



REVISED COMMON COUNCIL MEETING AGENDA

Tuesday, April 18, 2023 - 7:00 PM

- A. Call to Order & Roll Call
- B. Opening Prayer
- C. Pledge of Allegiance
- D. Approval of the April 5, 2023 Common Council minutes
- E. Mayor's Report
- F. Aldermanic Reports
- G. Announcements
- H. Citizen Commentary
- I. Public Hearings
 - 1. Public Hearing on a Special Use Permit for a communications tower to be located at 12100 W. Howard Ave., submitted by Derek Dye, d/b/a Bridge Tower Corporation and Michael Long d/b/a Husch Blackwell LLP. (Tax Key No. 564-9982-001) (PC-3/14/23 Kastner)
 - a. Approve a Resolution for a Special Use Permit for a communications tower to be located at 12100 W. Howard Ave., submitted by Derek Dye, d/b/a Bridge Tower Corporation and Michael Long d/b/a Husch Blackwell LLP. (Tax Key No. 564-9982-001) (PC-3/14/23 Kastner)
 - b. Approve Site and Architectural Plans for a communications tower to be located at 12100 W. Howard Ave., submitted by Derek Dye, d/b/a Bridge Tower Corporation and Michael Long d/b/a Husch Blackwell LLP. (Tax Key No. 564-9982-001) (PC-3/14/23 Kastner)
 - 2. Public Hearing on a Special Use Permit for Weatherization Services, LLC, a proposed weatherization contractor business to be located at 10941 W. Layton Ave., submitted by Devin Hawthorne d/b/a Weatherization Services, LLC. (Tax Key No. 612-8998-001) (PC-3/14/23 Kastner)
 - a. Approve a Resolution for a Special Use Permit for Weatherization Services, LLC, a proposed weatherization contractor business to be located at 10941 W. Layton Ave., submitted by Devin Hawthorne d/b/a Weatherization Services, LLC. (Tax Key No. 612-8998-001) (PC-3/14/23 Kastner)
 - b. Approve Site, Landscaping and Architectural Plans for Weatherization Services, LLC, a proposed weatherization contractor business to be located at 10941 W. Layton Ave., submitted by Devin Hawthorne d/b/a Weatherization Services, LLC. (Tax Key No. 612-8998-001) (PC-3/14/23 Kastner)
 - 3. Public Hearing on a Special Use Permit for Granny Smith Tattoo, a proposed tattoo business to be located at 5170 S. 76 St., submitted by Jonathan Zyga, d/b/a Granny Smith Art Collective LLC and John Weiss d/b/a My Salon Suite of Greenfield. (Tax Key No. 650-8998-009) (PC-3/14/23 Kastner)
 - a. Approve a Resolution for a Special Use Permit for Granny Smith Tattoo, a proposed tattoo business to be located at 5170 S. 76 St., submitted by Jonathan Zyga, d/b/a Granny Smith Art Collective LLC and John Weiss d/b/a My Salon Suite of Greenfield. (Tax Key No. 650-8998-009)

(PC-3/14/23 Kastner)

- b. Approve Site Plan Review for Granny Smith Tattoo, a proposed tattoo business to be located at 5170 S. 76 St., submitted by Jonathan Zyga, d/b/a Granny Smith Art Collective LLC and John Weiss d/b/a My Salon Suite of Greenfield. (Tax Key No. 650-8998-009) (PC-3/14/23 Kastner)
- 4. Public Hearing on a Special Use Permit for Firefly Therapeutic Massage, a proposed massage therapy business to be located at 5170 S. 76 St., submitted by Carrie Premetz, CMT, d/b/a Firefly Therapeutic Massage and John Weiss d/b/a My Salon Suite of Greenfield. (Tax Key No. 650-8998-009) (PC-3/14/23 Kastner)
 - a. Approve a Resolution for a Special Use Permit for Firefly Therapeutic Massage, a proposed massage therapy business to be located at 5170 S. 76 St., submitted by Carrie Premetz, CMT, d/b/a Firefly Therapeutic Massage and John Weiss d/b/a My Salon Suite of Greenfield. (Tax Key No. 650-8998-009) (PC-3/14/23 Kastner)
 - b. Approve Site Plan Review for Firefly Therapeutic Massage, a proposed massage therapy business to be located at 5170 S. 76 St., submitted by Carrie Premetz, CMT, d/b/a Firefly Therapeutic Massage and John Weiss d/b/a My Salon Suite of Greenfield. (Tax Key No. 650-8998-009) (PC-3/14/23 Kastner)

J. Old Business

- 1. Appointments to various committees and commissions:
 - a. Mayor appointments, confirmed by Council:
 - i. One member to the Board of Review for a term to expire 5/1/2026 (formerly James Jaworowicz)
 - ii. One alternate member to the Tree Commission for a term to expire 5-1-24 (formerly Chloe Selkirt)

K. New Business

- 1. Appointment of Council President for a one year term (currently Shirley Saryan).
- 2. 2023 Council Representative appointments to various committees and commissions:
 - a. Council appointments:
 - i. Three members to the Finance & Human Resources Committee (currently Saryan, Bailey, Kastner)
 - ii. Three members to the Legislative Committee (currently Collins, Bailey, Saryan)
 - iii. One member to the Park & Recreation Board (currently Collins)
 - iv. One member to the Plan Commission (currently Kastner)
 - b. Mayor appointments, confirmed by Council:
 - i. One member to the Board of Health for a term to expire 4/15/24 (currently Akers)
 - ii. One member to the Community Development Authority for a term to expire 4/20/26 (currently Bailey)
 - iii. One member to the Public Library Board for a term to expire 4/15/24 (currently Saryan)
 - iv. Three members to the Board of Public Works for a term to expire 4/15/24 (currently Akers, Bailey, Collins)
 - v. One member to the Tree Commission for a term to expire 4/14/25 (currently Bailey)
- 3. Appointments to various committees and commissions:

- a. Council appointments:
 - i. One member to the Board of Public Works for a term to expire 5/1/25 (formerly John Rivera)
- b. Mayor appointments, confirmed by Council:
 - i. Three members to the Civil Service Commission for a term to expire 5/1/26 (currently Robert Sherwood, David Shore, Veronica Wallace-Kraemer)
 - ii. One member to the Fire & Police Commission for a term to expire 5/1/28 (currently Francis Springob)
 - iii. One member to the Board of Review for a term to expire 5/1/28 (currently Jerry Wielichowski)
 - iv. Two members to the Tree Commission for a term to expire 5/1/25 (currently Robert Hansen, Andrew Drzewiecki)
 - v. Two members to the Zoning Board of Appeals for a term to expire 5/1/26 (currently Michael Braswell, formerly John Rivera)
- c. Mayor appointments:
 - i. Two members to the Plan Commission for a term to expire 5/1/26 (currently Brian Weis, Robert Krenz)
 - ii. Designation of Chairperson of Zoning Board of Appeals (currently Michael Braswell)
4. Notice of Circumstances Giving Rise to Claim filed by Jon D. Monson of Schott, Bublitz & Engel S.C. on behalf of Andrew and Jennifer Drzewiecki. (Goergen)
5. Approve application for a 2022-2023 Coin Operated or Automatic Dry Cleaning and/or Washing Machine License received from Mega Laundromat LLC, Amanda Ann Ahmed, Agent, for the property at 4101 W. