukee, WI 53204
Arron M Petersen	1290 Canterbury CIR	Brookfield, WI 53005
Babubhal P. Patel	8505 W Euclid AVE	Milwaukee, WI 53227
Callie Peyton Givens	1725 W Timber Ridge LN #6205	Oak Creek, WI 53154
Carolyn Marie Golpe	1731 Park AVE	Racine, WI 53403
Chelsey Marie Ahnert	1420 E Warnimont AVE #17	Milwaukee, WI 53207
Denise Ann Kasulke	8001 S 6th ST Unit 162	Oak Creek, WI 53154
Eileen Susan Klein	3807 Candle CT Apt 7	Racine, WI 53402
Florence R Gonzalez	6422 W Layton AVE	Greenfield, WI 53220
Francisco Javier Hernandez Flores	640 Morris CT	LAKEMOOR, IL 60051
Isaiah Thomas Herried	307 Harvey ST PO Box 186	Necedah, WI 54646
John Alin Mizener	741 E Brandybrook RD	Wales, WI 53183
John William Klinzing II	4945 W Tesch AVE	Milwaukee, WI 53220
Joleen Ann Daline	1102 Dublin DR	Hartford, WI 53027
Jordan Thomas Mathiebe	461 W Sunnyview DR Apt 12	Oak Creek, WI 53154
Lisa Ann Milasuski	4711 S Supreme CIR #103	Greenfield, WI 53228
Michael Jeffery Polski	900 E Sommers DR	Oak Creek, WI 53154
Natalie Santiago De Jesus	3459 S 110th ST L203	West Allis, WI 53227
Robert Osmond Vought	1062 58th CT Apt 101	Kenosha, WI 53144
Samantha Rose Lukasavitz	2217 W Grange AVE	Milwaukee, WI 53221
Sarah Elisabeth Erickson	2003 St Clair ST #1	Racine, WI 53402
Sergio Ramos	1745 Grand AVE	Racine, WI 53403
Sydney Rae Carleton	6767 S 50th ST	Franklin, WI 53132
Terry Joe Schoolmaster	5083 S WINGSPAN LN	Greenfield, WI 53228
Theresa Marie Madrigal	3763 S 23rd ST	Milwaukee, WI 53221
Voula Diamantopoulos-Owens	620 E Andrew CIR	Oak Creek, WI 53154

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE 2995
ESTABLISHING THE BOUNDARY LINES OF
ALDERMANIC DISTRICTS AND WARDS IN THE CITY OF GREENFIELD

NOW, THEREFORE, the Common Council of the City of Greenfield do ordain as follows:

Part I. The boundaries of the First Aldermanic District and the Wards comprising that District are bounded and described as follows:

ALDERMANIC DISTRICT 1

Commencing at the intersection of the centerlines of W. Layton Avenue and S. 27th Street (S.T.H. 241); thence northerly along the centerline of S. 27th Street to the centerline of W. Howard Avenue; thence westerly along the centerline of W. Howard Avenue to the easterly City Limits line west of S. Miner Street; thence northerly and westerly along the City Limits to the centerline of W. Loomis Road (S.T.H. 36); thence northeasterly along the centerline of W. Loomis Road to the City Limit line northeast of S. 33rd Street; thence northwesterly, northeasterly, northerly, easterly, westerly, and southerly along the City Limits line to the centerline of S. 35th Street; thence southerly along the centerline of S. 35th Street to the City Limits just south of W. Wilbur Avenue; thence westerly, southerly and easterly along the City Limits line to the centerline of S. 43rd Street; thence northerly, westerly and easterly along the City Limits line to the intersection of W Morgan Avenue and S. 43rd Street; thence northerly, westerly, southerly, southwestly, northwesterly and northeasterly along the City Limits line to the intersection of W. Forest Home Avenue and S 45th Street; thence northerly, westerly, southerly, easterly, southwestly and southeasterly along the City Limits line to W. Morgan Avenue; thence southerly, westerly, easterly, northerly, southeasterly, and southwestly along the City Limits line to W. Howard Avenue; thence southerly, westerly, northerly and easterly along the City Limits line to the intersection of S. 51st Street and W. Cold Spring Road; thence westerly, northerly and southerly along the City Limits line to the center of Honey Creek, thence southerly along the center of Honey Creek to the centerline of the Airport Freeway (I-894); thence easterly along the centerline of Airport Freeway to the centerline of W. Loomis Road (S.T.H. 36); thence southwestly along the centerline of W. Loomis Road to the centerline of W. Layton Avenue; thence easterly along the centerline of W. Layton Avenue to the place of commencement.

ALDERMANIC DISTRICT 1 – WARD 1

Commencing at the east City Limits line at the centerline of W. Tripoli Avenue; thence northerly, westerly and easterly along the City Limits line to the intersection of W Morgan Avenue and S. 43rd Street; thence northerly, westerly, southerly, southwestly, northwesterly and northeasterly along the City Limits line to the intersection with W. Midland Drive, which is west of S 45th Street; thence southwestly along the centerline of W. Midland Drive to S. Durand Avenue; thence northwesterly along the centerline of S. Durand Avenue to the centerline of W. Forest Home Avenue (S.T.H 24); thence southwestly along the centerline of W. Forest Home Avenue to the centerline of S. Schauer Avenue; thence southeasterly along the centerline of S. Schauer Avenue to the centerline of W. Midland Drive; thence southwestly along the centerline of W. Midland Drive to the centerline of S. 50th Place; thence

south along the centerline of S. 50th Place to the centerline of W. Morgan Avenue; thence west along the centerline of W. Morgan Avenue to the City Limits line; thence southerly and westerly along the City Limits line to the centerline of W. Wilbur Avenue; thence east along the centerline of W. Wilbur Avenue to the centerline of S. 53rd Street; thence south along the centerline of S. 53rd Street to the City Limits line; thence easterly, southerly, and northerly along the City Limits line to centerline of S.45th Street; thence south along the centerline of S. 45th Street to the centerline of W. Tripoli Avenue; thence east along the centerline of W. Tripoli Avenue to the point of commencement.

ALDERMANIC DISTRICT 1 – WARD 2

Commencing at the east City Limits line at the centerline of W. Tripoli Avenue; thence westerly along the centerline of W. Tripoli Avenue to the west City Limits line; thence southerly, westerly, northerly and easterly along the City Limits line to the centerline of W. Cold Spring Road; thence westerly, northerly and southerly along the City Limits line to the center of Honey Creek; thence southerly along the center of Honey Creek to the centerline of the Airport Freeway (I-894); thence easterly along the centerline of Airport Freeway to the centerline of W. Loomis Road (S.T.H. 36); thence northeasterly along the centerline of W. Loomis Road to the centerline of S. 43rd Street; thence northerly along the centerline of S. 43rd Street to the northern City Limits line north of W. Howard Avenue; thence westerly and northerly along the City Limits line to the point of commencement.

ALDERMANIC DISTRICT 1 – WARD 3

Commencing at the north City Limits line and the centerline of S. 35th Street; thence westerly, southerly and easterly along the City Limits line to the centerline of S. 43rd Street; thence southerly and southeasterly along the centerline of S. 43rd Street to the centerline of W. Loomis Road (S.T.H. 36); thence southwesterly along the centerline of W. Loomis Road to the centerline of the Airport Freeway (I-894); thence easterly along said Freeway centerline to the centerline of S. 35th Street; thence northerly along the centerline of S. 35th Street to the point of commencement.

ALDERMANIC DISTRICT 1 – WARD 4

Commencing at the intersection of the centerlines of S. 27th Street (S.T.H. 241) and W. Howard Avenue; thence westerly along the centerline of W. Howard Avenue to the easterly City Limits line west of S. Miner Street; thence northerly and westerly along the City Limits to the centerline of W. Loomis Road (S.T.H. 36); thence northeasterly along the centerline of W. Loomis Road to the City Limit line northeast of S. 33rd Street; thence northwesterly, northeasterly, northerly, easterly, westerly, and southerly along the City Limits line to the centerline of S. 35th Street; thence southerly along the centerline of S. 35th Street to the centerline of the Airport Freeway (I-894); thence westerly along said Freeway centerline to the centerline of W. Loomis Road; thence southwesterly along the centerline of W. Loomis Road to the centerline of W. Layton Avenue; thence easterly along the centerline of W. Layton Avenue to the centerline of S. 27th Street; thence northerly along the centerline of S. 27th Street to the point of commencement.

ALDERMANIC DISTRICT 1 – WARD 5

Commencing at the intersection of the centerlines of W. Forest Home Avenue (S.T.H. 24) and S. Durand Avenue; thence southeasterly along the centerline of S. Durand Avenue to the centerline of W. Midland Drive; thence northeasterly along the centerline of W. Midland Drive to the City Limits line; thence northwesterly, northeasterly, and westerly along the City Limits line to the intersection of W. Forest Home Avenue and S. 45th Street; thence northerly, westerly, southerly, southwesterly, and easterly along the City Limits line to a point on the centerline of W. Forest Home Avenue line which is east of S. 46th Street; thence southwesterly along the centerline of W. Forest Home to the point of commencement.

ALDERMANIC DISTRICT 1 – WARD 6

Commencing at the intersection of the centerlines of W. Morgan Avenue and S. 50th Place; thence westerly along the centerline of W. Morgan Avenue to the City Limits line; thence northerly along the City Limits line to the centerline of W. Forest Home Avenue (S.T.H. 24); thence northeasterly, southeasterly, and northwesterly along the City Limits line to the intersection of W. Forest Home Avenue and S. Schauer Avenue; thence southeasterly along the centerline of S. Schauer Avenue to the intersection of W. Midland Drive; thence southwesterly along the centerline of W. Midland Drive to the centerline of S. 50th Place; thence southerly along the centerline of S. 50th Place to the point of commencement.

ALDERMANIC DISTRICT 1 – WARD 7

Commencing at the intersection of the centerlines of W. Wilbur Avenue and S. 53rd Street; thence southerly along the centerline of S. 53rd Street to the City Limits line; thence westerly and northerly along the City Limits line the centerline of W. Wilbur Avenue; thence easterly along the centerline of W. Wilbur Avenue to the point of commencement.

Part II. The boundaries of the Second Aldermanic District and the Wards comprising that District are bounded and described as follows:

ALDERMANIC DISTRICT 2

Commencing at the northerly City Limits line and the centerline of S. 76th Street; thence westerly, northerly and easterly along the City Limits line to the centerline of S. 92nd Street; thence southerly along the centerline of S. 92nd Street to the centerline of W. Cold Spring Road; thence westerly along the centerline of W. Cold Spring Road to the centerline of the eastbound Rock Freeway-to- northbound Airport Freeway; thence southerly and southwesterly along said Freeway centerline to the center of the Root River; thence southeasterly along the center of the Root River to the southern City Limits line; thence northeasterly, easterly, westerly and southerly along the City Limits line to the centerline of S. 60th Street; thence northerly along the centerline of S. 60th Street to the centerline of W. Layton Avenue; thence westerly along the centerline of W. Layton Avenue to the centerline of S. 76th Street; thence northerly along the centerline of S. 76th Street to the point of commencement.

ALDERMANIC DISTRICT 2 – WARD 8

Commencing at the intersection of the centerlines of S. 60th Street and W. Layton Avenue; thence westerly along the centerline of W. Layton Avenue to the centerline of S. 76th Street; thence southerly along the centerline of S. 76th Street to the centerline of W. Edgerton Avenue; thence westerly along the centerline of W. Edgerton Avenue to the southerly City Limits line; thence southerly, westerly, northerly and easterly along the southerly City Limits line to the centerline of S. 60th Street; thence northerly along the centerline of S. 60th Street to the point of commencement.

ALDERMANIC DISTRICT 2 – WARD 9

Commencing at the northerly City Limits line and the centerline of S. 76th Street; thence westerly, northerly and easterly along the City Limits line to the centerline of S. 84th Street; thence southerly along the centerline of S. 84th Street to the southern City Limits line; thence northeasterly, easterly, westerly and southerly along the City Limits line to the centerline of W. Edgerton Avenue; thence easterly along the centerline of W. Edgerton Avenue to the centerline of S. 76th Street; thence northerly along the centerline of S. 76th Street to the point of commencement.

ALDERMANIC DISTRICT 2 – WARD 10

Commencing at the intersection of the centerlines of S. 84th Street and W. Cold Spring Road; thence westerly along the centerline of W. Cold Spring Road to the centerline of the S. 92nd Street; thence southerly along the centerline of S. 92nd Street to a point which 1318.91 feet north of the southeast corner of the southeast quarter of Section 20-T6N-R21E; thence westerly 55.01 feet to the northeast corner of Certified Survey Map 4949, thence westerly along the north line of said Certified Survey map to the northwest corner of said Certified Survey Map, which is the center of the southeast quarter of Section 20-T6N-R21E; thence southerly to the centerline of W. Layton Avenue; thence easterly along the centerline of W. Layton Avenue to a point which is 1009.30 feet west of S. 84th Street, thence south 60 feet to the right-of-way line of W. Layton Avenue, thence southerly and southeasterly along the east line of Certified Survey Map 5635, thence continuing southeasterly along the easterly property line of tax key #615-9989-000 and its extension to the centerline of W. Forest Home Avenue (S.T.H. 24); thence northeasterly along the centerline of W. Forest Home Avenue to the centerline of S. 84th Street; thence northerly along the centerline of S. 84th Street to the point of commencement.

ALDERMANIC DISTRICT 2 – WARD 11

Commencing at the northern City Limits line and the centerline of S. 84th Street; thence westerly along the City Limits line to the centerline of S. 92nd Street; thence southerly along the centerline of S. 92nd Street to the centerline of W. Cold Spring Road; thence easterly along the centerline of W. Cold Spring Road to the centerline of S. 84th Street; thence northerly along the centerline of S. 84th Street to the point of commencement.

ALDERMANIC DISTRICT 2 – WARD 12

Commencing at the intersection of the centerlines of S. 92nd Street and W. Cold Spring Road; thence westerly along the centerline of W. Cold Spring Road to the centerline of the eastbound Rock Freeway-to-northbound Airport Freeway; thence southerly and southwesterly along the centerline of said Freeway to the center of the Root River; thence southeasterly along the center of the Root River to the southern City Limits line; thence northeasterly along the City Limits line to the southerly extension of the centerline of S. Woodlawn Place; thence easterly along the City Limits line to the centerline of S. 84th Street, thence northerly along said centerline to the intersection of S. 84th Street and W. Forest Home Avenue (S.T.H. 24); thence southwesterly along the centerline of W. Forest Home Avenue to the extension of the easterly property line of tax key #615-9989-000, thence northwesterly along said property line to the southeast corner of Certified Survey Map 5635, then northwesterly and northerly along the east line of said Certified Survey Map to the south right-of-way line of W. Layton Avenue, thence north 60 feet to the centerline of W. Layton Avenue, thence westerly along said centerline to a point which is 1325.55 feet west of S. 92nd Street, thence northerly to the center of the southeast quarter of Section 20-T6N-R21E, and a point which is the northwest corner of Certified Survey Map 4949, thence easterly along the north line of said Certified Survey Map and its extension to the centerline of S. 92nd Street, thence northerly along said centerline to the point of commencement.

Part III. The boundaries of the Third Aldermanic District and the Wards comprising that District are bounded and described as follows:

ALDERMANIC DISTRICT 3

Commencing at the intersection of the centerlines of W. Morgan Avenue and S. 124th Street, which is also the western City Limits line; thence southerly along the centerline of S. 124th Street to the southern City Limits line; thence easterly, southerly and northerly along the City Limits line to the center of the Root River; thence northwesterly along the center of the Root River to the centerline of the eastbound Rock Freeway-to-northbound Airport Freeway; thence northeasterly and northerly along the centerline of said Freeway to the centerline of W. Cold Spring Road; thence easterly along the centerline of W. Cold Spring Road to the centerline of S. 92nd Street; thence northerly along the centerline of S. 92nd Street to the centerline of W. Howard Avenue, which is also the north City Limits line; thence westerly and northerly along the City Limits line to the centerline of W. Oklahoma Avenue, which is also the north City Limits line; thence westerly and southerly along the City Limits line to the centerline of S. 108th Street (S.T.H. 100); thence southerly along the centerline of S. 108th Street to the centerline of W. Morgan Avenue; thence westerly along the centerline of W. Morgan Avenue to the point of commencement. Excepting that part in the City of West Allis.

ALDERMANIC DISTRICT 3 – WARD 13

Commencing at the intersection of the centerlines of S. 92nd Street and W. Howard Avenue; thence westerly along the centerline of W. Howard Avenue to the centerline of S. 108th Street (S.T.H. 100); thence southerly along the centerline of S. 108th Street to the centerline of W. Layton Avenue; thence easterly along the centerline of W. Layton Avenue to the center of the Root River; thence northwesterly along the center of the Root River to the centerline of the eastbound Rock Freeway-to-northbound Airport

Freeway; thence northeasterly and northerly along said Freeway centerline to the centerline of W. Cold Spring Road; thence easterly along the center of W. Coldspring Road to the centerline of S. 92nd Street; thence northerly along the centerline of S. 92nd Street to the point of commencement.

ALDERMANIC DISTRICT 3 – WARD 14

Commencing at the intersection of the centerlines of W. Morgan Avenue and S. 124th Street; thence southerly along the centerline of S. 124th Street to the centerline of W. Howard Avenue; thence easterly and southeasterly along the centerline of W. Howard Avenue to the centerline of W. Beloit Road; thence northeasterly along the centerline of W. Beloit Road to the centerline of S. 108th Street (S.T.H. 100); thence southerly along the centerline of S. 108th Street to the centerline of W. Howard Avenue; thence easterly along the centerline of W. Howard Avenue to the north City Limits line, at approximately S. 100th Street extended; thence northerly along the City Limits line to the centerline of W. Oklahoma Avenue, which is also the north City Limits line; thence westerly and southerly along the City Limits line to the centerline of S. 108th Street; thence southerly along the centerline of S. 108th Street to the centerline of W. Morgan Avenue; thence westerly along W. Morgan Avenue to the point of commencement. Excepting that part of the City of West Allis.

ALDERMANIC DISTRICT 3 – WARD 15

Commencing at the intersection of the centerlines of W. Howard Avenue and S. 124th Street; thence southerly along the centerline of S. 124th Street to the centerline of the Rock Freeway (I-43) right-of-way; thence easterly along the centerline of said freeway to the centerline of S. 116th Street; thence northerly along the centerline of S. 116th Street to the centerline of W. Cold Spring Road; thence easterly along the centerline of W. Cold Spring Road to the centerline of S. 108th Street (S.T.H. 100); thence northerly along the centerline of S. 108th Street to the centerline of W. Beloit Road; thence southwesterly along the centerline of W. Beloit Road to the centerline of W. Howard Avenue; thence northwesterly and westerly along the centerline of W. Howard Avenue to the point of commencement.

ALDERMANIC DISTRICT 3 – WARD 16

Commencing at the intersection of the centerlines of the Rock Freeway (I-43) right-of-way and S. 124th Street; thence southerly along the centerline of S. 124th Street to the south City Limits line; thence easterly, southerly and northerly along the City Limits line to the center of the Root River; thence northwesterly along the center of the Root River to the centerline of W. Layton Avenue; thence westerly along the centerline of W. Layton Avenue to the centerline of S. 108th Street (S.T.H. 100); thence northerly along the centerline of S. 108th Street to the centerline of W. Cold Spring Road; thence westerly along the centerline of W. Cold Spring Road to the centerline of S. 116th Street; thence southerly along the centerline of S. 116th Street to the centerline of the Rock Freeway (I-43) right-of-way; thence westerly along the centerline of the Rock Freeway (I-43) right-of-way to the point of commencement.

Part IV. The boundaries of the Fourth Aldermanic District and the Wards comprising that District are bounded and described as follows:

ALDERMANIC DISTRICT 4

Commencing at the intersection of the centerlines of S. 76th Street and W. Layton Avenue; thence easterly along the centerline of W. Layton Avenue to the centerline of S. 60th Street; thence southerly along the centerline of S. 60th Street to the south City Limits line; thence easterly, southwesterly and southeasterly along the City Limits Line to the centerline of W. Loomis Road (S.T.H. 36); thence northeasterly along the centerline of W. Loomis Road to the centerline of the Airport Freeway (I-894); thence westerly along the centerline of the Airport Freeway to the center of Honey Creek; thence northwesterly along the center of Honey Creek to the centerline of W. Cold Spring Road; thence westerly along the centerline of W. Cold Spring Road to the centerline of S. 60th Street; thence northerly along the centerline of S. 60th Street to its intersection with the centerline of W. Waterford Avenue; thence easterly along the centerline of W. Waterford Avenue to its intersection with S. 55th Street; thence north along the centerline of S. 55th Street to its intersection with the centerline of W. Howard Avenue; thence westerly, northerly, northeasterly, northwesterly, southwesterly, southeasterly, southerly and easterly along the City Limits line to a point on the centerline of W. Forest Home Avenue just southwest of S. 56th Street; thence northeasterly and southerly along the City Limits line to a point on the centerline of W. Howard Avenue; thence easterly, southerly, westerly, northerly, northwesterly and easterly along the City Limits to a point on the centerline of W. Howard Avenue approximately 555 feet west of S. 60th Street; thence westerly along the centerline of W. Howard Avenue to the centerline of W. Forest Home Avenue; thence southwesterly along the centerline of W. Forest Home Avenue to a point in the north line, extended, of W.E.P.Co. right-of-way, said point being a point in the north City Limits line; thence westerly along the City Limits line to the centerline of S. 76th Street; thence southerly along the centerline of S. 76th Street to the point of commencement.

ALDERMANIC DISTRICT 4 – WARD 17

Commencing at the intersection of the centerlines of S. 76th Street and W. Layton Avenue; thence easterly along the centerline of W. Layton Avenue to the centerline of S. 68th Street; thence northerly along the centerline of S. 68th Street to the centerline of W. Forest Home Avenue, which is also the north City Limits line; thence southwesterly and westerly along the north City Limits line to the centerline of S. 76th Street; thence southerly along the centerline of S. 76th Street to the point of commencement.

ALDERMANIC DISTRICT 4 – WARD 18

Commencing at the intersection of the centerlines of S. 60th Street and W. Bottsford Avenue; thence northerly along the centerline of S. 60th Street to its intersection with the centerline of W. Waterford Avenue; thence easterly along the centerline of W. Waterford Avenue to its intersection with S. 55th Street; thence north along the centerline of S. 55th Street to its intersection with the centerline of W. Howard Avenue; thence westerly, northerly, northeasterly, northwesterly, southwesterly, southeasterly, southerly and easterly along the City Limits line to a point on the centerline of W. Forest Home Avenue (S.T.H. 36) just southwest of S. 56th Street; thence northeasterly and southerly along the City Limits line to a point on the centerline of W. Howard Avenue; thence easterly, southerly, westerly, northerly, northwesterly and easterly along the City Limits to a point on the centerline of W. Howard Avenue approximately 555 feet west of S. 60th Street; thence westerly along the centerline of W. Howard Avenue to the centerline of W. Forest Home Avenue; thence southwesterly along the centerline of W. Forest

Home Avenue to the centerline of S. 68th Street; thence southerly along the centerline of S. 68th Street to the centerline of W. Bottsford Avenue; thence easterly along the centerline of W. Bottsford Avenue to the point of commencement.

ALDERMANIC DISTRICT 4 – WARD 19

Commencing at the intersection of the centerlines of S. 68th Street and W. Layton Avenue; thence easterly along the centerline of W. Layton Avenue to the centerline of S. 60th Street; thence northerly along the centerline of S. 60th Street to the centerline of W. Bottsford Avenue; thence westerly along the centerline of W. Bottsford Avenue to the centerline of S. 68th Street; thence southerly along the centerline of S. 68th Street to the point of commencement.

ALDERMANIC DISTRICT 4 – WARD 20

Commencing at the intersection of the centerlines of S. 60th Street and W. Cold Spring Road; thence southerly along the centerline of S. 60th Street to the centerline of W. Layton Avenue; thence easterly along the centerline of W. Layton Avenue to the centerline of W. Loomis Road (S.T.H. 36); thence northeasterly along the centerline of W. Loomis Road to the centerline of the Airport Freeway (I-894); thence westerly along the centerline of the Airport Freeway to the center of Honey Creek; thence northwesterly along the center of Honey Creek to the centerline of W. Cold Spring Road; thence westerly along the centerline of W. Cold Spring Road to the point of commencement.

ALDERMANIC DISTRICT 4 – WARD 21

Commencing at the intersection of the centerlines of S. 60th Street and W. Layton Avenue; thence southerly along the centerline of S. 60th Street to the south City Limits line; thence easterly, southwesterly and southeasterly along the City Limits line to the centerline of W. Loomis Road (S.T.H. 36); thence northeasterly along the centerline of W. Loomis Road to the centerline of W. Layton Avenue; thence westerly along the centerline of W. Layton Avenue to the point of commencement.

Part V. The boundaries of the Fifth Aldermanic District and the Wards comprising that District are bounded and described as follows:

ALDERMANIC DISTRICT 5

Commencing at the intersection of the centerlines of S. 27th Street (S.T.H. 241) and W. Layton Avenue; thence westerly along the centerline of W. Layton Avenue to the centerline of W. Loomis Road (S.T.H. 36); thence southwesterly along the centerline of W. Loomis Road to the south City Limits line; thence easterly, southerly and westerly along the City Limits line to the centerline of W. College Avenue; thence easterly along the centerline of W. College Avenue to the centerline of S. 27th Street; thence northerly

along the centerline of S. 27th Street to the centerline of W. Ramsey Avenue; thence westerly along the centerline of W. Ramsey Avenue to the easterly City Limits line; thence northerly and westerly along the City Limits line to the centerline of W. Grange Avenue; thence easterly, southerly and northerly along the City Limits line to the centerline of S. 27th Street; thence northerly along the centerline of S. 27th Street to the point of commencement.

ALDERMANIC DISTRICT 5 – WARD 22

Commencing at the intersection of the centerlines of S. 27th Street (S.T.H. 241) and W. Layton Avenue; thence westerly along the centerline of W. Layton Avenue to the centerline of S. 43rd Street; thence southerly along the centerline S. 43rd Street to the centerline of W. Edgerton Avenue; thence easterly along the centerline of W. Edgerton Avenue to the centerline of S. 31st Street; thence southerly along the centerline of S. 31st Street to the centerline of W. Grange Avenue; thence westerly along the centerline of W. Grange Avenue to the southerly City Limits line, which is east of S. Lorene Avenue; thence southerly and easterly along the City Limits line to the centerline of S. 27th Street; thence northerly along the centerline of S. 27th Street to the point of commencement.

ALDERMANIC DISTRICT 5 – WARD 23

Commencing at the intersection of the centerlines of S. 31st Street and W. Edgerton Avenue; thence westerly along the centerline of W. Edgerton Avenue to the centerline of S. 43rd Street; thence southerly along the centerline of S. 43rd Street to the centerline of W. Grange Avenue; thence easterly along the centerline of W. Grange Avenue to the southerly City Limits line; thence southerly, easterly, and northerly along the City Limits line to the centerline of W. Grange Avenue; thence easterly along the centerline of W. Grange Avenue to the centerline of S. 31st Street; thence northerly along the centerline of S. 31st Street to the point of commencement.

ALDERMANIC DISTRICT 5 – WARD 24

Commencing at the intersection of the centerlines of S. 43rd Street and W. Edgerton Avenue; thence westerly along the centerline of W. Edgerton Avenue to the centerline of W. Loomis Road (S.T.H.36); thence southwestly along the centerline of W. Loomis Road to the southerly City Limits line; thence easterly, southerly and westerly along the City Limits line to the centerline of W. College Avenue; thence easterly along the centerline of W. College Avenue to the centerline of S. 38th Street; thence northerly along the centerline of S. 38th Street to the centerline of W. Mangold Avenue; thence easterly along the centerline of W. Mangold Avenue to the centerline of S. 37th Street; thence northerly along the centerline of S. 37th Street to the centerline of W. Ramsey Avenue; thence westerly along the centerline of W. Ramsey Avenue to the easterly City Limits line; thence northerly and westerly along the City Limits line to the centerline of W. Grange Avenue; thence westerly along the centerline of W. Grange Avenue to the centerline of S. 43rd Street; thence northerly along the centerline of S. 43rd Street to the point of commencement.

ALDERMANIC DISTRICT 5 – WARD 25

Commencing at the intersection of the centerlines of W. College Avenue and S. 27th Street (S.T.H. 241); thence northerly along the centerline of S. 27th Street to the centerline of W. Ramsey Avenue; thence westerly along the centerline of W. Ramsey Avenue to the centerline of S. 37th Street; thence southerly along the centerline of S. 37th Street to the centerline of W. Mangold Avenue; thence westerly along the centerline of W. Mangold Avenue to the centerline of S. 38th Street; thence southerly along the centerline of S. 38th Street to the centerline of W. College Avenue; thence easterly along the centerline of W. College Avenue to the point of commencement.

ALDERMANIC DISTRICT 5 – WARD 26

Commencing at the intersection of the centerlines of W. Layton Avenue and S. 43rd Street; thence southerly along the centerline of S. 43rd Street to the centerline of W. Edgerton Avenue; thence westerly along the centerline of W. Edgerton Avenue to the centerline of W. Loomis Road (S.T.H. 36); thence northeasterly along the centerline of W. Loomis Road to the centerline of W. Layton Avenue; thence easterly along the centerline of W. Layton Avenue to the point of commencement.

PART VI. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 17th day of May, 2022.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

Published: May 25, 2022
June 1, 2022

C:\Users\JenniferG\Desktop\zzDraft Ord 0000 AmendingOrd2995EstabAldDistrictsWardsRe2020Census

RESOLUTION NO. _____

RESOLUTION AMENDING RESOLUTION #3854 ESTABLISHING MUNICIPAL WARDS AND
DESIGNATING THE POLLING PLACE FOR EACH WARD

WHEREAS, municipalities are required to establish municipal ward plans and designate polling places for each ward as a result of the 2020 Census; and

WHEREAS, the City of Greenfield received notification on April 20, 2022 that new legislative district maps were provided to the Wisconsin Elections Commission, as a result of legislative redistricting, showing our municipality contains ward(s) split by assembly district lines, requiring the City of Greenfield governing body to take action to approve the amended ward plan changes; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the City of Greenfield, Milwaukee County, Wisconsin, hereby adopts the following amended Municipal Ward Plan for the City of Greenfield:

WARD 1 – Part of Tract 1203.00, Blocks 1004 thru 1010, 1012, 1014 thru 1016, 1018 thru 1024, 1027 thru 1039, 1041 thru 1044, and 1046

WARD 2 – Part of Tract 1203.00, Block 1040; Part of Tract 1204.00, Blocks 3006, 3007, 3020, 4000 thru 4012, 5009, and 5010

WARD 3 – Part of Tract 1204.00, Blocks 1011 thru 1015, 2001 thru 2005, 2012, 5002 thru 5008, and 5011

WARD 4 – Part of Tract 1204.00, Blocks 1000 thru 1010, 1016, 2000, 2006 thru 2011, 2013 thru 2015, 5000, and 5001

WARD 5 – Part of Tract 1203.00, Blocks 1000 thru 1003, and 1011

WARD 6 – Part of Tract 1203.00, Blocks 1013, 1017, 1025, and 1026

WARD 7 – Part of Tract 1203.00, Block 1045

WARD 8 – Part of Tract 1202.03, Blocks 2000 thru 2016, and 3006 thru 3013

WARD 9 – Part of Tract 1202.01, Blocks 1000 thru 1019; Part of Tract 1202.03, Blocks 1000, 1001, 1006 thru 1011, and 1020 thru 1026

WARD 10 – Part of Tract 1201.01, Blocks 2000, 3008, 3009; Part of Tract 1202.01 Blocks 2000 thru 2008; Part of Tract 1202.03, Blocks 1002 thru 1005, and 1012

WARD 11 – Part of Tract 1202.01, Blocks 3000 thru 3007, 4000, and 4001

WARD 12 – Part of Tract 1201.01, Blocks 2001, 2007 thru 2011, 2014, 2015, 3000, 3001, 3006, 3007; and Part of Tract 1202.03 Blocks 1013 thru 1019

WARD 13 – Part of Tract 1201.01, Blocks 2002, 3002 thru 3005; and Part of Tract 1201.02, Blocks 1016 thru 1021, and 3000 thru 3008

WARD 14 – Part of Tract 1201.02, Blocks 1000 thru 1015, 2000 thru 2003, 2005, and 2014 thru 2016

WARD 15 – Part of Tract 1201.01, Blocks 1004 thru 1010, 1014 thru 1020, 3013; Part of Tract 1201.02, Blocks 2006 thru 2013, and 2017 thru 2020

WARD 16 – Part of Tract 1201.01, Blocks 1000 thru 1003, 1011 thru 1013, 1021 thru 1024, 2003 thru 2006, 2012, 2013, 3010 thru 3012, and 3014 thru 3026

WARD 17 – Part of Tract 1202.02, Blocks 1000 thru 1015

WARD 18 – Part of Tract 0199.00, Blocks 3014, 4000, 4001, 4011, 4012, 4014, 4018, 4019; and Part of Tract 1202.02, Blocks 2000 thru 2011, and 3000

WARD 19 – Part of Tract 1202.02, Blocks 3001 thru 3007; Part of Tract 1202.03, Blocks 3000 thru 3005; Part of Tract 1204.00, Blocks 3000 thru 3005, 3010, 3011 and 3022

WARD 20 – Part of Tract 1204.00, Blocks 3008, 3009, 3012 thru 3019, 3021, and 3023 thru 3025

WARD 21 – Part of Tract 1205.01, Blocks 1005 and 1006; and Part of Tract 1205.02, Blocks 1001 thru 1009

WARD 22 – Part of Tract 1205.02, Blocks 2000 thru 2016, 4000 thru 4002, 4004 thru 4011, and 4013 thru 4015

WARD 23 – Part of Tract 1205.02, Blocks 3000 thru 3009, 4003, and 4012

WARD 24 – Part of Tract 1205.01, Blocks 1000 thru 1004, 1007 thru 1010, 2000 thru 2015, 3010, and 3019 thru 3024

WARD 25 – Part of Tract 1205.01, Blocks 3000 thru 3009, and 3011 thru 3018

WARD 26 – Part of Tract 1205.02, Blocks 1000 and 1010

BE IT FURTHER RESOLVED, that the polling places for the Wards shall be as follows:

Wards 1, 2, 3, 4, 5, 6 & 7 - Community Center, 7215 W. Cold Spring Road

Wards 8, 9, 10, 11 & 12 - Community Center, 7215 W. Cold Spring Road

Wards 13, 14, 15 & 16 - Whitnall High School, 5000 S. 116th Street

Wards 17, 18, 19, 20 & 21 – Greenfield Public Library, 5310 W. Layton Avenue

Wards 22, 23, 24, 25 & 26 – Adoration Lutheran Church, 3840 W. Edgerton Avenue

BE IT FURTHER RESOLVED that the detailed map showing the Wards and municipal boundaries is hereby adopted.

BE IT FINALLY RESOLVED that within five days after adoption of the Municipal Ward Plan, the City Clerk is hereby directed to forward this resolution and supporting data to the Wisconsin Legislative Reference Bureau and the Milwaukee County Clerk and that this resolution shall remain in

effect for each election until modified or rescinded, in accordance with Statute, or until a new division is made following the next decennial federal census.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 17th day of May, 2022.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

C:\Users\JenniferG\Desktop\zzDraftRes0000Amending Res3854 Establishing Municipal Wards Designating Polling Places

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 1.51 OF THE GREENFIELD
MUNICIPAL CODE RELATING TO WARDS WITHIN ALDERMANIC DISTRICTS

The Common Council of the City of Greenfield do ordain as follows:

PART I. Section 1.51 of the Greenfield Municipal Code is hereby amended to read as follows:

There shall be elected one Committee person of each qualified political party for each aldermanic district:

- (1) *Aldermanic District 1.* Wards 1 through 7.
- (2) *Aldermanic District 2.* Wards 8 through 12.
- (3) *Aldermanic District 3.* Wards 13 through 16.
- (4) *Aldermanic District 4.* Wards 17 through 21.
- (5) *Aldermanic District 5.* Wards 22 through 26.

PART III. The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

PART IV. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART V. This ordinance shall take effect and be in force from and after its passage and publication.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 17th day of May, 2022.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

Published: May 25, 2022

Z:\Ordinances\Draft Ord0000-AmendSec1.51reDistrictCommittee



May 11, 2022

Jennifer Goergen, WCMC/CMC
City Clerk
City of Greenfield
7325 W. Forest Home Avenue
Greenfield, WI 53220

Dear Ms. Goergen:

Classic Lanes Greenfield would like to amend the premises description of our current liquor and entertainment licenses dated of 7/1/21-6/30/22. Below is the new premise description.

Premises description: Bowling center with 16 lanes, billiards, bar, video games, storage in coolers and locked liquor room, outdoor enclosed area on the southeast side with planters, approximately 882 sq. ft. located at 5404 W. Layton Avenue.

If you need any other information, please contact me via email gdaroszewski@wi.rr.com or cell 414-517-6180.

Sincerely,

Gina Daroszewski

Gina Daroszewski
Owner

5404 W. Layton Avenue
Greenfield, WI 53220
414.282.6400
classiclansgreenfield@gmail.com

M10005GF01

Private Property Infiltration and Inflow Reduction Agreement

This Agreement is made between the Milwaukee Metropolitan Sewerage District (“District”) with its principal place of business at 260 West See both Street, Milwaukee, Wisconsin 53204-1446, and the City of Greenfield (“Municipality”) with its municipal offices at 7325 W. Forest Home Avenue, Greenfield, Wisconsin, 53220.

WHEREAS, Wisconsin law, through Section 66.0301 Stats., authorizes any municipality to enter into an intergovernmental cooperation agreement with another municipality for the furnishing of services; and

WHEREAS, the District is responsible for collecting and treating wastewater from the Municipality’s locally owned collection system; and

WHEREAS, the Municipality’s sewers collect wastewater from lateral sewers located on private property and owned by private property owners; and

WHEREAS, during wet weather events stormwater enters lateral sewers through defective pipes and leaky joints and connections (“infiltration”) and stormwater also enters lateral sewers from foundation drains, improper connections and other sources (“inflow”); and

WHEREAS, infiltration and inflow increase the amount of wastewater that the District must collect and treat; and

WHEREAS, during wet weather events infiltration and inflow (“I/I”) into privately owned sewers contributes to the risk of sewer overflows; and

WHEREAS, the District has established the Private Property Infiltration and Inflow Reduction Program (“Program”) to provide guidelines, requirements, and a funding structure for municipalities to complete I/I reduction work on private property through the District Private Property Infiltration and Inflow Policy (“Policy”); and

WHEREAS, the Policy provides the Municipality the discretion to have the District procure contractors and consultants to perform private property I/I reduction work on the Municipality’s behalf and for the District to deduct the cost of District management and oversight of the project (District Administrative Project Management Fee) from funds available to the Municipality through the Program; and

WHEREAS, the Municipality wishes to participate in the Program with the District procuring contractors and consultants to perform a private property I/I reduction work on the Municipality’s behalf; and

WHEREAS, the District has procured Municipal Engineering and Project Services from Oneida Total Integrated Services to support the Program, Contract M10004E02;

NOW, THEREFORE, in consideration of the mutual promises made by the parties to this Agreement, the parties agree as follows:

1. Term of Agreement

This Agreement becomes effective immediately upon signature by both parties and shall

remain in effect until the earliest of (1) December 22, 2022, or (2) termination of this Agreement as otherwise set forth herein.

2. District Funding

The Municipality authorizes the District to expend an amount not to exceed \$38,500 from its annual municipal funding allocation (“AMFA”) for the approved private property I/I work described in Attachment A1, A2, and A3 (“the Work”). Within this total amount, \$37,019.00 is for engineering and design services and \$1,481 is the District’s Administrative Project Management Fee. The District shall procure contractors and consultants to perform the Work, as well as provide all project management and oversight associated with the Work. The Municipality shall assist with public outreach and provide input and feedback as requested by the District.

3. Program Publicity and Outreach

- a. The District shall develop all informational literature and signage related to the Work, naming the District as the funder and the Municipality as the project partner. The District shall provide samples of all public involvement/public education documents to the Municipality for review prior to being distributed to the public. The Municipality shall assist with the distribution of these materials.
- b. The District shall coordinate all public meetings for the Work, and provide the Municipality a minimum of two weeks’ notice of the same. The Municipality shall participate in all public discussions.

4. Selection of Professional Service Providers by District

The District shall utilize the District’s Master Contract for Municipal Engineering and Project Services, M10004E02, as procured through a publicly advertised request for proposals (RFQ) process for the performance of the Work funded by this Agreement. Contract M10004E02 was awarded to Oneida Total Integrated Services (“Consultant”) in accordance with Wis. Stats. Chapter 200 and District policies.

5. Selection of Non-Professional Service Provided by District

Pursuant to a public Request for Qualifications process, the District has developed an Approved Contractors List, organized by work type to ensure all Work funded by the District maintains specific quality standards. Those Approved Contractors and their suppliers can submit products they intend to utilize for inclusion in the District’s Approved Products List. The appropriate subset of the Approved Contractor List and the Approved Products List shall be utilized as a part of the District’s bidding process for contracts to perform Work funded by this Agreement.

In addition to the above, all non-professional service providers to perform Work funded by this Agreement shall be procured in accordance with both State of Wisconsin statutes and regulations and the District’s ordinances and policies.

6. Reserved

7. Reserved

8. Procedure for Reimbursement

- a. Invoices from Consultants and Contractors

- i. The District shall receive all consultant and contractor invoices as set forth herein and shall forward copies to the Municipality for review. The absence of a response from the Municipality within five business days indicates approval. Each consultant or contractor invoice shall include: an invoice number, dates covered by the invoice, a detailed description of the hours expended and the work performed, expenses (with supporting documentation), and the contract number. All invoices that have been reviewed and approved by the Municipality and the District Senior Project Manager (SPM) shall be paid directly by the District, and the equivalent amount deducted from the Municipality's AMFA.
- b. District Administrative Project Management Fee
 - i. The District shall be reimbursed for its administrative project management and oversight of the Work performed under this Agreement by charging a fee in the amount of four (4) percent of the total actual value of the completed Work as outlined in Attachment A3. The District shall deduct the Administrative Project Management Fee as a lump sum from the Municipality's AMFA at the closeout of the funding agreement.

Questions should be directed to the SPM:

Rebecca Specht, P.E
Senior Project Manager
Milwaukee Metropolitan Sewerage District
260 West Seeboth Street
Milwaukee, WI 53204 – 1446

9. Changes in Work and Modifications to the Agreement

Any proposed changes to the Work proposed by the District SPM must be submitted to the Municipality, in writing, in advance of the Work being completed. The District will not proceed with any Work that is not included in Attachment A1, A2, and A3 (including all professional services and non-professional services contracts procured through the Work outlined in Attachment A3), unless prior written approval has been requested from the Municipality and approval, has been obtained through the eBuilder change process.

This Agreement may be modified only in writing, signed by both parties, or through the eBuilder change process.

10. Reserved

11. Reserved

12. Permits, Certificates, and Licenses

The District is solely responsible for ensuring compliance with all federal, state, and local laws requiring permits, certificates, and licenses required to implement the Work.

13. Insurance

The District shall not provide any insurance coverage of any kind for the Work or for the Municipality.

14. Terminating the Agreement

The District or the Municipality may terminate this Agreement at any time prior to commencement of the Work. After the Work has commenced, either party may terminate the Agreement only for good cause, such as, but not limited to, breach of agreement by the other. Notwithstanding the foregoing, any Work completed by consultants and contractors, as well as the proportionate amount of the District's project management and oversight fees, shall be paid to close out the contracts in the event of termination, and the equivalent amounts deducted from the Municipality's AMFA.

15. Exclusive Agreement

This is the entire Agreement between the Municipality and the District regarding execution and payment for the Work.

16. Severability

If any part of this Agreement is held unenforceable, the rest of the Agreement will continue in effect.

17. Applicable Law

This Agreement is governed by the laws of the State of Wisconsin.

18. Resolving Disputes

If a dispute arises under this Agreement, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in Milwaukee County. Any costs and fees other than attorney fees associated with the mediation shall be shared equally by the parties. If the dispute is not resolved within thirty (30) days after it is referred to the mediator, either party may take the matter to court.

19. Notices

Unless otherwise set forth herein, all notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

- when delivered personally to the recipient's address as stated on this Agreement; or
- three (3) days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated on this Agreement.

20. No Partnership

This Agreement does not create a partnership relationship nor give the Municipality the apparent authority to make promises binding upon the District. The Municipality does not have the authority to enter into contracts on the District's behalf.

21. Assignment

The Municipality may not assign any rights or obligations under this Agreement without the District's prior written approval.

22. Public Records

The Municipality agrees to cooperate and assist the District in the production of any records in the possession of the Municipality that are subject to disclosure by the District pursuant to the State of Wisconsin's Open Records Law, §§19.31-19.39, Wis. Stats. The

Municipality agrees to indemnify the District against any and all claims, demands, and causes of action resulting from the Municipality's failure to comply with this requirement.

**MILWAUKEE METROPOLITAN
SEWERAGE DISTRICT**

CITY OF GREENFIELD

By: _____
Kevin L. Shafer, P.E., Executive Director

By: _____
Michael J. Neitzke, Mayor

Date: _____

Date: _____

By: _____
Jennifer Goergen, City Clerk

Date: _____

By: _____
Paula Schafer, Finance Director

Date: _____

Approved as to form:

Approved as to form:

Attorney for the District

Attorney for the Municipality

ATTACHMENT A1
Municipality Work Plan



2021 PPII Work Plan

This checklist / template serves as the standard form for submitting a Work Plan to MMSD as a request to commit funds from your Municipal Funding Allocation Account to a project proposed for reimbursement through the MMSD PPII Reduction-M Program. If approved, the Work Plan will be the basis for a Funding Agreement between the municipality and MMSD. Please complete all fields comprehensively and submit this electronically-fillable-form and supporting document attachments via email.

I. CONTACT INFORMATION

Municipality	
Applicant Name: Jeff Tamblyn	Municipality: City of Greenfield
Mailing Address: 7325 West Forest Home Avenue, Greenfield, WI 53220	
Phone #: 414-329-5323	Email: JeffT@GreenfieldWI.US
Primary Contact: Jeff Tamblyn	Primary Contact email: JeffT@GreenfieldWI.US
Primary contact phone #: 414-329-5323	
Consultant (if applicable)	
Firm: MMSD Consultant Team	Consultant's PM's Name: Ben High, P.E.
Consultant Email: ben.high@rasmith.com	Consultant Phone number: 262-317-3273

II. PROPOSED SCOPE OF WORK

1. What type of work will be included in this work plan application? Check all applicable. ☐ Planning ☐ Investigative ☐ Construction/Rehab ☐ Post Project Evaluation ☐ Training ☒ Other: DESIGN	
2. What is the total value of the request by the municipality for funding through the PPII program for work outlined in this work plan?	\$ 37,019.00
3. Provide the scope of work that will be included in this work plan. At the request of MMSD, Greenfield has agreed for MMSD to develop this work plan in order to complete the design process for an upcoming PPII rehab project to include foundation drain disconnection and sanitary lateral rehabilitation. The area included in this plan is MMSD Sewershed GF6007. This area was selected for a future PPII project based on previous flow monitoring and investigative projects performed by the City with the assistance of Ruekert Mielke. MMSD will be using a consultant team of its choosing, and previously collected flow monitoring and investigation data from the City to design a PPII project for the area to be completed at a later date. The design effort includes public outreach, recommendations for corrective action, specification creation, plan creation, site visits, and progress meetings.	
4. What entity is responsible for each work scope item e.g. municipality staff, consultant, contractor, District, etc. Public Coordination - OTIE/RA Smith Design/Field Investigation - OTIE/RA Smith Design Review - MMSD Reimbursement Request Approval - City of Greenfield The City of Greenfield will provides assistance as requested but will only be providing a supporting role.	
5. What is the total number of properties in the project area?	76
6. What is the assumed number of participating properties?	46
7. What is your justification for the assumed participation rate? ☐ Prioritization of properties based on investigative work ☐ Assumed percent of total based on previous projects ☐ Existing ROE agreements ☒ Other (Fill in Blank): Properties have expressed interest in participating in PPII-R work.	

III. PROJECT AREA CHARACTERISTICS

1. What is the predominant age of the homes in the project area?			
☐ Pre 1940's ☒ 1940 – 1960 ☐ 1961-1980 ☐ 1981-Present			
2. What is the average lot size within the project area?		0.16	☐ SF ☒ Acres
3. In this area, is it typical that foundation drains are connected?			☒ Yes ☐ No
4. What sewershed(s) or metershed(s) is this project located in? GF6007			
5. Collection system characteristics in project areas:			
Approximate year sanitary sewer was installed:	Host Pipe Material(s):	Pipe Size(s):	Pipe Shape(s):
1941	☒ VCP ☐ Ductile Iron ☐ Cast-Iron ☐ Concrete ☐ Asbestos ☐ PVC	8" mainline	☒ Circular ☐ Other
6. Within the project area, is the mainline rehabilitated?			☒ Yes ☐ No
If "Yes," provide details on the year(s) the work was completed, the type and location of rehabilitation used, and if any rehabilitation of the sanitary sewer laterals within the ROW was completed.			
All sewer mains in the project area were CIPP lined in summer/fall of 2012.			

7. Will public infrastructure work be contracted or completed with the private property work?

☐ Yes ☒ No

If "Yes", provide details of the public work.

8. Include with your application, two maps; one of the limits of the sewershed(s) or metershed(s) the project is in, and one of the project limits. The maps shall meet the following requirements.

- Maps shall use a streets or aerial view as base map.
- Major street names shall be labeled and legible.
- Limits of the sewershed(s), metershed(s), and project limits shall be defined by a bold red line.
- Sanitary and storm system line work shall be shown at a scale appropriate to the scale of the drawing
- A north arrow and legend shall be included.
- Maps shall be between 5 and 40 scale and to a standard paper size i.e. 8.5"x11, 11"x17", etc.
- Maps shall be submitted as PDF electronic files.

IV. PROJECT JUSTIFICATION

1. Has any planning and/or investigative work within the project area been completed to date? (i.e. Flow monitoring, interior home inspections, sewer CCTV, analysis of flooding/backup issues in the area, etc.) ☐ Yes ☐ No

If "Yes," was the work completed through a previous PPII funding agreement? ☒ Yes ☐ No

If the answer is "Yes" to both questions, describe the work completed and cite report names and funding agreement reference numbers the work was completed under.

If work was completed independent of the PPII program, included the report(s) with application in electronic format and list the name of the report in this section.

Flow monitoring -- Funding Agreement GF02 w/ MMSD. November 2017
Investigative study – Funding Agreement GF03 w/ MMSD. November 2018

2. Describe how the project area and approach was chosen and prioritized.

This meter shed was concluded to be non-compliant when the City of Greenfield started their work to address PPII reduction in 2017. Investigative work and corrective action recommendations provided by Ruekert & Mielke to Greenfield in 2019 under work plans M10004 GF02 and GF03. The investigation identified properties with existing lateral conditions which allow I/I in to the system and will be addressed as part of this work plan.

3. What is the status of all project area sewershed(s)/metershed(s) as related to the District Chapter 3 rules for wet weather performance?

☒ Non-compliant ☐ Compliant ☐ Inconclusive ☐ Not Analyzed

If "Noncompliant," has PPII work been completed to date within the Project Area metershed(s)? If yes, provide details on the scope of work completed and location.

There have been three other PPII projects that have been completed within this metershed including a flow monitoring study, an investigative study to identify properties with I/I being released into the system, and this metershed has been one of the target areas the Greener Greenfield program has targeted.

4. Does the municipality have any permitted (or unpermitted) wet-weather bypass locations in the project area? ☒ Yes ☐ No

If "Yes," provide approximate frequency and average volume per frequency for over the last ten years.

5. Does the project area have a history of CSOs or SSOs? ☐ Yes ☒ No

If "Yes," provide the frequency of occurrences over the last ten years.

6. Does the municipality have recurring basement backup reports in the project area? ☐ Yes ☒ No

If "Yes", please provide the average annual number of reports in the last ten years and the estimated storm recurrence interval that typically causes basement backups.

7. Do you have metering, lift station run time, bypass pumping, basement backup, or any other pre-project baseline data? ☒ Yes – go to item 8
☐ No – go to item 9

8. Describe and detail information on the pre-project baseline data you have collected including type, location, and date ranges. If a MMSD meter is used as a source for this data, provide meter name and location.

The pre-project baseline is documented in the flow monitoring study completed under Funding Agreement M10004 GF02 (November 2017).

9. Do you plan on collecting pre-project baseline data as part of this project?

☐ Yes – go to item 10

☒ No – go to item 11

10. Describe the pre-project data that will be collected to provide a baseline for improvement? If you intend to use the MMSD portable meters, list the quantity, expected time frame installation and monitoring period.

11. How do you intend to report project performance results? (metrics and target objectives of the project)

Once the PPII projects identified in the Investigative study completed under Funding Agreement M10004GF03 (November 2018) are completed, a flow study will be completed and compared to the pre-project flow study completed under M10004GF02 to determine efficacy. Based on the updated flow analysis, this metershed should become a compliant metershed.

V. PROJECT GOALS

1. What are the municipality's goals and objectives for the completed project? Please provide qualitative and quantitative measurables for success as they relate to the goals and objectives.

This watershed is currently a non-compliant watershed. The goal of the city is to meet MMSD flow requirements to become a compliant watershed.

VI. SCHEDULE

Include a schedule of the work with all major tasks and milestone dates for completion including District and municipal administrative approvals, local board/council approvals, work task start and finish, public outreach, deliverables, and reimbursements. The schedule needs to be realistic and achievable based on District approval timelines, local approval timelines, bidding process timelines, work production rates, and weather-related considerations. Identify and highlight any milestone dates by which the municipality is requesting the District to meet to keep your schedule (e.g. local council or board agenda deadlines).

Provide the schedule in PDF format.

VII. FINANCIALS

1. Include a comprehensive cost estimate broke down to the task level which includes costs for: all internal municipal staff time which is being requested to be reimbursed, professional services including hours estimates and rates, construction costs by estimated units and estimated unit costs, inspection services, public outreach, and staff training. Attach an Excel version of the estimate to the application when submitting.

2. Are other funding sources, besides MMSD PPII funds, contributing to the total project ☐ Yes ☒ No
cost? i.e. municipal funds, grant funding, property owner cost share, etc.

If "Yes," list all addition funding sources, the specific work which will be covered by an additional funding sources, and the value.

3. Describe your anticipated frequency of reimbursement requests to the District. (The funding agreement terms may dictate this frequency depending on the type of work).

OTIE/RA Smith will provide invoicing per contract requirements to MMSD. MMSD will provide these invoiced to Greenfield to review and approve. Once approved by Greenfield, MMSD will pay the invoiced and deduct the payment from the Greenfield PPII allocation.

4. What department/individual/entity will be submitting and processing the reimbursement requests?
Please include the name and contact information.

N/A

5. MMSD requires all invoicing to be submitted via e-Builder. Will e-Builder training be necessary for the department/individual/entity that will be submitting and processing the reimbursement requests? ☐ Yes ☒ No

6. Describe the municipal process(es) for procurement of all professional and non-professional (field work and construction) components of work and the basis for each.

The City is using the MMSD's on call consultant team to complete the design work described in this workplan.

7. Explain the means and methods for segregating the costs (MMSD reimbursable costs and public work costs).

All of the work associated with this project is considered reimbursable to the MMSD.

8. Provide the names and position titles of all municipal staff that will be required to sign the funding agreement. (i.e. mayor, city/village administrator, city/village clerk, city attorney, etc.)

Name: Michael J. Neitzke

Position Title: Mayor

Name: Jennifer Goergen

Position Title: City Clerk

Name: Paula Schafer

Position Title: Finance Director

Name: Brian Sajdak

Position Title: City Attorney

Name:

Position Title:

Name:

Position Title:

VIII. PUBLIC OUTREACH

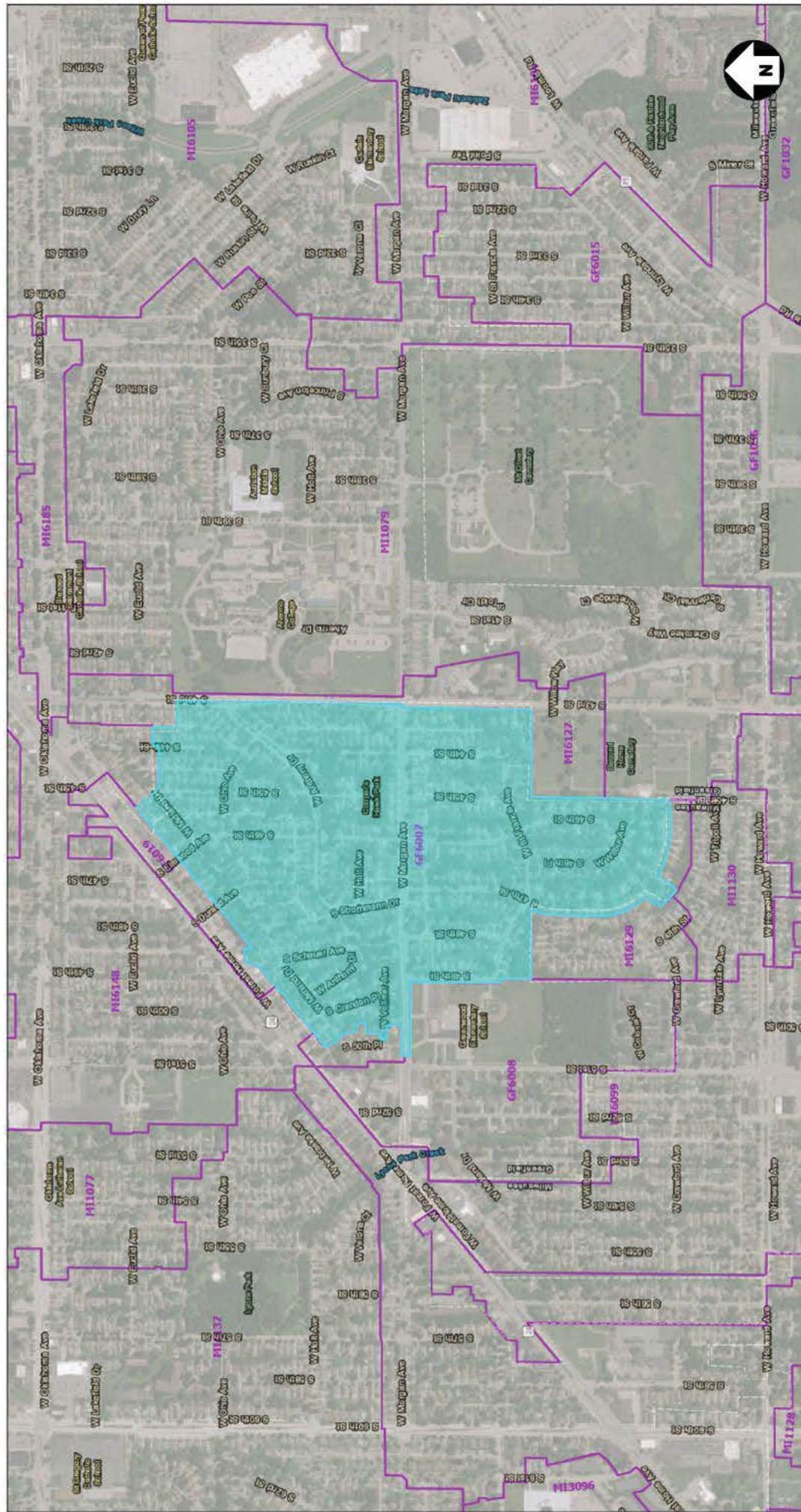
1. Describe in detail your public outreach approach and what entity/individuals/departments will be responsible for the public outreach. Describe the venues and platforms that will be used. Describe the timing and anticipated level of effort that is anticipated to be necessary for the public outreach effort. Describe any public outreach work that has already been completed or is in progress. If a specific person or entity is responsible for public outreach, include the name and contact information. (Examples of public outreach include, but are not limited to; mailings, websites, social media, canvassing, public meetings, etc.)
 - a. OTIE/RA Smith, with the assistance of MMSD and Greenfield will notify affected properties with an informational letter outlining the scope of the project and desired outcome. Included in this mailing will be a right of entry form.
 - b. All project related questions will be directed through the MMSD consultant team via phone or email.
 - c. MMSD and OTIE/RA Smith will keep Greenfield notified of any communications that are made with the residents of Greenfield

1:2,869

-

MMSD
MMSD

M10005GF01_ProjectSewershed_GF6007



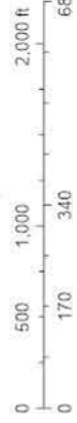
9/30/2021, 3:31:10 PM

1:11,476

Modified Sewershed

Service Area

Project Sewershed: GF6007



MMSD, Esri, HERE, IPC, Esri, HERE, Garmin, IPC, Maxar

MMSD
MMSD

Schedule

Milestone	Due Date
Notice to Proceed	5/27/2022
Kickoff meeting	6/10/2022
Complete review of existing data	7/1/2022
Prepare list of targeted repairs	7/8/2022
Review recommended targeted repairs with MMSD and Greenfield	7/15/2022
Send targeted homeowner letters	7/22/2022
Call targeted homeowners	8/5/2022
Door to door targeted homeowner engagement	8/12/2022
Complete home inspections	8/26/2022
Complete essentially complete plans and specs	9/9/2022
Complete camera ready plans and specs	9/23/2022
Advertise for bids	9/30/2022
Bids due	10/31/2022

ATTACHMENT A
MUNICIPAL ENGINEERING AND PROJECT SERVICES - PRIVATE PROPERTY INFLOW AND INFILTRATION (PPI/I) REDUCTION PROJECT
CONTRACT NO. M10004E02
LOE/COMPENSATION SPREADSHEET
GREENFIELD WORK PLAN 01
OTIE DESIGN TEAM (OTIE PHASE 014)

Line #

A. Greenfield Work Plan 01
1 - Task Order Management/Development
2a - Analyze and summarize existing data
2b - Meetings (internal & with Greenfield)
2c - Engineering Plans and Specifications
2d - Bidding
3 - Public outreach
Expenses - Mileage
Expenses - Subcontractor Handling

1 TOTAL TASK A

OTIE Rich Blauvelt Project Manager \$179.75		OTIE Tim Reinbold Asst. Project Manager \$161.67		OTIE David Moore Junior Engineer \$91.58		raSmith Chris Stamborski Engineer III \$178.63		raSmith Ben High Engineer II \$158.31		raSmith Kate Jankowski Engineer I \$109.66		Total Labor Hours	Total Labor Cost	Total Expenses
Labor Hours	Labor Costs	Labor Hours	Labor Costs	Labor Hours	Labor Costs	Labor Hours	Labor Costs	Labor Hours	Labor Costs	Labor Hours	Labor Costs			
0	\$0	8	\$1,293	2	\$183	4	\$715	4	\$633	2	\$219	20	\$3,044	
1	\$180	2	\$323	40	\$3,663	0	\$0	12	\$1,900	48	\$5,264	103	\$11,330	
0	\$0	3	\$485	6	\$549	0	\$0	3	\$475	6	\$658	18	\$2,167	
4	\$719	8	\$1,293	24	\$2,198	0	\$0	20	\$3,166	24	\$2,632	80	\$10,008	
0	\$0	1	\$162	4	\$366	0	\$0	3	\$475	4	\$439	12	\$1,442	
0	\$0	4	\$647	32	\$2,931	0	\$0	6	\$950	32	\$3,509	74	\$8,036	
0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$ 60
0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$ 931
5	\$899	26	\$4,204	108	\$9,891	4	\$715	48	\$7,599	116	\$12,721	307	\$36,028	\$ 991

- 2 Total MBE Participation
- 3 MBE participation as a percentage of total project costs (Line 2/Line 1 x 100)
- 4 Total WBE Participating
- 5 WBE participation as a percentage of total project costs (Line 4/Line 1 x 100)
- 6 Total SBE Participating
- 7 SBE participation as a percentage of total project costs (Line 6/Line 1 x 100)

\$15,984
43%
\$0.00
0%
\$0.00
0%

ATTACHMENT A2
Scope of District's Services

The Municipality has completed flow monitoring within Sewershed GF6007 and has identified properties that contribute PPII to the collection system. This project will complete public outreach and education to the identified properties. Owners choosing to participate in the program will have PPII reduction solutions designed for future implementation. The District will provide the following services on behalf of the Municipality.

- 1) Administrative Project Management – provide administrative project management of Work outlined in Consultant Task Order(s) executed between the District and the Consultant as approved by the Municipality, including but not limited to:
 - a. Corresponding and meeting with the Municipality to assure project scope, budget, and schedule objectives are being met in accordance with the terms of this agreement.
 - b. Monthly status updates sent to the Municipality via email.
 - c. Reviewing invoices from the Consultant for accuracy and completeness before sending them to the Municipality for review and approval.
 - d. Coordinate, schedule, and participate in all project meetings.
 - i. Assume one (1) project progress meeting per month for five (5) months.
 - ii. Assume one (1) public meeting
 - e. Complete all standard Program budget, invoicing, accounting, and correspondence tasks.
- 2) Design Oversight – Oversee Consultant design of the Work, including developing objectives and goals for the project. Design oversight shall include but is not limited to:
 - a. Review of Engineering plans and specifications for quality assurance and quality compliance, technical accuracy, and compliance with the Policy.
 - b. Review repair options provided by the Consultant and provided recommendations to Municipality.
- 3) Public Outreach – assist the Consultant in communication with the residents in the project area. Public outreach shall include but is not limited to:
 - a. The District and Consultant will author a homeowner letter with Municipality approval to solicit resident participation and consent for the proposed work.
 - b. The District and Consultant shall author a property right-of-entry (ROE) agreement with Municipality approval.
 - c. Secure all ROE agreements.
 - d. Notification of the residents of the project findings and recommended repairs for each homeowner.
 - e. Notification and execution of a public meeting or equivalent homeowner notifications.

ATTACHMENT A3
Scope of Consultant Services

Contract M10004E02 Task Order Request 13

*To: Rebecca Specht, MMSD
Jerome Flogel, MMSD*

From: Tim Reinbold, OTIE

Date: April 26, 2022

Re: Greenfield Work Plan 01 – GF6007 Sewershed

Background

The City of Greenfield (City) seeks to reduce sources of infiltration and inflow (I&I) into their sanitary sewer system within the GF6007 Sewershed. The City has previously completed flow monitoring and investigative projects in the GF6007 Sewershed with the goal of reducing sources of I&I from private sewer laterals. The efforts associated with the private sewer I&I work will be funded through the Milwaukee Metropolitan Sewerage District (District) Private Property Infiltration and Inflow Reduction Program (Program) project. The City has elected to utilize the services of OTIE (Consultant) through the District master services contract M10004E02.

Scope

The specific tasks include:

- 1) Project Management – provide master contract task order (TO) management (subcontracting, invoicing, meeting coordination), TO development and City rehabilitation work plan development.
- 2) Investigation and design
 - a. Inventory, analyze, and summarize existing data, and project information – Analyze existing data and project information previously collected, assembled, and provided by others. Specifically, data collected through planning, investigative, and design work completed by the City through previous work funded by the District. The previous work was completed by consultants and contractors procured by the City. The data includes home inspection data, as-built data, CCTV data, and spreadsheet summaries of the investigative work with repair recommendations. The Consultant will summarize the findings in a 2 – 3 page tech memo.

- b. Meetings – Conduct up to three meetings with the City. The first meeting will be to discuss the project, seek input, and discuss previous findings. The second meeting will be to present the results of the Consultant review and analysis with recommendations for rehabilitation. Internal stakeholders (Consultant, sub-consultants, and District) are included in this effort. A third meeting is included for progress updates. The third meeting may be split in shorter, more frequent conference calls to provide updates to the City staff.
 - c. Engineering plans and specifications – Develop engineering plans and specifications for the recommended rehabilitation in Step 2) a above. The exact nature and extent of the rehabilitation is not yet known and will be driven by the findings of the existing data review, homeowner participation, and constructability. The specs will be created using District format front ends specs and technical specs. It is assumed that plans will be limited to photos, details, typical sections, the City’s as-built plans, and tables to summarize the work. Topographic surveys will not be used to prepare the plans.
 - d. Provide an opinion of probable construction costs (OPCC).
 - e. Bidding – Provide engineering support during bidding. The project will be bid by the District using plans and specifications developed in Step 2)c above. The Consultant will attend the pre-bid conference, respond to RFIs during bidding, and issue up to 2 addenda during bidding.
- 3) Public Outreach – Communicate with the 76 residents in the project area. The Consultant will confirm property ownership with the City. The Consultant will author a homeowner letter to encourage residents to sign up and consent to implementing the recommended improvements. The Consultant will update residents of the project findings and recommended repairs for their sanitary laterals. The Consultant will collect all available targeted homeowner phone numbers and call targeted homeowners to encourage residents to sign up and consent. The Consultant will call and door knock on houses that do not sign up with the goal of maximizing participation. An external assessment of participating properties will be completed to identify constructability issues (e.g. fences, exterior sheds, landscaping).

Deliverables

The project deliverables include:

- 1) One tech memo to summarize the existing data.
- 2) Engineering plans and specifications for 46 properties of the total 76 properties. Assume two plan and specification reviews.

Assumptions

The scope of work is based on the following assumptions:

City of Greenfield
Funding Agreement M10005GF01
Private Property Infiltration and Inflow Control
Attachment A3
Page 3 of 5

- 1) Meetings will be virtual.
- 2) Confined space entries will not be performed.
- 3) Homeowner communication will be led by the Consultant and sub-consultant RA Smith.
- 4) The total number of properties to receive repairs will be limited to 46 properties. Open cut construction is assumed to be the primary method of repair.
- 5) The exterior constructability assessment for participating properties is limited to a 15 minute photo documentation of the ground surface conditions above the existing laterals. It is not a documentation of all downspouts. It is not an interior house inspection.
- 6) Two submittal reviews for engineering plans and specifications will be required. (essentially complete and camera ready).
- 7) NTP of 5/27/2022.
- 8) Phone calls to residents limited to two attempts. Door knock limited to two attempts.
- 9) Interior inspections are not included.

Schedule

Task order shall begin the week of 5/30/22 and be complete the week of 10/31/22. The schedule will be further defined following submittal of the work plan.

Milestone	Due Date
Notice to Proceed	5/27/2022
Kickoff meeting	6/10/2022
Compete review of existing data	7/1/2022
Prepare list of targeted repairs	7/8/2022
Review recommended targeted repairs with MMSD and Greenfield	7/15/2022
Send targeted homeowner letters	7/22/2022
Call targeted homeowners	8/5/2022
Door to door targeted homeowner engagement	8/12/2022
Complete home inspections	8/26/2022
Complete essentially complete plans and specs	9/9/2022
Complete camera ready plans and specs	9/23/2022
Advertise for bids	9/30/2022
Bids due	10/31/2022

Budget

Level of effort and budget are detailed by scope task structure in Attachment A. The proposed effort is 307 labor hours for a total of \$36,028.00 and \$991.00 in expenses (mileage and subcontractor handling). The task order request total is \$37,019.00 (labor + expenses).

Task Order Assignments

Team assignments are indicated in Attachment A.

S/W/MBE Utilization

The Task Order utilization is 43% S/W/MBE with OTIE comprising the entire 43% as an MBE. There will be zero SBE and zero WBE participation in this effort. The Task Order utilization is greater than the goal of 20%.

ATTACHMENT B
Agreement Deliverables

Design Deliverables:

1. A minimum of one (1) week's notice of scheduling any project meetings shall be provided to the Municipality's Project Engineer or appointed representative via email. If the Municipality's Representative cannot attend and participate, detailed meeting minutes shall be provided within five (5) days of the meeting.
2. Draft specifications, plans, and bidding documents shall be submitted to the Municipality via email or other approved digital transfer method at the 75% complete milestones. The Municipality shall review and provide comments to the District within one (1) week of the date received.
3. Final bid documents shall be provided to the Municipality via email or other approved digital transfer method for final review and approval prior to advertisement of the contract for bid.

Post-Design Deliverables (To be submitted prior to close out of funding agreement):

4. Copies of the ROE agreements for each homeowner, if deemed necessary through the course of the Work, shall be provided to the Municipality via email or other approved digital transfer method.
5. The Municipality will be responsible for providing the District with any pre-workflow monitoring data available. With assistance from the Municipality, the District shall document pre-workflow conditions.
6. Through the District template spreadsheet, the District shall provide to the Municipality a list of participating parcels' information, including, without limitation: property tax id., address, and column categories of work performed on each property.
7. Any photo documentation of the Work collected by the Consultant will be provided to the Municipality by the District on disc, jump drive, or other format agreeable to both parties.



Common Council Meeting

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: May 17, 2022

RELATING TO:

Approve an agreement with the Milwaukee Metropolitan Sewerage District authorizing them to expend up to \$38,500 from Greenfield's annual municipal funding allocation for private property inflow and infiltration work in the city.

SUMMARY:

The city authorizes MMSD to expend an amount not to exceed \$38,500 from Greenfield's annual municipal funding allocation for private property inflow and infiltration (I/I) work in the city as described in the agreement.

At the request of MMSD, Greenfield has agreed for MMSD to complete the design process for an upcoming PPII rehab project to include foundation drain disconnection and sanitary lateral rehabilitation. The area included in this plan is MMSD Sewershed GF6007.

This area was selected for a future PPII project based on previous flow monitoring and investigative projects performed by the City with the assistance of Ruekert Mielke. MMSD will be using a consultant team of its choosing, and previously collected flow monitoring and investigation data from the City to design a PPII project for the area to be completed at a later date.

The design effort includes public outreach, recommendations for corrective action, specification creation, plan creation, site visits, and progress meetings.

RECOMMENDATION:

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



Common Council Meeting

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: May 17, 2022

RELATING TO:

Accept a grant from the Wisconsin Department of Natural Resources for the Powerline Trail Phase 2.

SUMMARY:

The City has been awarded a grant from the Wisconsin Department of Natural Resources for the Powerline Trail Phase 2.

The grant amount is \$249,975.00. The city is required to match that amount.

The city is expecting another grant from the Wisconsin of Transportation for \$835,000. Grants can be combined to cover each other's match amounts.

One half mile of this project will be in the City of Milwaukee. They will pay their share of any cost not covered by grant funding.

The Powerline Trail Phase 2 will extend the trail from 60th Street to 35th St and Pondview Park.

RECOMMENDATION:

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

Notice:

All four please e-sign this page.

The paper original will be signed later by the Mayor, to be recorded with the County Register of Deeds.

By: _____
Michael J. Neitzke
Mayor Date _____

By: _____
Jennifer Goergen
City Clerk Date _____

By: _____
Paula Schafer
Finance Director Date _____

By: _____
Brian Sajdak
City Attorney Date _____
Approved as to form

**OUTDOOR RECREATION AIDS
GRANT CONTRACT**
Form 8700-065c (8/12)

Notice

Collection of this information is authorized under ss. 23.09(11), 23.09(26), 350.12(4), 23.33, and 30.92, Wis. Stats., and chs. NR 7, NR 50, NR 51, and NR 64, Wis. Admin. Code. Personally identifiable information collected will be used for program administration and may be made available to requesters as required under Wisconsin's Open Records Law [ss.19.31 - 19.39, Wis. Stats].

Sponsor:

City Of Greenfield

Project Number:

SADLP3221385

Project Title:

City of Greenfield - Powerline Trail Development

Program Name:

Knowles-Nelson Stewardship Program
Acquisition and Development of Local Parks

Payment Period: *(Period during which grant funds will be encumbered and available for payment to the Sponsor under this Outdoor Recreation Aids Grant Contract, hereinafter referred to as the "Contract".)*

April 1, 2022 through June 30, 2024

Project Scope:

The City of Greenfield plans to construct a 10' wide trail within a WE Energies corridor in the City between 43rd and 60th Streets, that connects to an existing trail system.

Legal Description (hereinafter referred to as Property):

Name and Return Address

Jeff Katz, City Engineer
City Of Greenfield, 7325 W Forest Home Ave
Greenfield, WI 53220

Parcel Identification Number (PIN)

North of W. Cold Spring Rd. from US 894 east to S. 60th St., being a part of the NE1/4 of Section 20, NW and NE1/4 of Section 21, NW and NE1/4 of Section 22 and NW1/4 of Section 23, Township 6 North, Range 21 East, in Milwaukee County, Wisconsin.

All obligations, terms, conditions and restrictions imposed by this Contract shall be deemed to be covenants and restrictions running with the Property, shall be limited to the use and development of the Property from the date of this Contract, and shall bind the parties hereto and their respective personal representative, successors, and assigns, in perpetuity. The rights herein conveyed are subject to the interests of the State of Wisconsin and the Department of Natural Resources Stewardship Program under Chapter 23, Wisconsin Statutes and Chapter NR 51 of the Wisconsin Administrative Code.

By acceptance of this Contract the Sponsor, for itself, its successors and assigns, hereby covenants and agrees not to convey, sell, lease, assign, mortgage or otherwise encumber the Property or convert it to uses or purposes inconsistent with the Stewardship Program and this Contract without the prior written approval of the Wisconsin Department of Natural Resources.

Project Financial Assistance Summary

The following documents are hereby incorporated into and made part of this Contract:

Total Project Cost \$499,950.00

Cost-Share Percentage Up to 50%

State Aid Amount \$249,975.00

Project Sponsor Share \$249,975.00

1. Chapter 23, Wis. Stats.
2. Chapter NR 51, Wisconsin Administrative Code
3. Chapter NR 52, Wisconsin Administrative Code
4. Grant Application, attachments, and addendums

A. General Conditions:

1. The State of Wisconsin Department of Natural Resources (Department) and the Sponsor mutually agree to perform this Contract in accordance with the Acquisition and Development of Local Parks Subprogram and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps and also any assurances attached and made a part of this Contract.
2. This Contract, together with any referenced parts and attachments, shall constitute the entire Contract and previous communications, understandings, representations or contracts pertaining to the subject matter of this Contract are superseded. Any revisions, including cost adjustments, shall be made by a written amendment to this Contract, signed by both parties prior to the termination date of the Contract. Time extensions and scope changes to the Contract may be granted to the Sponsor by the Department in writing without the requirements of Sponsor signature.
3. Failure by the Sponsor to comply with the terms of this Contract may not cause the suspension of all obligations of the State if, in the judgment of the Secretary of the Department, such failure was not the fault of the Sponsor. In such case, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for assistance under this Contract, at the Department's discretion.

The Project Sponsor:

4. Agrees to comply with all applicable state, local and federal statutes and regulations in fulfilling terms of this Contract, including but not limited to, general and special zoning, land use permit requirements, disability access, environmental quality, historical and archeological preservation. In particular, the Sponsor agrees to comply with the provisions of Chapter NR 51, Wis. Adm. Code, as well as comply with all applicable local and state contract and bidding requirements. The Sponsor should consult its legal counsel with questions concerning Contracts and bidding.
5. May decline the offer of financial assistance provided through this Contract, in writing, at any time prior to the starting of the project and before expending any funds. After the project has been started or funds expended, this Contract may be rescinded, modified, or amended only by mutual written agreement of the parties.
6. Agrees, to save, keep harmless, defend and indemnify the Department and all its officers, employees and agents, from and against any and all liability claims, costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property (state or other) occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation or performance of work in connection with this Contract or omissions of Sponsor's employees, agents or representatives.
7. Agrees to reimburse the Department of any and all funds the Department deems appropriate in the event the Sponsor fails to comply with the conditions of this Contract or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description or this Contract. In addition, should the Sponsor fail to comply with the conditions of this Contract, fail to progress due to non-appropriation of funds, or fail to progress with or complete the project to the satisfaction of the Department, all obligations of the Department under this Contract may be terminated, including further project cost payment.
8. Agrees, in connection with the performance of work under this Contract, not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Status, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Sponsor further agrees to take affirmative action to ensure equal employment opportunities, as required by law. The Sponsor agrees to post in conspicuous places available, for employees and applicants for employment, notices to be provided by the Contracting officer setting forth the provisions of the nondiscrimination clause.
9. Agrees not to discriminate against any person in the use and enjoyment of the property on the basis of age, race, creed, color, handicap, marital status, conviction record, arrest record, sex, national origin, ancestry, sexual orientation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state.
10. Agrees that reasonable entrance, service or user's fees may be charged and retained by the Sponsor to defray operation and maintenance costs subject to Department review and approval. If such fees do not exceed the fees charged for daily entrance to state parks, Department fee approval is not required.
11. Agrees that income accruing to the Property shall be used to further the objectives of the project as stated in this Contract or to further the objectives of another Stewardship project. However, if the Property is entered into the County Forest Law Program, income derived from that program shall be distributed according to s. 28.11 Wis. Stats.
12. Shall maintain financial and accounting records for the grant in accordance with generally accepted accounting principles and practices. These records may be reviewed by state officials.
13. Shall display a sign at the property acknowledging funding through the Knowles-Nelson Stewardship Program and Wisconsin Department of Natural Resources.
14. Shall agree to have an annual audit performed in accordance with 2 CFR Part 200 Uniform -- Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards (also known as "Uniform Guidance") and WI State Single Audit Guidelines found at <http://www.doa.state.wi.us/Divisions/Budget-and-Finance/Financial-Reporting/state-controllers-office/state-single-audit-guidelines> issued

by Wisconsin Department of Administration, State Controller's Office, if Grantee expends federal grant funds totaling \$750,000 or more during the fiscal year and the those funds were received from a State or Federal agency.

The Department:

15. Promises, in consideration of the covenants and Contracts made by the Sponsor, to obligate for the Sponsor the amount shown as "State Aid Amount" on page 1, and to tender to the Sponsor that portion of the obligation which is required to pay the Department's share of the costs based upon the state providing 50 percent of eligible project costs. The Sponsor promises, in consideration of the promises made by the Department, to execute the project described in accordance with this agreement.
16. Agrees that the Sponsor shall have sole control of the method, hours worked, and time and manner of any performance under this agreement other than as specifically provided in this document. The Department reserves the right only to inspect the job site or premises for the sole purpose of insuring that the performance is progressing or has been completed in compliance with the agreement. The Department takes no responsibility of supervision or direction of the performance of the agreement to be performed by the Sponsor or the Sponsor's employees or agents. The Sponsor is an Independent Contractor for all purposes, not an employee or agent of the Department. The Department further agrees that it will exercise no control over the selection and dismissal of the Sponsor's employees or agents.

B. Special Conditions:

- a. Property acquired or developed with assistance from this program shall not be converted to uses inconsistent with public outdoor recreation without the prior written approval of this Department.
- b. Total cost sharing provided through any combination of state and federal funds shall not exceed 100% of all eligible costs.
- c. All applicable permits, licenses and approvals, including water and wetland regulatory permits and approvals, required by federal, state or local agencies must be obtained prior to project construction and complied with fully during project construction and the life of the project.
- d. Erosion control will be accomplished using the guidelines in the Wisconsin Construction Site Best Management Practice Handbook. Construction sites associated with land disturbing activities over one acre within 500 feet of a surface water body require an erosion control plan prepared by the Sponsor, to be submitted to the Department of Natural Resources for approval. Surface bodies include permanent flowing streams, ponds and lakes. Construction sites disturbing more than five acres of land require a permit for stormwater discharges from construction sites to be issued by the Department of Natural Resources.
- e. All existing overhead utility services if feasible shall be buried and any new utility services provided through this project must be installed underground.
- f. Stormwater permits are required if grading >1 acre, and filling or grading in wetlands requires a Corps of Engineers and Department permits.
- g. Development plans must be submitted to the Department for approval prior to any construction.
- h. All facilities constructed with assistance from this program must be accessible to persons with disabilities. All facilities developed with these grant funds shall be connected by linkage trails to a main walkway and/or parking lot.
- i. If the project involves construction or renovation of parking facilities, the sponsor shall provide accessible parking that meets or exceeds requirements of the 2010 Americans with Disabilities Act Standards for Accessible Design, state requirements, or local requirements, whichever is most stringent. A minimum of one stall must be van accessible.
- j. Final structure construction plans must be approved and stamped for structural adequacy by a licensed professional engineer before construction begins. (if a structure)
- k. The Department of Safety and Professional Services (formerly Department of Commerce) must approve all sanitary facility plans before construction begins. (if restroom)
- l. Structural approval for all restroom or shelter buildings less than 25,000 cubic feet must be obtained from a licensed professional engineer before construction begins. Structural approval for all restroom or shelter buildings exceeding 25,000 cubic feet must be obtained from the Department of Safety and Professional Services (formerly Department of Commerce) before construction begins. (if shelter or restroom)
- m. Conditions related to invasive species movement. The applicant and operator agree to the following methods required under s. NR 109.05(2), Wis. Adm. Code for controlling, transporting and disposing of aquatic plants and animals, and moving water:
 - Aquatic plants and animals shall be removed and water drained from all equipment as required by s. 30.07, Wis. Stats., and ss. NR 19.055 and 40.07, Wis. Adm. Code. when moving equipment between surface water or wetlands.

- Operator shall comply with the most recent Department-approved 'Boat, Gear, and Equipment Decontamination and Disinfection Protocol', Manual Code # 9183.1, available at <http://dnr.wi.gov/topic/invasives/disinfection.html>

☐ Check here if you request advance payment totaling \$124,987.50

The person(s) signing for the Sponsor represents both personally and as an agent of his or her principal that he or she is authorized to execute this Contract and bind his or her principal, either by a duly adopted resolution or otherwise.

CITY OF GREENFIELD

Signed this _____ day of _____, 20____.

BY _____
Signature of Sponsor Representative

Typed Name of Sponsor Representative

Personally came before me this _____ day of _____, 20____, the above named _____
to me known to be the person who executed the foregoing instrument and acknowledged the same.

Signature of Notary Public

Typed or Printed Name of Notary Public
Notary Public, State of Wisconsin

My Commission expires _____

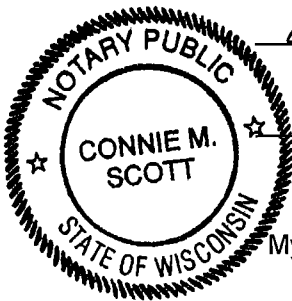
State of Wisconsin, _____ County

STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES

Signed this 2nd day of May, 2022.

BY Pamela Rood
Pamela Rood, Grant Manager
Bureau of Facilities and Lands

Personally came before me this 2nd day of May, 2022, the above named Pam Rood
to me known to be the person who executed the foregoing instrument and acknowledged the same.



Connie M. Scott
Signature of Notary Public

Connie M. Scott
Typed or Printed Name of Notary Public
Notary Public, State of Wisconsin

My commission expires 9-3-23

State of Wisconsin, Dane County

THIS INSTRUMENT WAS DRAFTED BY THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES



Committee: Common Council, May 17, 2022 Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: May 17, 2022

RELATING TO:

ORDINANCE TO AMEND SECTION 9.12 OF THE MUNICIPAL CODE PERTAINING TO MULTIPLE DRIVEWAY ACCESS APPROVAL.

SUMMARY:

The existing Code requires that a single-family residential requests for more than one access point/driveway, be submitted to the Plan Commission. The Plan Commission's role does not include the review of anything related to single-family residential development, so staff felt that this sort of request was more appropriate for the Board of Public Works, since it is driveway-related.

Proposed modification: replace "Plan Commission" with "Board of Public Works."

(3) *No motor vehicle may be parked upon premises zoned as or used for residential purposes unless within a garage, or upon a paved or unpaved driveway leading directly from the roadway to the garage or parking stall. No single-family residential dwelling shall have more than a single driveway with single access point to the public street unless a circular driveway exists. Approval shall be required from the [Plan Commission] **Board of Public Works** for more than one access point from the public street to a single-family residential dwelling except for a circular driveway.*

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

ORDINANCE NO. _____

ORDINANCE TO AMEND SECTION 9.12 OF THE MUNICIPAL CODE PERTAINING TO
MULTIPLE DRIVEWAY ACCESS APPROVAL.

The Common Council of the City of Greenfield do ordain as follows:

PART I. Subsection 9.12(3) of the Greenfield Municipal Code is hereby amended to read as follows:

* * *

(3) No motor vehicle may be parked upon premises zoned as or used for residential purposes unless within a garage, or upon a paved or unpaved driveway leading directly from the roadway to the garage or parking stall. No single-family residential dwelling shall have more than a single driveway with single access point to the public street unless a circular driveway exists. Approval shall be required from the Board of Public Works for more than one access point from the public street to a single-family residential dwelling except for a circular driveway.

* * *

PART II. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART III. This ordinance shall take effect and be in force from and after its passage and publication.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 17th day of May, 2022.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: May 17, 2022

RELATING TO:

Outdoor Special Event application for the Borchardt Annual Father's Day Car Show event, to be located at 6101 S. 27 St., June 19, 2022.

SUMMARY:

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

All various dept. review/approval has occurred.

<u>Event Date</u>		<u>Start Time</u>	<u>End Time</u>
Sunday, 6/19/22	Car Show	8:00 a.m.	4:00 p.m.

Set-up: Sunday, 6/19, 7:00am

Breakdown: Sunday, 6/19, 4:00pm

Car show held on Borchardt Speed Automotive's premises.

Recommendation: Approve the Outdoor Special Event application for the Borchardt Annual Father's Day Car Show event, to be located at 6101 S. 27 St., June 19, 2022 and all applicable licenses/permits.

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



Committee: Common Council, May 17, 2022 Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: May 17, 2022

RELATING TO:

Outdoor Special Event application for the Our Father Ev. Lutheran Church Class of 2023 Trip Fundraiser event, to be located at 6025 S. 27 St., June 19, 2022.

SUMMARY:

Application includes the following combination of licenses/permits: OSE, Temporary Class "B" Retailer's License (beer) and Temporary Operator's License.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Sunday, 6/19/22	9:00 a.m.	5:00 p.m.	5:00 p.m.

Set-up: Sunday, 6/19, 6:00am

Breakdown: Sunday, 6/19, 5:00pm

Applicant requesting to waive all fees.

Recommendation: Approve the Outdoor Special Event application for the Our Father Ev. Lutheran Church Class of 2023 Trip Fundraiser event, to be located at 6025 S. 27 St., June 19, 2022 and all applicable licenses/permits, and waive 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: May 17, 2022

RELATING TO:

Outdoor Special Event application for the House of Harley Summer Lovin' Bash event, to be located at 6221 W. Layton Ave., July 2, 2022.

SUMMARY:

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

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Saturday, July 2	10:00 a.m.	5:00 p.m.	6:00 p.m.

Set-up: Saturday, 7/2, 8:00 a.m.

Breakdown: Saturday, 7/2, 6:00 p.m.

Live music 11:00 a.m. – 5:00 p.m. Alcohol sales 11:00 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 Lovin' Bash event, to be located at 6221 W. Layton Ave., July 2, 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: May 17, 2022

RELATING TO:

Outdoor Special Event application for the House of Harley Pig Roast event, to be located at 6221 W. Layton Ave., July 16, 2022.

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>Beer Finish</u>	<u>End Time</u>
Saturday, July 16	10:00 a.m.	5:00 p.m.	6:00 p.m.

Set-up: Saturday July 16, 8:00 a.m.

Breakdown: Saturday July 16, 6:00 p.m.

Live music 11:00 a.m. – 5:00 p.m. Alcohol sales 11:00 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 Pig Roast event, to be located at 6221 W. Layton Ave., July 16, 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: May 17, 2022

RELATING TO:

Outdoor Special Event application for the House of Harley Food Truck Tour #2 event, to be located at 6221 W. Layton Ave., July 19, 2022.

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>Beer Finish</u>	<u>End Time</u>
Tuesday, July 19	5:00 p.m.	9:00 p.m.	9:00 p.m.

Set-up: Tuesday, 7/19, 3:00 p.m.

Breakdown: Tuesday, 7/19, 9:00 p.m.

Live music 5:00 p.m. – 8:00 p.m. Alcohol sales 3:00 p.m. – 9:00 p.m. Event held on House of Harley premises.

Recommendation: Approve the Outdoor Special Event application for the House of Harley Law Enforcement Ride event, to be located at 6221 W. Layton Ave., July 19, 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: May 17, 2022

RELATING TO:

Outdoor Special Event application for the House of Harley Andre Zamora Ride event, to be located at 6221 W. Layton Ave., July 30, 2022.

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>Beer Finish</u>	<u>End Time</u>
Saturday, July 30th	10:00 a.m.	5:00 p.m.	6:00 p.m.

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

Breakdown: Saturday, 7/30, 6:00 p.m.

Live music 11:00 a.m. – 5:00 p.m. Alcohol sales 11:00 a.m. – 5:00 p.m. Event held on House of Harley premises. Motorcycle ride leaves around 10:30 a.m. and returns around 1p.m.

Recommendation: Approve the Outdoor Special Event application for the House of Harley Andre Zamora Ride event, to be located at 6221 W. Layton Ave., July 30, 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: May 17, 2022

RELATING TO:

Outdoor Special Event application for the House of Harley Food Truck Tour #3 event, to be located at 6221 W. Layton Ave., August 16, 2022.

SUMMARY:

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

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Tuesday, August 16	5:00 p.m.	9:00 p.m.	9:00 p.m.

Set-up: Tuesday, 8/16, 3:00 p.m.

Breakdown: Tuesday, 8/16, 9:00 p.m.

Live music 5:00 p.m. – 8:00 p.m. Alcohol sales 3:00 p.m. – 9:00 p.m. Event held on House of Harley premises.

Recommendation: Approve the Outdoor Special Event application for the House of Harley Food Truck Tour #3 event, to be located at 6221 W. Layton Ave., August 16, 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: May 17, 2022

RELATING TO:

Outdoor Special Event application for the House of Harley Pale Horse Ride event, to be located at 6221 W. Layton Ave., August 20, 2022.

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>Beer Finish</u>	<u>End Time</u>
Saturday, August 20th	10:00 a.m.	5:00 p.m.	6:00 p.m.

Set-up: Saturday, 8/20, 8:00 a.m.

Breakdown: Saturday, 8/20, 6:00 p.m.

Live music 11:00 a.m. – 5:00 p.m. Alcohol sales 11:00 a.m. – 5:00 p.m. Event held on House of Harley premises. Motorcycle ride leaves around 10:30 a.m. and returns around 1p.m.

Recommendation: Approve the Outdoor Special Event application for the House of Harley Pale Horse Ride event, to be located at 6221 W. Layton Ave., August 20, 2022 and all applicable licenses/permits.

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



Finance and Human Resources Meeting

Item Number:

Introduced By: Public Works (Katz)

Date Introduced: May 11, 2022

RELATING TO:

Approve job descriptions for Non CDL-Laborer, Laborer and Operator.

SUMMARY:

The description for Non-CDL Laborer will require a valid Wisconsin Commercial Driver's License (CDL), with certifications B and C, with N endorsement within 12 months of employment. The City will pay for obtaining a (CDL) with the required endorsements.

The description for Laborer and Operator will require at time of employment a valid (CDL), with certifications B and C. They must obtain N endorsement within 12 months of employment. The City will pay for obtaining the required endorsement.

FINANCIAL:

RECOMMENDATION:

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



Non-CDL ~~LABORER~~ Laborer

Classification

Non-Exempt

Department/Division

Department of Neighborhood Services / Division of Public Works

Reports to

Superintendent of Public Works

Summary/Objective

The Laborer is a position which performs a variety of tasks necessary to maintain the City's public infrastructure, including streets and utilities. This is an entry level position.

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.

1. Snow
 - a. Remove snow and ice: shovel, snow blower, pick-up truck or 1 Ton truck w/ plow
 - b. Apply salt: by hand, walk behind spreader, 1-Ton truck
2. Landscaping
 - a. Grass maintenance: string trimmer, push mower, ride-on mower
 - b. Planting: grass, flowers, shrubs, trees
 - c. Forestry: pruning, tree removal: shear, hand saw, chain saw, chipper
 - d. Weed control: chemical sprayer, spreader
 - e. Leaf collection: hand tools, trailer vacuum
3. Streets
 - a. Sweep: hand broom
 - b. Asphalt patching and placement: hand tools
 - c. Concrete repair and placement: hand tools, compressor, jack hammer
 - d. Crack Sealing: hand tools, air compressor, tar kettle
4. Buildings
 - a. Cleaning: hand tools, cleaning chemicals
 - b. Minor maintenance: hand tools
5. Storm sewer and drainage
 - a. Pipe, inlet and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: assist as needed
 - c. Ditching: hand tools, truck
6. Sanitary sewer



- a. Pipe and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: assist as needed
 - c. Televising: assist as needed
7. Signs
 - a. Maintenance: assist as needed
8. Pavement markings
9. Street lights and traffic signals
 - a. Maintenance: assist as needed
10. Other
 - a. Load and unload materials: hand, winch, hoist, forklift
 - b. Transport materials: pick – up truck or 1 Ton truck w/ trailer
 - c. Traffic control: set up
 - d. Locating for Diggers Hotline: hand tools, line locator, computer
 - e. Complete documentation

Supervision and Responsibility

- Works under supervision of Superintendent, Working Foreman, project lead
- Frequently works independently on routine projects
- Occasionally assigned as project lead on routine projects

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Ability
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Basic Math Skills

Language and Reasoning Abilities

- Ability to be able to verbally communicate with other city employees, contractors and the public in a clear, effective, and respectful manner.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedures manuals.
- Ability to write routine reports.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems which involve several concrete variables in standardized situations.
- Ability to work in a safe manner and with others safety in mind.
- Ability to follow City policies and work rules.



Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Position Type and Expected Hours of Work

This is a full-time position, with normal hours of 7:00 am – 3:30 pm, Monday through Friday. However, you must have the ability to work nights, weekends, overtime and odd hours when required; such as while scheduled on-call and during other situations as they occur.

Travel

Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

High school diploma or General Education Degree (G.E.D.)

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

Must obtain a valid Wisconsin Commercial Driver's License (CDL), with certifications ~~A~~, B, and C, with N endorsement within 12 months of employment.

~~If employed, the City will provide cost and resources for~~ Upon completion of successful introductory period (12 months of employment) and obtaining valid required Commercial Driver's License (CDL), ~~the City will reimburse 50% up to \$2,000 of the cost for obtaining CDL. to include practical course work to obtain CDL permit, behind the wheel training hours and test to obtain CDL certification B and C. The City will reimburse 100% of the cost for obtaining an N endorsement.~~ Employee agrees to reimburse the City for any expense received within the two years prior to leaving the employ of the City. This reimbursement does not count against eligibility for normal Educational Reimbursement under the Non-Represented Employee Resolution.

General knowledge of various construction trades and crafts. The ability to attain CPR and first aid certification after employment with the city.

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.



While performing the duties of this job, the employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, use hands to handle, and talk or hear. The employee must occasionally lift and move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. During emergency periods, the employee may be expected to work long hours in adverse weather conditions.

Work Environment

The work environment characteristics described here 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 of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to vibration, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud. An inside office environment with little to moderate noise.

Equipment Used

Personal Protective Equipment (PPE), first aid equipment, calculator, copy machine and measuring devices. Hand tools, power tools, chain saws, shovels and brooms. Computer, tablet, laptop or other devices.

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.



Non-CDL Laborer

Classification

Non-Exempt

Department/Division

Department of Neighborhood Services / Division of Public Works

Reports to

Superintendent of Public Works

Summary/Objective

The Laborer is a position which performs a variety of tasks necessary to maintain the City's public infrastructure, including streets and utilities. This is an entry level position.

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.

1. Snow
 - a. Remove snow and ice: shovel, snow blower, pick-up truck or 1Ton truck w/ plow
 - b. Apply salt: by hand, walk behind spreader, 1-Ton truck
2. Landscaping
 - a. Grass maintenance: string trimmer, push mower, ride-on mower
 - b. Planting: grass, flowers, shrubs, trees
 - c. Forestry: pruning, tree removal: shear, hand saw, chain saw, chipper
 - d. Weed control: chemical sprayer, spreader
 - e. Leaf collection: hand tools, trailer vacuum
3. Streets
 - a. Sweep: hand broom
 - b. Asphalt patching and placement: hand tools
 - c. Concrete repair and placement: hand tools, compressor, jack hammer
 - d. Crack Sealing: hand tools, air compressor, tar kettle
4. Buildings
 - a. Cleaning: hand tools, cleaning chemicals
 - b. Minor maintenance: hand tools
5. Storm sewer and drainage
 - a. Pipe, inlet and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: assist as needed
 - c. Ditching: hand tools, truck
6. Sanitary sewer



- a. Pipe and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: assist as needed
 - c. Televising: assist as needed
7. Signs
 - a. Maintenance: assist as needed
8. Pavement markings
9. Street lights and traffic signals
 - a. Maintenance: assist as needed
10. Other
 - a. Load and unload materials: hand, winch, hoist, forklift
 - b. Transport materials: pick – up truck or 1 Ton truck w/ trailer
 - c. Traffic control: set up
 - d. Locating for Diggers Hotline: hand tools, line locator, computer
 - e. Complete documentation

Supervision and Responsibility

- Works under supervision of Superintendent, Working Foreman, project lead
- Frequently works independently on routine projects
- Occasionally assigned as project lead on routine projects

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Ability
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Basic Math Skills

Language and Reasoning Abilities

- Ability to be able to verbally communicate with other city employees, contractors and the public in a clear, effective, and respectful manner.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedures manuals.
- Ability to write routine reports.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems which involve several concrete variables in standardized situations.
- Ability to work in a safe manner and with others safety in mind.
- Ability to follow City policies and work rules.



Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Position Type and Expected Hours of Work

This is a full-time position, with normal hours of 7:00 am – 3:30 pm, Monday through Friday. However, you must have the ability to work nights, weekends, overtime and odd hours when required; such as while scheduled on-call and during other situations as they occur.

Travel

Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

High school diploma or General Education Degree (G.E.D.)

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

Must obtain a valid Wisconsin Commercial Driver's License (CDL), with certifications B and C, with N endorsement within 12 months of employment.

If employed, the City will provide cost and resources for obtaining valid required Commercial Driver's License (CDL), to include practical course work to obtain CDL permit, behind the wheel training hours and test to obtain CDL certification B and C. The City will reimburse 100% of the cost for obtaining an N endorsement. Employee agrees to reimburse the City for any expense received within the two years prior to leaving the employ of the City. This reimbursement does not count against eligibility for normal Educational Reimbursement under the Non-Represented Employee Resolution.

General knowledge of various construction trades and crafts. The ability to attain CPR and first aid certification after employment with the city.

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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, use hands to handle, and talk or hear. The employee must occasionally lift and



move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. During emergency periods, the employee may be expected to work long hours in adverse weather conditions.

Work Environment

The work environment characteristics described here 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 of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to vibration, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud. An inside office environment with little to moderate noise.

Equipment Used

Personal Protective Equipment (PPE), first aid equipment, calculator, copy machine and measuring devices. Hand tools, power tools, chain saws, shovels and brooms. Computer, tablet, laptop or other devices.

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.



LABORER

Classification

Non-Exempt

Department/Division

Department of Neighborhood Services / Division of Public Works

Reports to

Superintendent of Public Works

Summary/Objective

The Laborer is a position which performs a variety of tasks necessary to maintain the City's public infrastructure, including streets and utilities. This is an entry level position.

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.

1. Snow
 - a. Remove snow and ice: shovel, snow blower, single & tandem axle truck, plow
 - b. Apply salt: by hand, walk behind spreader, truck
2. Landscaping
 - a. Grass maintenance: string trimmer, push mower, ride-on mower
 - b. Planting: grass, flowers, shrubs, trees
 - c. Forestry: pruning, tree removal: shear, hand saw, chain saw, chipper
 - d. Weed control: chemical sprayer, spreader
 - e. Leaf collection: hand tools, trailer vacuum
3. Streets
 - a. Sweep: hand broom
 - b. Asphalt patching and placement: hand tools
 - c. Concrete repair and placement: hand tools, compressor, jack hammer
 - d. Crack Sealing: hand tools, air compressor, tar kettle
4. Buildings
 - a. Cleaning: hand tools, cleaning chemicals
 - b. Minor maintenance: hand tools
5. Storm sewer and drainage
 - a. Pipe, inlet and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: assist as needed
 - c. Ditching: hand tools, truck
6. Sanitary sewer
 - a. Pipe and manhole repair: hand tools, compressor, jack hammer



- b. Cleaning: assist as needed
 - c. Televising: assist as needed
- 7. Signs
 - a. Maintenance: assist as needed
- 8. Pavement markings
- 9. Street lights and traffic signals
 - a. Maintenance: assist as needed
- 10. Other
 - a. Load and unload materials: hand, winch, hoist, forklift, skidsteer
 - b. Transport materials: single & tandem axle trucks, trailer
 - c. Traffic control: set up
 - d. Locating for Diggers Hotline: hand tools, line locator, computer
 - e. Complete documentation

Supervision and Responsibility

- Works under supervision of Superintendent, Working Foreman, project lead
- Frequently works independently on routine projects
- Occasionally assigned as project lead on routine projects

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Ability
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Basic Math Skills

Language and Reasoning Abilities:

- Ability to be able to verbally communicate with other city employees, contractors and the public in a clear, effective, and respectful manner.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedures manuals.
- Ability to write routine reports.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems which involve several concrete variables in standardized situations.
- Ability to work in a safe manner and with others safety in mind.
- Ability to follow City policies and work rules.



Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Position Type and Expected Hours of Work

This is a full-time position, with normal hours of 7:00 am – 3:30 pm, Monday through Friday. However, you must have the ability to work nights, weekends, overtime and odd hours when required; such as while scheduled on-call and during other situations as they occur.

Travel

Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

High school diploma or General Education Degree (G.E.D.)

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:

Must possess a valid Wisconsin Commercial Driver's License (CDL), with certifications B and C upon employment.

Must obtain ~~a valid Wisconsin Commercial Driver's License (CDL), with certification A with N~~ endorsement within 12 months of employment.

~~Upon completion of successful introductory period (12 months of employment) and obtaining valid required Commercial Driver's License (CDL) with certification A with N endorsement, t~~The City will reimburse ~~5100% up to \$2,000~~ of the cost for obtaining ~~CDL with certification A with an~~ N endorsement. Employee agrees to reimburse the City for any expense received within the two years prior to leaving the employ of the City. This reimbursement does not count against eligibility for normal Educational Reimbursement under the Non-Represented Employee Resolution.

General knowledge of various construction trades and crafts. The ability to attain CPR and first aid certification after employment with the city.

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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, use hands to handle, and talk or hear. The employee must occasionally lift and move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision,



peripheral vision, depth perception and the ability to adjust focus. During emergency periods, the employee may be expected to work long hours in adverse weather conditions.

Work Environment:

The work environment characteristics described here 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 of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to vibration, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud. An inside office environment with little to moderate noise.

Equipment Used:

Personal Protective Equipment (PPE), first aid equipment, calculator, copy machine and measuring devices. Hand tools, power tools, chain saws, shovels and brooms. Computer, tablet, laptop or other devices.

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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Laborer

Classification

Non-Exempt

Department/Division

Department of Neighborhood Services / Division of Public Works

Reports to

Superintendent of Public Works

Summary/Objective

The Laborer is a position which performs a variety of tasks necessary to maintain the City's public infrastructure, including streets and utilities. This is an entry level position.

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.

1. Snow
 - a. Remove snow and ice: shovel, snow blower, single & tandem axle truck, plow
 - b. Apply salt: by hand, walk behind spreader, truck
2. Landscaping
 - a. Grass maintenance: string trimmer, push mower, ride-on mower
 - b. Planting: grass, flowers, shrubs, trees
 - c. Forestry: pruning, tree removal: shear, hand saw, chain saw, chipper
 - d. Weed control: chemical sprayer, spreader
 - e. Leaf collection: hand tools, trailer vacuum
3. Streets
 - a. Sweep: hand broom
 - b. Asphalt patching and placement: hand tools
 - c. Concrete repair and placement: hand tools, compressor, jack hammer
 - d. Crack Sealing: hand tools, air compressor, tar kettle
4. Buildings
 - a. Cleaning: hand tools, cleaning chemicals
 - b. Minor maintenance: hand tools
5. Storm sewer and drainage
 - a. Pipe, inlet and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: assist as needed
 - c. Ditching: hand tools, truck
6. Sanitary sewer
 - a. Pipe and manhole repair: hand tools, compressor, jack hammer



- b. Cleaning: assist as needed
 - c. Televising: assist as needed
- 7. Signs
 - a. Maintenance: assist as needed
- 8. Pavement markings
- 9. Street lights and traffic signals
 - a. Maintenance: assist as needed
- 10. Other
 - a. Load and unload materials: hand, winch, hoist, forklift, skidsteer
 - b. Transport materials: single & tandem axle trucks, trailer
 - c. Traffic control: set up
 - d. Locating for Diggers Hotline: hand tools, line locator, computer
 - e. Complete documentation

Supervision and Responsibility

- Works under supervision of Superintendent, Working Foreman, project lead
- Frequently works independently on routine projects
- Occasionally assigned as project lead on routine projects

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Ability
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Basic Math Skills

Language and Reasoning Abilities:

- Ability to be able to verbally communicate with other city employees, contractors and the public in a clear, effective, and respectful manner.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedures manuals.
- Ability to write routine reports.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems which involve several concrete variables in standardized situations.
- Ability to work in a safe manner and with others safety in mind.
- Ability to follow City policies and work rules.

**Mathematical Skills:**

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Position Type and Expected Hours of Work

This is a full-time position, with normal hours of 7:00 am – 3:30 pm, Monday through Friday. However, you must have the ability to work nights, weekends, overtime and odd hours when required; such as while scheduled on-call and during other situations as they occur.

Travel

Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

High school diploma or General Education Degree (G.E.D.)

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:

Must possess a valid Wisconsin Commercial Driver's License (CDL), with certifications B and C upon employment. Must obtain N endorsement within 12 months of employment.

The City will reimburse 100% of the cost for obtaining an N endorsement. Employee agrees to reimburse the City for any expense received within the two years prior to leaving the employ of the City. This reimbursement does not count against eligibility for normal Educational Reimbursement under the Non-Represented Employee Resolution.

General knowledge of various construction trades and crafts. The ability to attain CPR and first aid certification after employment with the city.

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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, use hands to handle, and talk or hear. The employee must occasionally lift and move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. During emergency periods, the employee may be expected to work long hours in adverse weather conditions.



Work Environment:

The work environment characteristics described here 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 of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to vibration, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud. An inside office environment with little to moderate noise.

Equipment Used:

Personal Protective Equipment (PPE), first aid equipment, calculator, copy machine and measuring devices. Hand tools, power tools, chain saws, shovels and brooms. Computer, tablet, laptop or other devices.

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.



OPERATOR

Classification

Non-Exempt

Department/Division

Department of Neighborhood Services / Division of Public Works

Reports to

Superintendent of Public Works

Summary/Objective

The Operator is a position which performs a variety of tasks necessary to maintain the City's public infrastructure, including streets and utilities. Prior experience and training in public works or construction is required.

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.

1. Snow
 - a. Remove snow and ice: shovel, snow blower, single & tandem axle truck, plow, Sidewalk tractor
 - b. Apply salt: by hand, walk behind spreader, truck, sidewalk tractor
2. Landscaping
 - a. Grass maintenance: string trimmer, push mower, ride-on mower, tractor
 - b. Planting: grass, flowers, shrubs, trees
 - c. Forestry: pruning, tree removal: shear, hand saw, chain saw, chipper
 - d. Weed control: chemical sprayer, spreader
 - e. Leaf collection: hand tools, trailer vacuum, sidewalk tractor
3. Streets
 - a. Sweep: hand broom, street sweeper
 - b. Asphalt patching and placement: hand tools
 - c. Concrete repair and placement: hand tools, compressor, jack hammer
 - d. Crack Sealing: hand tools, air compressor, tar kettle
 - e. Cleaning: sewer vacuum, sewer jet
4. Buildings
 - a. Cleaning: hand tools, cleaning chemicals
 - b. Minor maintenance: hand tools
5. Storm sewer and drainage
 - a. Pipe, inlet and manhole repair: hand tools, compressor, jack hammer, level



- b. Cleaning: assist as needed
 - c. Ditching: hand tools, truck
 - d. Cleaning: sewer vacuum, sewer jet
6. Sanitary sewer
 - a. Pipe and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: sewer vacuum, sewer jet
 - c. Televising: assist as needed
7. Signs
 - a. Maintenance: assist as needed
8. Pavement markings
 - a. Line striper
9. Street lights and traffic signals
 - a. Maintenance: assist as needed
10. Other
 - a. Load and unload materials: hand, winch, hoist, forklift, skid-steer, front-end loader
 - b. Transport materials: single & tandem axle trucks, trailer
 - c. Traffic control: set up
 - d. Locating for Diggers Hotline: hand tools, line locator, computer
 - e. Complete documentation

Supervision and Responsibility

- Works under supervision of Superintendent, Working Foreman, project lead
- Frequently works independently on complex projects
- Occasionally acts as project lead on complex projects

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Ability
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Basic Math Skills

Language and Reasoning Abilities:

- Ability to be able to verbally communicate with other city employees, contractors and the public in a clear, effective, and respectful manner.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedures manuals.



- Ability to write routine reports.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems which involve several concrete variables in standardized situations.
- Ability to work in a safe manner and with others safety in mind.
- Ability to follow City policies and work rules.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Position Type and Expected Hours of Work

This is a full-time position, with normal hours of 7:00 am – 3:30 pm, Monday through Friday. However, you must have the ability to work nights, weekends, overtime and odd hours when required; such as while scheduled on-call and during other situations as they occur.

Travel

Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

High school diploma or General Education Degree (G.E.D.). Three years of experience and training in public works or construction

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:

Must possess a valid Wisconsin Commercial Driver's License (CDL), with certifications B and C upon employment.

Must obtain ~~a valid Wisconsin Commercial Driver's License (CDL), with certification A with N~~ endorsement within 12 months of employment.

~~Upon completion of successful introductory period (12 months of employment) and obtaining valid required Commercial Driver's License (CDL) with certification A with N endorsement, the City will reimburse 1050% up to \$2,000 of the cost for obtaining CDL with certification A with N endorsement. Employee agrees to reimburse the City for any expense received within the two years prior to leaving the employ of the City. This reimbursement does not count against eligibility for normal Educational Reimbursement under the Non-Represented Employee Resolution.~~



General knowledge of various construction trades and crafts. The ability to attain CPR and first aid certification after employment with the city.

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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, use hands to handle, and talk or hear. The employee must occasionally lift and move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. During emergency periods, the employee may be expected to work long hours in adverse weather conditions.

Work Environment:

The work environment characteristics described here 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 of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to vibration, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud. An inside office environment with little to moderate noise.

Equipment Used:

Personal Protective Equipment (PPE), first aid equipment, calculator, copy machine and measuring devices. Hand tools, power tools, chain saws, shovels and brooms. Computer, tablet, laptop or other devices.

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.



Operator

Classification

Non-Exempt

Department/Division

Department of Neighborhood Services / Division of Public Works

Reports to

Superintendent of Public Works

Summary/Objective

The Operator is a position which performs a variety of tasks necessary to maintain the City's public infrastructure, including streets and utilities. Prior experience and training in public works or construction is required.

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.

1. Snow
 - a. Remove snow and ice: shovel, snow blower, single & tandem axle truck, plow, Sidewalk tractor
 - b. Apply salt: by hand, walk behind spreader, truck, sidewalk tractor
2. Landscaping
 - a. Grass maintenance: string trimmer, push mower, ride-on mower, tractor
 - b. Planting: grass, flowers, shrubs, trees
 - c. Forestry: pruning, tree removal: shear, hand saw, chain saw, chipper
 - d. Weed control: chemical sprayer, spreader
 - e. Leaf collection: hand tools, trailer vacuum, sidewalk tractor
3. Streets
 - a. Sweep: hand broom, street sweeper
 - b. Asphalt patching and placement: hand tools
 - c. Concrete repair and placement: hand tools, compressor, jack hammer
 - d. Crack Sealing: hand tools, air compressor, tar kettle
 - e. Cleaning: sewer vacuum, sewer jet
4. Buildings
 - a. Cleaning: hand tools, cleaning chemicals
 - b. Minor maintenance: hand tools
5. Storm sewer and drainage
 - a. Pipe, inlet and manhole repair: hand tools, compressor, jack hammer, level



- b. Cleaning: assist as needed
 - c. Ditching: hand tools, truck
 - d. Cleaning: sewer vacuum, sewer jet
- 6. Sanitary sewer
 - a. Pipe and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: sewer vacuum, sewer jet
 - c. Televising: assist as needed
- 7. Signs
 - a. Maintenance: assist as needed
- 8. Pavement markings
 - a. Line striper
- 9. Street lights and traffic signals
 - a. Maintenance: assist as needed
- 10. Other
 - a. Load and unload materials: hand, winch, hoist, forklift, skid-steer, front-end loader
 - b. Transport materials: single & tandem axle trucks, trailer
 - c. Traffic control: set up
 - d. Locating for Diggers Hotline: hand tools, line locator, computer
 - e. Complete documentation

Supervision and Responsibility

- Works under supervision of Superintendent, Working Foreman, project lead
- Frequently works independently on complex projects
- Occasionally acts as project lead on complex projects

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Ability
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Basic Math Skills

Language and Reasoning Abilities:

- Ability to be able to verbally communicate with other city employees, contractors and the public in a clear, effective, and respectful manner.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedures manuals.



- Ability to write routine reports.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems which involve several concrete variables in standardized situations.
- Ability to work in a safe manner and with others safety in mind.
- Ability to follow City policies and work rules.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Position Type and Expected Hours of Work

This is a full-time position, with normal hours of 7:00 am – 3:30 pm, Monday through Friday. However, you must have the ability to work nights, weekends, overtime and odd hours when required; such as while scheduled on-call and during other situations as they occur.

Travel

Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

High school diploma or General Education Degree (G.E.D.). Three years of experience and training in public works or construction

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:

Must possess a valid Wisconsin Commercial Driver's License (CDL), with certifications B and C upon employment.

Must obtain N endorsement within 12 months of employment.

The City will reimburse 100% of the cost for N endorsement. Employee agrees to reimburse the City for any expense received within the two years prior to leaving the employ of the City. This reimbursement does not count against eligibility for normal Educational Reimbursement under the Non-Represented Employee Resolution.

General knowledge of various construction trades and crafts. The ability to attain CPR and first aid certification after employment with the city.

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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, use hands to handle, and talk or hear. The employee must occasionally lift and move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. During emergency periods, the employee may be expected to work long hours in adverse weather conditions.

Work Environment:

The work environment characteristics described here 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 of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to vibration, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud. An inside office environment with little to moderate noise.

Equipment Used:

Personal Protective Equipment (PPE), first aid equipment, calculator, copy machine and measuring devices. Hand tools, power tools, chain saws, shovels and brooms. Computer, tablet, laptop or other devices.

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.



Finance and Human Resources Meeting

Item Number:

Introduced By: Public Works (Katz)

Date Introduced: May 11, 2022

RELATING TO:

Approve hourly wages for the positions of Laborer and Senior Operator.

SUMMARY:

Current wages for Operator has five steps increasing by 3.5% per step. Operator wages will remain the same.

Senior Operator wages will be adjusted to be in 3.5% increments above Operator wages. That will result in a uniform progression as employees advance from Operator to Senior Operator.

Laborer wages will be adjusted to be in 3.5% increments below Operator wages. That will result in a uniform progression as employees advance from the Laborer to Operator.

The number of steps for Laborer will be reduced from five to three. The reason for that change is it will result in a higher starting wage for Laborers. The higher starting wage will help with recruitment, which has been difficult in the current job market.

FINANCIAL:

RECOMMENDATION:

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

2022 Approved									
Position	Start	Year 1	Year 2	Year 3	Year 4	Max YR	Positions	Total	Notes
Laborer	\$ 20.55	\$ 21.27	\$ 22.02	\$ 22.78	\$ 23.58	\$ 49,046.40	6	\$ 294,278.40	2 vacant
Operator	\$ 25.29	\$ 26.14	\$ 27.07	\$ 28.03	\$ 29.02	\$ 60,361.60	6	\$ 362,169.60	2 vacant
Senior Operator	\$ 29.77	\$ 30.81	\$ 31.90	33..01	\$ 34.17	\$ 71,073.60	8	\$ 568,588.80	
							20	\$ 1,225,036.80	Max if all at top step
									Actual wages less
2022 Revised									
Position	Start	Year 1	Year 2	Year 3	Year 4	Max YR	Positions	Total	
Laborer	\$ 22.80	\$ 23.60	\$ 24.43			\$ 50,814.40	4	\$ 203,257.60	
Operator	\$ 25.29	\$ 26.14	\$ 27.07	\$ 28.03	\$ 29.02	\$ 60,361.60	8	\$ 482,892.80	No change to hourly rate
Senior Operator	\$ 30.04	\$ 31.09	\$ 32.17	\$ 33.30	\$ 34.47	\$ 71,690.65	8	\$ 573,525.17	
							20	\$ 1,259,675.57	
								\$ 34,638.77	Increase if all at top step
							FICA	\$ 2,649.87	Actual wages less
							Pension	\$ 2,251.52	
							Total:	\$ 39,540.15	



Finance and Human Resources Meeting

Item Number:

Introduced By: Public Works (Katz)

Date Introduced: May 11, 2022

RELATING TO:

Approve revised organizational chart for the Department of Neighborhood Services.

SUMMARY:

Number of Laborers would be decreased from 6 to 4.

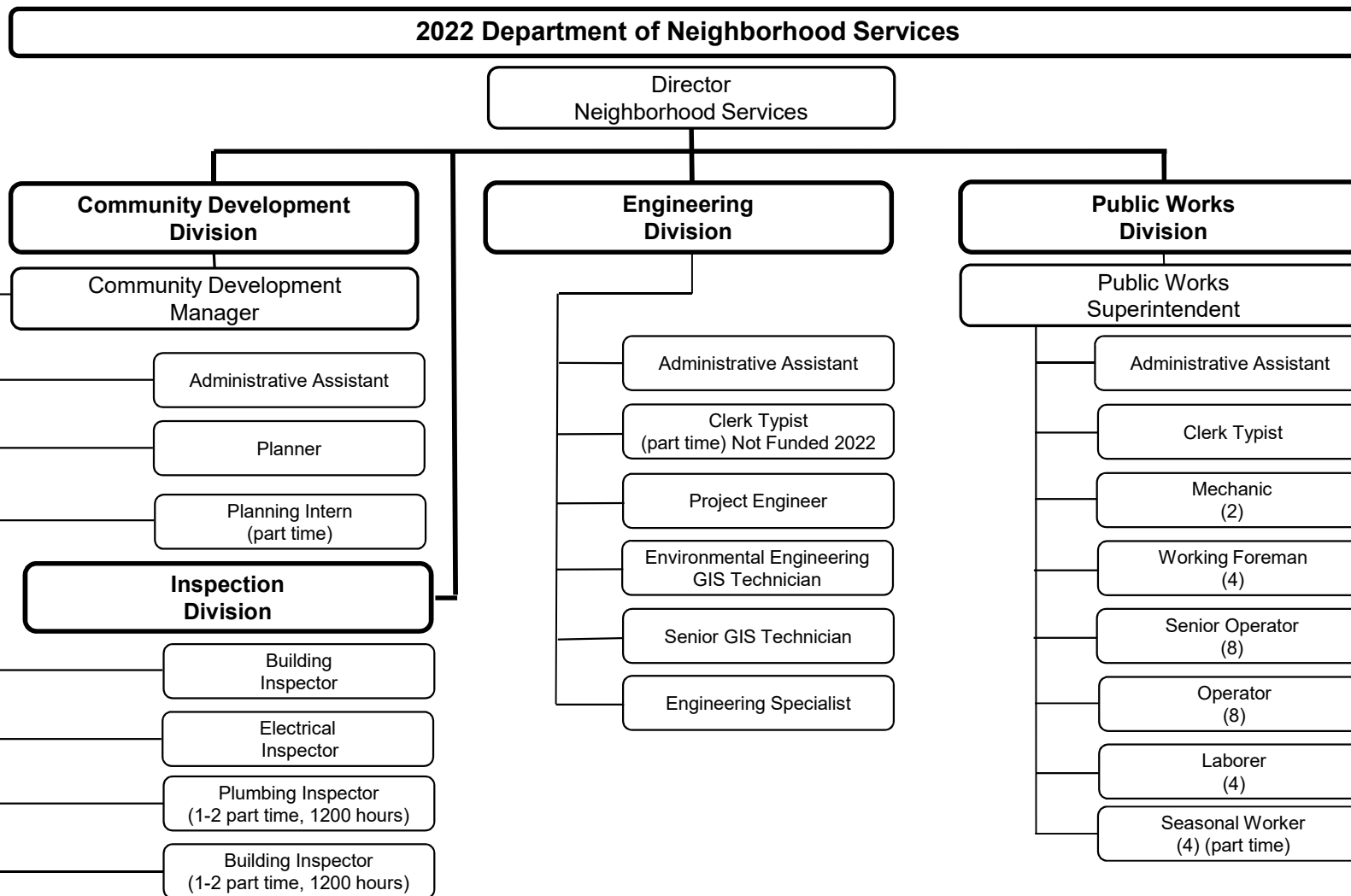
Number of Operators would be increased from 6 to 8.

Public works needs more of its employees to be able to operate heavy equipment.

FINANCIAL:

RECOMMENDATION:

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





Committee: Human Resources

Item Number: A10 (2022-758)

Introduced By: Ray Radakovich

Date Introduced: May 11, 2022

RELATING TO:

Job Description Update – Police Sergeant (Police Department)

SUMMARY:

We are seeking an approval from the HR committee for a job description update for the position of Police Sergeant in the Police Department. Some of the updated material will include, but not be limited to:

- Equipment utilization
- Residency restriction
- Position educational qualifications
- Addition of AAP/EEO Statement

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



City of Greenfield Job Description Police Sergeant

Job Title: Police Sergeant
Classification
Exempt (Eligible for Overtime)

Reports to:
Police Lieutenant
Captain

SUMMARY Summary/Objective

The Police Sergeant is a Supervisory Staff position that is responsible for the first-line supervision of police patrol officers, dispatch services, clerical personnel, and other assigned staff on one of the department operational shifts as assigned by the Chief of Police. The Police Sergeant will provide a variety of public safety and administrative work in the performance of police patrol, investigation, traffic regulation, supervision of adult and juvenile criminal investigations and related law enforcement activities. The Police Sergeant will act as shift commander in the absence of a higher ranking officer.

The police sergeant is responsible for discipline, control, supervision, and evaluation of assigned personnel and serves as the shift commander in the absence of a higher ranking officer.

Essential Functions **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

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, which include the following. Other duties may be assigned.

Serving as a supervisor under the direction of the Shift Commander which includes but is not limited to the following:

- Completing shift duty rosters, assigning officers and other staff to daily and special assignments and maintaining adequate staffing levels during the shift.
- Conducting preliminary investigations into minor personnel complaints, imposing minor discipline of those supervised.
- Authorizing overtime, vacation time and compensatory time for subordinates, making the appropriate entries on the duty schedule and submitting appropriate requests to command staff for review and final approval.
- Reviewing and approving all reports submitted by subordinate personnel to assure that they are accurate, complete and meet department standards.
- Mentoring and coaching assigned personnel through evaluations, employee development plans, and/or other leadership techniques.



- Communicating critical incidents, uses of force, pursuits, and other similar incidents up the chain of command.
 - Directly supervising and overseeing subordinate manpower at major criminal and accident investigations and other daily incidents that require multiple officers with immediate coordination of departmental staff and assuming responsibility for investigation in absence of a higher ranking supervisor.
 - Supervising municipal detention facility and providing for inmate care and safety.
 - Serving as the Shift Commander overseeing all departmental functions in the absence of the higher ranking officer.
 - Performing, as needed, the duties described in the police officer job description and enforcing state laws and local ordinances.
 - Assessing and communicating the needs of the shift/division to the captain.
 - Leads by listening, seeking input from personnel, maintaining an open mind and holding personnel accountable to department standards.
 - Recommending policy and procedure updates through chain-of-command.
- 1) Serving as a supervisor under the direction of the Shift Commander which includes but is not limited to the following:

Completing shift duty rosters, assigning officers and other staff to daily and special assignments and maintaining adequate staffing levels during the shift.

Imposing minor discipline of those supervised.

Authorizing overtime, vacation time and compensatory time for subordinates, making the appropriate entries on time cards and the duty schedule and submitting such request to command staff for review and final approval.

Reviewing and approving all reports submitted by subordinate personnel to assure that they are accurate, complete and meet department standards.

Evaluating subordinate's job performance and submitting evaluations to the appropriate supervisor.

Maintaining communication between subordinates and administration.

2) Directly supervising and overseeing subordinate manpower at major criminal and accident investigations and other daily incidents that require multiple officers with immediate coordination of departmental staff and assuming responsibility for investigation in absence of a higher ranking supervisor

3) Supervising municipal detention facility and providing for inmate care and safety.

4) Serving as the Shift Commander overseeing all departmental functions in the absence of the higher ranking officer



- 5) Performing as needed the duties described in the police officer job description and enforcing state laws and local ordinances.

SUPERVISORY RESPONSIBILITIES This position provides direct supervision of Police Officers, Clerical Staff, Emergency Service Dispatchers, Explorers, Interns, Crossing Guards and Auxiliary Police Officers under its command. The number and type of subordinates varies.

Language Skills

Ability to read and correctly interpret documents such as safety rules, departmental rules, state statutes and municipal ordinances, court operating procedures and court documents, operating and maintenance instructions, and procedure manuals. Ability to write reports clearly and effectively and prepare necessary correspondence. Ability to speak effectively to citizens, fellow workers, and superiors.

Mathematical Skills

Ability to understand basic mathematical concepts and procedures, and apply to job situations which include but are not limited to the measurement of distance and weights, the calculation of fines, and other job related situations.

Reasoning Ability

Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form. Ability to assess situations and apply sophisticated investigative techniques.

Position Type and Expected Hours of Work

This is a full-time position. A Sergeant is assigned to a rotating shift, working a four days on, two days off schedule. The shift may be days, early or late. Must have the ability to work extended hours and/or report to work outside of assigned hours as needed.

Supervisory Responsibilities

This position provides direct supervision of Police Officers, Clerical Staff, Emergency Service Dispatchers, Community Service Officers, Interns, and Auxiliary Police Officers under its command. The number and type of subordinates varies.

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

EDUCATION and/or EXPERIENCE Education and Experience

A minimum of five consecutive years of full-time service in the Greenfield Police Department or, in exceptional circumstances, five years experience in law enforcement in a sworn position with a recognized police department equivalent to or larger than the City of Greenfield.



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.

~~Associate degree or 50 credits towards Bachelor's Degree in Police Science, Criminal Justice, Personnel Management or related fields plus a minimum of five consecutive years of full-time service in the Greenfield Police Department or, in exceptional circumstances, five years experience in law enforcement in a sworn position with a recognized police department equivalent to or larger than the City of Greenfield.~~

~~OR~~

~~A minimum of seven consecutive years of full-time service in the Greenfield Police Department in law enforcement in a sworn position.~~

LANGUAGE SKILLS

~~Ability to read and correctly interpret documents such as safety rules, departmental rules, state statutes and municipal ordinances, court operating procedures and court documents, operating and maintenance instructions, and procedure manuals. Ability to write reports clearly and effectively and prepare necessary correspondence. Ability to speak effectively to citizens, fellow workers, and superiors.~~

MATHEMATICAL SKILLS

~~Ability to understand basic mathematical concepts and procedures, and apply to job situations which include but are not limited to the measurement of distance and weights, the calculation of fines, and other job-related situations.~~

REASONING ABILITY

~~Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form. Ability to assess situations and apply sophisticated investigative techniques.~~

Certificates, Licenses, Registrations

~~**CERTIFICATES, LICENSES, REGISTRATIONS**~~ Law enforcement certification from the State of Wisconsin Standards Board. Possession and maintenance of ~~Valid~~ Wisconsin driver's license.

Computer Skills

To perform this job successfully, an individual should have knowledge in the routine use of Microsoft Word and department software programs and have the ability to work with various computer hardware and other computer related equipment.

OTHER QUALIFICATIONS ~~Other Qualifications~~

~~Demonstration of effective interpersonal skills in dealing with the public and peers. Proficiency on the operation of firearms as measured by departmental standards. Proficiency in conducting interviews and interrogations. No federal felony conviction or conviction of any other offense which if committed in Wisconsin could be punished as a felony unless granted a complete and unconditional pardon. Any other~~



conviction which would disqualify employee from possessing a firearm. Ability to work independently with little supervision.



PHYSICAL DEMANDS-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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl while wearing standard police equipment. Ability to talk and hear. The employee is occasionally required to move quickly over short distances, grapple, climb, balance, and bend/twist. The employee is occasionally required to use hands to finger, handle, or feel. Also requires repetitive motion of the wrists, hands, and/or fingers to grasp, feel, and type. The employee must occasionally lift and/or move more than 100 pounds and exert enough force to control resisting suspects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee must be free of any medical or emotional condition that would adversely impact performance of duties.

~~While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl while wearing standard police equipment. Ability to talk and hear. The employee is occasionally required to move quickly over short distances, grapple, climb, balance, and bend/twist. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move more than 100 pounds and exert enough force to control resisting suspects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee must be free of any medical or emotional condition that would adversely impact performance of duties.~~

WORK ENVIRONMENT-Work Environment

The work environment characteristics described here 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 the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to risk of electrical shock and vibration, hazardous conditions involved in pursuit of suspects which may result in physical injury. The noise level in the work environment is usually moderate but there is periodic exposure to loud noises from sirens and weapons.

EQUIPMENT USED-Equipment Used:

Computer terminal, calculator, dictation equipment, copy/fax machine, mobile data terminal, telephone and two way radio. Car or van. Firearms and other weapons as required, explosives, handcuffs, baton, camera, flashlight, oleoresin capicum spray, body worn camera, first aid equipment, and radar equipment.



Typewriter, calculator, dictation equipment, copy machine, computer terminal, mobile data terminal, telephone and two-way radio. Car or van. Firearms, explosives, handcuffs, baton, camera, flashlight, and radar equipment.

COLLECTIVE BARGAINING AGREEMENT: Police Supervisors Association.

Commented [JF1]: The sergeants are non-represented

MEDICAL Pre-Employment Requirements

Applicants may be required to submit to a medical examination pre-employment physical, drug screen and psychological screening prior to appointment, consistent with the requirements of the position, which includes a psychological screening prior to appointment, consistent with requirements of the position. All applicants will be fingerprinted and a record check made of local, state or federal authorities. In addition a comprehensive background investigation will be conducted. A conviction is not an automatic bar to employment.

RESIDENCY: Residency is required within one (1) year after completion of a one twelve (12) month probationary period, which would be a fifteen (15) mile radius of the City from South 76 Street and West Layton Avenue. This provision does not apply to those employed by the City of Greenfield prior to December 6, 1977.

SALARY AND BENEFIT Salary and Benefits

Wages and benefits are determined by the current union contract in effect current Non-Represented Sergeant 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.

BACKGROUND: All applicants will be fingerprinted and a record check made of local, state or federal authorities. In addition a comprehensive background investigation will be conducted. A conviction is not an automatic bar to employment.

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.

CC Approved: 5/6/97

Revised 5/2022

Page 7 of 7



Police Sergeant

Classification

Exempt (Eligible for Overtime)

Reports to

Police Captain

Summary/Objective

The Police Sergeant is a Supervisory Staff position that is responsible for the first-line supervision of police patrol officers, dispatch services, clerical personnel, and other assigned staff on one of the department operational shifts as assigned by the Chief of Police. The Police Sergeant will provide a variety of public safety and administrative work in the performance of police patrol, investigation, traffic regulation, supervision of adult and juvenile criminal investigations and related law enforcement activities. The Police Sergeant will act as shift commander in the absence of a higher ranking officer.

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, which include the following. Other duties may be assigned.

Serving as a supervisor under the direction of the Shift Commander which includes but is not limited to the following:

- Completing shift duty rosters, assigning officers and other staff to daily and special assignments and maintaining adequate staffing levels during the shift.
- Conducting preliminary investigations into minor personnel complaints, imposing minor discipline of those supervised.
- Authorizing overtime, vacation time and compensatory time for subordinates, making the appropriate entries on the duty schedule and submitting appropriate requests to command staff for review and final approval.
- Reviewing and approving all reports submitted by subordinate personnel to assure that they are accurate, complete and meet department standards.
- Mentoring and coaching assigned personnel through evaluations, employee development plans, and/or other leadership techniques.
- Communicating critical incidents, uses of force, pursuits, and other similar incidents up the chain of command.
- Directly supervising and overseeing subordinate manpower at major criminal and accident investigations and other daily incidents that require multiple officers with immediate coordination of departmental staff and assuming responsibility for investigation in absence of a higher ranking supervisor.



- Supervising municipal detention facility and providing for inmate care and safety.
- Serving as the Shift Commander overseeing all departmental functions in the absence of the higher ranking officer.
- Performing, as needed, the duties described in the police officer job description and enforcing state laws and local ordinances.
- Assessing and communicating the needs of the shift/division to the captain.
- Leads by listening, seeking input from personnel, maintaining an open mind and holding personnel accountable to department standards.
- Recommending policy and procedure updates through chain-of-command.

Language Skills

Ability to read and correctly interpret documents such as safety rules, departmental rules, state statutes and municipal ordinances, court operating procedures and court documents, operating and maintenance instructions, and procedure manuals. Ability to write reports clearly and effectively and prepare necessary correspondence. Ability to speak effectively to citizens, fellow workers, and superiors.

Mathematical Skills

Ability to understand basic mathematical concepts and procedures, and apply to job situations which include but are not limited to the measurement of distance and weights, the calculation of fines, and other job related situations.

Reasoning Ability

Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form. Ability to assess situations and apply sophisticated investigative techniques.

Position Type and Expected Hours of Work

This is a full-time position. A Sergeant is assigned to a rotating shift, working a four days on, two days off schedule. The shift may be days, early or late. Must have the ability to work extended hours and/or report to work outside of assigned hours as needed.

Supervisory Responsibilities

This position provides direct supervision of Police Officers, Clerical Staff, Emergency Service Dispatchers, Community Service Officers, Interns, and Auxiliary Police Officers under its command. The number and type of subordinates varies.

Education and Experience

A minimum of five consecutive years of full-time service in the Greenfield Police Department or, in exceptional circumstances, five years experience in law enforcement in a sworn position with a recognized police department equivalent to or larger than the City of Greenfield.



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.

Certificates, Licenses, Registrations

Law enforcement certification from the State of Wisconsin Standards Board. Possession and maintenance of Wisconsin driver's license.

Computer Skills

To perform this job successfully, an individual should have knowledge in the routine use of Microsoft Word and department software programs and have the ability to work with various computer hardware and other computer related equipment.

Other Qualifications

Demonstration of effective interpersonal skills in dealing with the public and peers. Proficiency on the operation of firearms as measured by departmental standards. Proficiency in conducting interviews and interrogations. No federal felony conviction or conviction of any other offense which if committed in Wisconsin could be punished as a felony unless granted a complete and unconditional pardon. Any other conviction which would disqualify employee from possessing a firearm. Ability to work independently with little supervision.

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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl while wearing standard police equipment. Ability to talk and hear. The employee is occasionally required to move quickly over short distances, grapple, climb, balance, and bend/twist. The employee is occasionally required to use hands to finger, handle, or feel. Also requires repetitive motion of the wrists, hands, and/or fingers to grasp, feel, and type. The employee must occasionally lift and/or move more than 100 pounds and exert enough force to control resisting suspects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee must be free of any medical or emotional condition that would adversely impact performance of duties.

Work Environment

The work environment characteristics described here 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 the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to risk of electrical shock and vibration, hazardous conditions



involved in pursuit of suspects which may result in physical injury. The noise level in the work environment is usually moderate but there is periodic exposure to loud noises from sirens and weapons.

Equipment Used

Computer terminal, calculator, dictation equipment, copy/fax machine, mobile data terminal, telephone and two way radio. Car or van. Firearms and other weapons as required, explosives, handcuffs, baton, camera, flashlight, oleoresin capicum spray, body worn camera, first aid equipment, and radar equipment.

Pre-Employment Requirements

Applicants may be required to submit to a pre-employment physical, drug screen and psychological screening prior to appointment, consistent with the requirements of the position. All applicants will be fingerprinted and a record check made of local, state or federal authorities. In addition a comprehensive background investigation will be conducted. A conviction is not an automatic bar to employment.

Salary and Benefits

Wages and benefits are determined by the current Non-Represented Sergeant 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.



Committee: Human Resources

Item Number: A11 (2022-759)

Introduced By: Ray Radakovich

Date Introduced: May 11, 2022

RELATING TO:

Job Description Update – Community Service Officer (Police Department)

SUMMARY:

We are seeking an approval from the HR committee for a job description update for the position of Police Community Service Officer in the Police Department. Some of the updated material will include, but not be limited to:

- Equipment utilization
- Collective bargaining removal
- Position educational / experience qualifications
- Addition of AAP/EEO Statement

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



CITY OF GREENFIELD
JOB DESCRIPTION

COMMUNITY SERVICE OFFICER (Part Time) Community Service Officer, Part-Time

Classification

Non-Exempt

Reports to

Police Sergeant

Summary/Objective

PURPOSE OF POSITION:

The position of Community Service Officer is a civilian, non-sworn, part-time employee of the Greenfield Police Department. As such the Community Service Officer will enhance the services provided by the Greenfield Police Department to allow Sworn-personnel the ability to better serve and perform their duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES. OTHER DUTIES MAY BE ASSIGNED. 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, which include the following. Other duties may be assigned.

- Traffic control
- Assisting motorists
- Parking enforcement
- Investigate animal complaints
- Respond to other service calls as required
- Assist support staff
- Any other duties as assigned.

Language Skills

- Ability to communicate in both verbal and written formats to include speaking effectively with citizens, fellow employees, and superiors.



- Ability to read and understand official documents, ordinances, state statutes, and safety rules.

Mathematical Skills

- Ability to understand and perform basic mathematical concepts in order to apply them to the duties of calculating fines and other job related situations.

Reasoning Ability

- Ability to problem solve in a variety of situations.
- Ability To be able to understand and interpret instructions provided in oral or in written form.

Position Type and Expected Hours of Work

This is a part-time, non-benefited position. A CSO is assigned hours based on the requirements of the department. The shift may be days, early or late. Must be able to work weekends and holidays if needed.

Education and Experience

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

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

~~Education and Experience~~

A

- ~~Requires a~~ high school diploma or equivalent.
 - ~~Current enrollment at an accredited technical school, college, or university with an emphasis in police science or law enforcement related studies.~~
- Eligibility will continue up to one year after graduation.

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.

• ~~_____~~

~~Language Skills~~



- ~~Ability to communicate in both verbal and written formats to include speaking effectively with citizens, fellow employees, and superiors.~~
- ~~Ability to read and understand official documents, ordinances, state statutes, and safety rules.~~

~~Mathematical Skills~~

- ~~Ability to understand and perform basic mathematical concepts in order to apply them to the duties of calculating fines and other job related situations.~~

~~Reasoning Ability~~

- ~~Ability to problem solve in a variety of situations. To be able to understand and interpret instructions provided in oral or in written form.~~

Qualifications

Ability to effectively work with others toward the goals and mission of the Greenfield Police Department. No felony conviction or conviction of any other offense which if committed in Wisconsin could be punished as a felony unless granted a complete and unconditional pardon. No misdemeanor conviction which is substantially related to the position.

Certificates, Licenses, Registrations

Possession and maintenance of

- ~~Valid Wisconsin driver's license.~~

~~Other Qualifications~~

- ~~Ability to effectively work with others toward the goals and mission of the Greenfield Police Department. No felony conviction.~~
- ~~No misdemeanor conviction related to domestic violence and/or related to integrity such as but not limited to obstructing an officer.~~

Physical Demands

The physical demands described here are representative of those that must be met and maintained by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While engaging the duties of this job employees will frequently be required to stand, walk, sit, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, while wearing the required Community Service Officer Uniform and equipment. The ability to balance,



bend and twist, talk, hear, to see, lift over 30 pounds of weight, and be free of emotional or medical condition that would adversely impact the performance of duties.

WORK ENVIRONMENT~~Work Environment~~

The following provides a general description of the type of work environment a Community Service Officer can expect to encounter in the performance of their duties. Reasonable accommodations ~~-~~may be made to enable individuals with disabilities to perform essential functions.

Community Service Officers will be expected to work in varying outside weather and seasonal conditions along with the other variables of the outside environment.

EQUIPMENT USED~~Equipment Used~~

Community Service Officers will be expected to use the equipment provided by the police department to include computers and computer software, telephone, portable/mobile radio, various types of vehicles. It is expected that employees are able to adapt to changes in equipment as technology advances. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

COLLECTIVE BARGAINING AGREEMENT

~~Union position (WPPA/clerical)~~

MEDICAL~~Pre-Employment Requirements~~

Applicants may be required to submit to a ~~medical examination~~pre-employment physical and drug screen ~~which could include psychological screening and drug screening~~ prior to appointment.

All applicants will be fingerprinted and a record check made of local, state or federal authorities. In addition a comprehensive background investigation will be conducted. A conviction is not an automatic bar to employment.

RESIDENCY

~~Residency is determined by the existing union contract.~~

SALARY AND BENEFITS~~Salary and Benefits~~



Wages and benefits are determined by the ~~current union contract in effect~~existing Non-Represented Employee 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.

BACKGROUND

~~Applicants are subjected to a background investigation, fingerprinted, and record checks through local, state, and federal agencies. A felony conviction is an automatic bar to employment.~~

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.

~~CC approved: 10/18/11~~



Community Service Officer, Part-Time

Classification

Non-Exempt

Reports to

Police Sergeant

Summary/Objective

The position of Community Service Officer is a civilian, non-sworn, part-time employee of the Greenfield Police Department. As such the Community Service Officer will enhance the services provided by the Greenfield Police Department to allow Sworn-personnel the ability to better serve and perform their duties.

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, which include the following. Other duties may be assigned.

- Traffic control
- Assisting motorists
- Parking enforcement
- Investigate animal complaints
- Respond to other service calls as required
- Assist support staff
- Any other duties as assigned.

Language Skills

- Ability to communicate in both verbal and written formats to include speaking effectively with citizens, fellow employees, and superiors.
- Ability to read and understand official documents, ordinances, state statutes, and safety rules.

Mathematical Skills

- Ability to understand and perform basic mathematical concepts in order to apply them to the duties of calculating fines and other job related situations.



Reasoning Ability

- Ability to problem solve in a variety of situations.
- Ability to understand and interpret instructions provided in oral or in written form.

Position Type and Expected Hours of Work

This is a part-time, non-benefited position. A CSO is assigned hours based on the requirements of the department. The shift may be days, early or late. Must be able to work weekends and holidays if needed.

Education and Experience

A high school diploma or equivalent. Current enrollment at an accredited technical school, college, or university with an emphasis in police science or law enforcement related studies. Eligibility will continue up to one year after graduation.

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.

Qualifications

Ability to effectively work with others toward the goals and mission of the Greenfield Police Department. No felony conviction or conviction of any other offense which if committed in Wisconsin could be punished as a felony unless granted a complete and unconditional pardon. No misdemeanor conviction which is substantially related to the position.

Certificates, Licenses, Registrations

Possession and maintenance of Wisconsin driver's license.

Physical Demands

The physical demands described here are representative of those that must be met and maintained by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While engaging the duties of this job employees will frequently be required to stand, walk, sit, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, while wearing the required Community Service Officer Uniform and equipment. The ability to balance, bend and twist, talk, hear, to see, lift over 30 pounds of weight, and be free of emotional or medical condition that would adversely impact the performance of duties.

Work Environment

The following provides a general description of the type of work environment a Community Service Officer can expect to encounter in the performance of their duties. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



Community Service Officers will be expected to work in varying outside weather and seasonal conditions along with the other variables of the outside environment.

Equipment Used

Community Service Officers will be expected to use the equipment provided by the police department to include computers and computer software, telephone, portable/mobile radio, various types of vehicles. It is expected that employees are able to adapt to changes in equipment as technology advances. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Pre-Employment Requirements

Applicants may be required to submit to a pre-employment physical and drug screen prior to appointment.

All applicants will be fingerprinted and a record check made of local, state or federal authorities. In addition a comprehensive background investigation will be conducted. A conviction is not an automatic bar to employment.

Salary and Benefits

Wages and benefits are determined by the existing Non-Represented Employee 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.



Committee: Finance

Item Number:

Introduced By: Paula Schafer

Date Introduced: May 11, 2022

RELATING TO:

Discussion and decision to accept the closing audit for TID #3 27th Street and TID #5 Loomis Crossing and authorize distribution of excess funds from TID #3 to the overlaying districts.

SUMMARY:

On April 7, 2021 the city closed TID #3 27th Street and TID #5 Loomis Crossing. An audit was completed as of January 31, 2022 due to the closing of the TID's. The two reports are attached.

The closing of TID 3 resulted in an excess balance of \$394,800 to be distributed to the overlaying districts. Details of the amounts going to each district is shown on page 9 of the audit report.

The closing of TID 5 resulted in a deficit of \$76,558 which was absorbed by the city.

Recommend accepting the closing audit for TID's 3 and 5 and authorizing the distribution of excess funds to the overlaying districts.

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

City of Greenfield Tax Incremental District No. 3

Financial Statements and
Supplementary Information

January 31, 2022 and From the Date of Creation Through
January 31, 2022

City of Greenfield Tax Incremental District No. 3

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Independent Auditors' Report

To the City Council of
City of Greenfield

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying Balance Sheet, Historical Summary of Project Costs, Project Revenues and Net Cost to be Recovered Through Tax Increments and Historical Summary of Sources, Uses and Status of Funds of the City of Greenfield's Tax Incremental District No. 3 (District) as of January 31, 2022 and from the date of creation through January 31, 2022 and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of District and the net project costs to be recovered through tax increments as of January 31, 2022 and the sources, uses and status of funds from the date of creation through January 31, 2022, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the transactions of the City of Greenfield's Tax Incremental District No. 3 and do not purport to and do not, present fairly the financial position of the City of Greenfield, Wisconsin, as of January 31, 2022 and the changes in financial position, or, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Management has omitted the management discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic or historical context. Our opinion on the financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Greenfield's Tax Incremental District No. 3's financial statements. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects, in relation to the financial statements as a whole.

Report on Other Legal and Regulatory Requirements

We have also issued our report dated March 22, 2022 on our tests of its compliance with Wisconsin State Statutes Section 66.1105. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Baker Tilly US, LLP

Milwaukee, Wisconsin
March 22, 2022

City of Greenfield Tax Incremental District No. 3

Balance Sheet
January 31, 2022

	Special Revenue Fund
Assets	
Cash and investments	\$ 404,800
Total assets	<u>\$ 404,800</u>
Liabilities and Fund Balance	
Liabilities	
Accounts payable	\$ 10,000
Due to the City	153,798
Due to overlaying districts	<u>241,002</u>
Total liabilities	<u>404,800</u>
Fund Balance	
Restricted	<u>-</u>
Total fund balance	<u>-</u>
Total liabilities and fund balance	<u>\$ 404,800</u>

See notes to financial statements

City of Greenfield Tax Incremental District No. 3

Historical Summary of Project Costs, Project Revenues
and Net Cost to be Recovered Through Tax Increments
From the Date of Creation Through January 31, 2022

Project Costs

Capital expenditures	\$ 204,738
Administration (in-house)	1,355
Professional services, planning, engineering, other	<u>97,854</u>

Total project costs	<u>303,947</u>
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Project Revenues

Tax increments	455,071
Exempt computer aid	155,354
Transfer from other funds	8,709
Investment income	5,878
Sale of property	<u>73,735</u>

Total project revenues	<u>698,747</u>
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Net cost to be recovered through tax increments, January 31, 2022	(394,800)
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Refund Payable to Overlying Districts and City	<u>394,800</u>
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Balance	<u>\$ -</u>
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City of Greenfield Tax Incremental District No. 3

Historical Summary of Sources, Uses and Status of Funds

From the Date of Creation Through January 31, 2022

Sources of Funds

Tax increments	\$ 455,071
Exempt computer aid	155,354
Transfers from other funds	8,709
Investment income	5,878
Sale of property	<u>73,735</u>
Total sources of funds	<u>698,747</u>

Uses of Funds

Capital expenditures	204,738
Administration (in-house)	1,355
Professional services, planning, engineering, other	<u>97,854</u>
Total uses of funds	<u>303,947</u>

Fund balance, January 31, 2022	<u>394,800</u>
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Milwaukee County	79,676
Milwaukee Metropolitan Sewerage District	27,714
City of Greenfield	153,798
Greenfield School District	114,849
Milwaukee Area Technical College	<u>18,763</u>

Refund payable to overlying Districts and City	<u>394,800</u>
--	----------------

Balance	<u>\$ -</u>
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See notes to financial statements

City of Greenfield Tax Incremental District No. 3

Table of Contents

January 31, 2022 and From the Date of Creation Through January 31, 2022

1. Summary of Significant Accounting Policies

The accounting policies of the City of Greenfield's Tax Incremental District No. 3 (the District) conform to accounting principles as applicable to governmental units and as defined by Wisconsin Statutes Section 66.1105.

The City of Greenfield (the City) has implemented accounting principles generally accepted in the United States of America to the extent they apply in determining the scope of the activity of the District. The accompanying financial statements reflect all the significant operations of the District. The accompanying financial statements do not include the full presentation of the City.

Description of Fund Structure

This report contains the financial information of the District. The summary statements were prepared from data recorded in the following fund:

Special Revenue Fund
Capital Projects Fund

Detailed descriptions of the purpose of these funds can be found in the City's basic financial statements.

The data was consolidated for purposes of this report. Therefore, the amounts shown in the accompanying statements will not directly correlate with amounts shown in the basic financial statements.

The District was created under the provisions of Wisconsin Statute Section 66.1105. The purpose of that section is to allow a municipality to recover development and improvement costs in a designated area from the property taxes generated on the increased value of the property after the creation date of the District. The tax on the increased value is called a tax increment.

The statutes allow the District to collect tax increments until the net project cost has been fully recovered or until 27 years after the creation date, whichever occurs first. Project costs uncollected at the dissolution date are absorbed by the City. Project costs may be incurred up to five years before the unextended termination date of the District.

Original Project Plan

	<u>Creation Date</u>	<u>Termination Date</u>
TID No. 3	September 5, 2009	April 7, 2021

Basis of Accounting

The modified accrual basis of accounting was followed in the preparation of these statements. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Project costs, other than interest on long-term debt, are recorded when the related fund liability is incurred.

District increments are recorded as revenues in the year due. Intergovernmental aids and grants are recognized as revenues in the period the related expenditures are incurred, if applicable or when the District is entitled to the aids.

City of Greenfield Tax Incremental District No. 3

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January 31, 2022 and From the Date of Creation Through January 31, 2022

Other general revenues are recognized when received in cash or when measurable and available under the criteria described above.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Measurement Focus

The measurement focus of all governmental funds is the funds flow concept. Under the funds flow concept, sources and uses of financial resources, including capital outlays, debt proceeds and debt retirements are reflected in operations. Resources not available to finance expenditures and commitments of the current period are recognized as unavailable or unearned revenue or as nonspendable fund equity. Liabilities for claims, judgments, compensated absences and pension contributions which will not be currently liquidated using expendable available financial resources are shown in the long-term debt footnote disclosure. The related expenditures are recognized when the liabilities are liquidated.

Claims and Judgments

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgments is only reported in governmental funds if it has matured. Claims and judgments are disclosed in the long-term debt footnote when the related liabilities are incurred.

2. Cash and Temporary Investments

The District invests its funds in accordance with the provisions of the Wisconsin Statutes 66.0603(1m) and 67.11(2).

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

The District, as a fund of the City, maintains separate and common cash and investment accounts at the same financial institutions utilized by the City. Federal depository insurance and the State of Wisconsin Guarantee fund insurance apply to the City as an individual municipality and, accordingly, the amount of insured funds is not determinable for the District.

City of Greenfield Tax Incremental District No. 3

Table of Contents

January 31, 2022 and From the Date of Creation Through January 31, 2022

3. Refund to Overlying Districts

The refund to overlying districts is calculated based on increments collected in excess of project costs using the ratio of tax levies in the 2021 tax roll as follows:

Milwaukee County	\$	79,676
Milwaukee Metropolitan Sewerage District		27,714
City of Greenfield		153,798
Greenfield School District		114,849
Milwaukee Area Technical College		<u>18,763</u>
Total	\$	<u><u>394,800</u></u>

City of Greenfield Tax Incremental District No. 3

Detailed Schedule of Sources, Uses and Status of Funds
From the Date of Creation Through January 31, 2022

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Sources of Funds								
Tax increments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Exempt computer aid	-	-	12,315	11,339	21,749	17,100	9,847	14,876
Transfers from other funds	8,709	-	-	-	-	-	-	-
Investment income	-	-	-	-	-	-	-	-
Sale of property	-	-	-	-	-	-	-	-
Total sources of funds	<u>8,709</u>	<u>-</u>	<u>12,315</u>	<u>11,339</u>	<u>21,749</u>	<u>17,100</u>	<u>9,847</u>	<u>14,876</u>
Uses of Funds								
Capital expenditures	-	189,966	14,772	-	-	-	-	-
Administration (in-house)	-	-	-	-	-	-	-	-
Professional services, planning, engineering, other	<u>38,632</u>	<u>6,685</u>	<u>6,413</u>	<u>16,364</u>	<u>4,520</u>	<u>218</u>	<u>160</u>	<u>150</u>
Total uses of funds	<u>38,632</u>	<u>196,651</u>	<u>21,185</u>	<u>16,364</u>	<u>4,520</u>	<u>218</u>	<u>160</u>	<u>150</u>
Fund balance, January 31, 2022								
Milwaukee County								
Milwaukee Metropolitan Sewerage District								
City of Greenfield								
Greenfield School District								
Milwaukee Area Technical College								
Refund payable to overlying Districts								
Balance								

City of Greenfield Tax Incremental District No. 3

Detailed Schedule of Sources, Uses and Status of Funds
From the Date of Creation Through January 31, 2022

	2017	2018	2019	2020	2021	2022	Totals	Project Plan Estimate
Sources of Funds								
Tax increments	\$ -	\$ -	\$ -	\$ 124,009	\$ 173,071	\$ 157,991	\$ 455,071	\$ 21,503,000
Exempt computer aid	13,274	13,469	13,795	13,795	13,795	-	155,354	-
Transfers from other funds	-	-	-	-	-	-	8,709	-
Investment income	-	-	1,468	4,162	248	-	5,878	-
Sale of property	-	-	-	-	73,735	-	73,735	-
Total sources of funds	13,274	13,469	15,263	141,966	260,849	157,991	698,747	21,503,000
Uses of Funds								
Capital expenditures	-	-	-	-	-	-	204,738	21,103,000
Administration (in-house)	-	-	-	694	661	-	1,355	-
Professional services, planning, engineering, other	3,312	5,850	1,850	1,850	1,850	10,000	97,854	400,000
Total uses of funds	3,312	5,850	1,850	2,544	2,511	10,000	303,947	21,503,000
Fund balance, January 31, 2022							394,800	
Milwaukee County							79,676	
Milwaukee Metropolitan Sewerage District							27,714	
City of Greenfield							153,798	
Greenfield School District							114,849	
Milwaukee Area Technical College							18,763	
Refund payable to overlying Districts							394,800	
Balance							\$ -	

City of Greenfield Tax Incremental District No. 3

Detailed Schedule of Capital Expenditures

From the Date of Creation Through January 31, 2022

	<u>Actual</u>	<u>Project Plan Estimate</u>
Capital Expenditures		
27th Street lighting	\$ -	\$ 400,000
Layton Avenue improvements	204,738	6,244,500
Coldspring Road intersection	-	2,764,500
Redevelopment assistance	-	10,000,000
Financing costs	-	1,694,000
	<u> </u>	<u> </u>
Total capital expenditures	<u>\$ 204,738</u>	<u>\$ 21,103,000</u>

Independent Auditors' Report on Compliance

To the City Council of
City of Greenfield

We have audited the accompanying Balance Sheet, Historical Summary of Project Costs, Project Revenues and Net Cost to be Recovered Through Tax Increments and the related Historical Summary of Sources, Uses and Status of Funds of the City of Greenfield, Wisconsin's Tax Incremental District No. 3 (District) as of January 31, 2022 and from the date the District was created through January 31, 2022 and have issued our report thereon dated March 22, 2022. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with Wisconsin State Statutes Section 66.1105, insofar as it relates to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above-referenced statute, insofar as it relates to accounting matters.

This report is intended solely for the information and use of the city council, management and the overlapping taxing districts and is not intended to be and should not be, used by anyone other than the specified parties.

Baker Tilly US, LLP

Milwaukee, Wisconsin
March 22, 2022

City of Greenfield Tax Incremental District No. 5

Financial Statements and
Supplementary Information

January 31, 2022 and From the Date of Creation Through
January 31, 2022

City of Greenfield Tax Incremental District No. 5

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January 31, 2022 and From the Date of Creation Through January 31, 2022

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Independent Auditors' Report

To the City Council of
City of Greenfield

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying Balance Sheet, Historical Summary of Project Costs, Project Revenues and Net Cost to be Recovered Through Tax Increments and Historical Summary of Sources, Uses and Status of Funds of the City of Greenfield's Tax Incremental District No. 5 (District) as of January 31, 2022 and from the date of creation through January 31, 2022 and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of District and the net project costs to be recovered through tax increments as of January 31, 2022 and the sources, uses and status of funds from the date of creation through January 31, 2022, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the transactions of the City of Greenfield's Tax Incremental District No. 5 and do not purport to and do not, present fairly the financial position of the City of Greenfield, Wisconsin, as of January 31, 2022 and the changes in financial position or, where applicable, cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Management has omitted the management discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic or historical context. Our opinion on the financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Greenfield's Tax Incremental District No. 5's financial statements. The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects, in relation to the financial statements as a whole.

Report on Other Legal and Regulatory Requirements

We have also issued our report dated March 22, 2022 on our tests of its compliance with Wisconsin State Statutes Section 66.1105. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Baker Tilly US, LLP

Milwaukee, Wisconsin
March 22, 2022

City of Greenfield Tax Incremental District No. 5

Balance Sheet
January 31, 2022

	<u>Special Revenue Fund</u>
Assets	
Cash and investments	\$ <u>6,000</u>
Total assets	\$ <u><u>6,000</u></u>
Liabilities	
Accounts payable	\$ <u>6,000</u>
Total liabilities	\$ <u><u>6,000</u></u>

See notes to financial statements

City of Greenfield Tax Incremental District No. 5

Historical Summary of Project Costs, Project Revenues
and Net Cost to be Recovered Through Tax Increments
From the Date of Creation Through January 31, 2022

Project Costs

Administration (in-house)	\$ 11,527
Professional services, planning, engineering, other	<u>95,095</u>
Total project costs	<u>106,622</u>

Project Revenues

Tax increments	29,457
Exempt computer aid	607
Transfer from other funds	<u>76,558</u>
Total project revenues	<u>106,622</u>

Net cost to be recovered through tax increments, January 31, 2022	<u>\$ -</u>
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City of Greenfield Tax Incremental District No. 5

Historical Summary of Sources, Uses and Status of Funds
From the Date of Creation Through January 31, 2022

Sources of Funds

Tax increments	\$ 29,457
Exempt computer aid	607
Transfers from other funds	<u>76,558</u>
Total sources of funds	<u>106,622</u>

Uses of Funds

Administration (in-house)	11,527
Professional services, planning, engineering, other	<u>95,095</u>
Total uses of funds	<u>106,622</u>
Fund balance, January 31, 2022	<u>\$ -</u>

See notes to financial statements

City of Greenfield Tax Incremental District No. 5

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January 31, 2022 and From the Date of Creation Through January 31, 2022

1. Summary of Significant Accounting Policies

The accounting policies of the City of Greenfield's Tax Incremental District No. 5 (the District) conform to accounting principles as applicable to governmental units and as defined by Wisconsin Statutes Section 66.1105.

The City of Greenfield (the City) has implemented accounting principles generally accepted in the United States of America to the extent they apply in determining the scope of the activity of the District. The accompanying financial statements reflect all the significant operations of the District. The accompanying financial statements do not include the full presentation of the City.

Description of Fund Structure

This report contains the financial information of the District. The summary statements were prepared from data recorded in the following funds:

Special Revenue Fund
Capital Projects Fund

Detailed descriptions of the purpose of these funds can be found in the City's basic financial statements.

The data was consolidated for purposes of this report. Therefore, the amounts shown in the accompanying statements will not directly correlate with amounts shown in the basic financial statements.

The District was created under the provisions of Wisconsin Statute Section 66.1105. The purpose of that section is to allow a municipality to recover development and improvement costs in a designated area from the property taxes generated on the increased value of the property after the creation date of the District. The tax on the increased value is called a tax increment.

The statutes allow the District to collect tax increments until the net project cost has been fully recovered or until 20 years after the creation date, whichever occurs first. Project costs uncollected at the dissolution date are absorbed by the City. Project costs may be incurred up to five years before the unextended termination date of the District.

Original Project Plan

	<u>Creation Date</u>	<u>Termination Date</u>
TID No. 5	August 11, 2015	April 7, 2021

Basis of Accounting

The modified accrual basis of accounting was followed in the preparation of these statements. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Project costs, other than interest on long-term debt, are recorded when the related fund liability is incurred.

District increments are recorded as revenues in the year due. Intergovernmental aids and grants are recognized as revenues in the period the related expenditures are incurred, if applicable or when the District is entitled to the aids.

City of Greenfield Tax Incremental District No. 5

Table of Contents

January 31, 2022 and From the Date of Creation Through January 31, 2022

Other general revenues are recognized when received in cash or when measurable and available under the criteria described above.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Measurement Focus

The measurement focus of all governmental funds is the funds flow concept. Under the funds flow concept, sources and uses of financial resources, including capital outlays, debt proceeds and debt retirements are reflected in operations. Resources not available to finance expenditures and commitments of the current period are recognized as unavailable or unearned revenue or as nonspendable fund equity. Liabilities for claims, judgments, compensated absences and pension contributions which will not be currently liquidated using expendable available financial resources are shown in the long-term debt footnote disclosure. The related expenditures are recognized when the liabilities are liquidated.

Claims and Judgments

Claims and judgments are recorded as liabilities if all the conditions of Governmental Accounting Standards Board pronouncements are met. The liability and expenditure for claims and judgments is only reported in governmental funds if it has matured. Claims and judgments are disclosed in the long-term debt footnote when the related liabilities are incurred.

2. Cash and Temporary Investments

The District invests its funds in accordance with the provisions of the Wisconsin Statutes 66.0603(1m) and 67.11(2).

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

The District, as a fund of the City, maintains separate and common cash and investment accounts at the same financial institutions utilized by the City. Federal depository insurance and the State of Wisconsin Guarantee fund insurance apply to the City as an individual municipality and, accordingly, the amount of insured funds is not determinable for the District.

City of Greenfield Tax Incremental District No. 5

Detailed Schedule of Sources, Uses and Status of Funds

From the Date of Creation Through January 31, 2022

	2015	2016	2017	2018	2019	2020	2021	2022	Total	Project Plan Estimate
Sources of Funds										
Tax increments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,835	\$ 22,622	\$ 29,457	\$ -
Exempt computer aid	-	-	118	120	123	123	123	-	607	-
Transfers from other funds	-	-	-	-	-	-	-	76,558	76,558	-
Total sources of funds	-	-	118	120	123	123	6,958	99,180	106,622	-
Uses of Funds										
Capital expenditures	-	-	-	-	-	-	-	-	-	7,970,850
Administration (in-house)	-	-	-	-	561	8,497	2,469	-	11,527	-
Professional services, planning, engineering, other	40,376	19,067	3,015	1,572	9,426	13,714	1,925	6,000	95,095	722,372
Developer grants	-	-	-	-	-	-	-	-	-	1,500,000
Environmental costs	-	-	-	-	-	-	-	-	-	75,608
Total uses of funds	40,376	19,067	3,015	1,572	9,987	22,211	4,394	6,000	106,622	10,268,830
Fund balance, January 31, 2022									\$ -	

City of Greenfield Tax Incremental District No. 5

Detailed Schedule of Capital Expenditures

From the Date of Creation Through January 31, 2022

	<u>Actual</u>	<u>Project Plan Estimate</u>
Capital Expenditures		
Land Purchase (WisDOT Property)	\$ -	\$ 3,800,000
Install Streets & Utilities	-	2,750,000
Title Insurance & Recording fees	-	5,850
Demo/Restoration	-	100,000
Site engineering	-	150,000
Site grading	-	950,000
Relocate cell tower	-	200,000
Miscellaneous	-	15,000
	<u>-</u>	<u>15,000</u>
 Total capital expenditures	 \$ -	 \$ 7,970,850

Independent Auditors' Report on Compliance

To the City Council of
City of Greenfield

We have audited the accompanying Balance Sheet, Historical Summary of Project Costs, Project Revenues and Net Cost to be Recovered Through Tax Increments and the related Historical Summary of Sources, Uses and Status of Funds of the City of Greenfield, Wisconsin's Tax Incremental District No. 5 (District) as of January 31, 2022 and from the date the District was created through January 31, 2022 and have issued our report thereon dated March 22, 2022. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with Wisconsin State Statutes Section 66.1105, insofar as it relates to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above-referenced statute, insofar as it relates to accounting matters.

This report is intended solely for the information and use of the city council, management and the overlapping taxing districts and is not intended to be and should not be, used by anyone other than the specified parties.

Baker Tilly US, LLP

Milwaukee, Wisconsin
March 22, 2022

PACKETS FOR WEDNESDAY, 4 / 27 / 2022 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	4/14/2022	\$	280,670.11
AP CHECKS	4/22/2022	\$	136,464.98
AP CHECKS		\$	
AP CHECKS		\$	
WIRE TRANSFERS - MARCH 2022		\$	1,220,611.68
P-CARDS -		\$	

TOTAL \$ 1,637,746.77

CC: PAULA

CC: FINANCE FOLDER

PACKETS FOR WEDNESDAY, 5 / 11 / 2022 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	4/29/2022	\$	630,912.23
AP CHECKS	5/6/2022	\$	25,758.87
AP CHECKS		\$	
AP CHECKS		\$	
WIRE TRANSFERS - APRIL 2022		\$	4,879,660.10
P-CARDS - APRIL 2022		\$	372,399.72

TOTAL \$ 5,908,730.92

CC: PAULA

CC: FINANCE FOLDER

LOCAL GOVERNMENT INVESTMENT POOL

March 2022 Statement

February Ending Balance	\$	9,779,251.24
1 Deposit (s) in March		2,232,627.08
1 Withdrawal(s) in March		81,792.45
March Interest Earnings @ 0.16%		1,385.52
TOTAL	\$	11,931,471.39

MARCH 2022
INVESTMENTS

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$2,441,829.41	12/31/2001	variable		\$103.70	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,524,726.78	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	\$1,095,445.24					
Ehlers Investment Partners X- GRD 2021B	\$1,900,167.21	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	\$1,923,446.59					
Associated Bank Investments	\$6,316,227.49	12/10/2014	variable			
Totals	\$20,201,842.72				\$103.70	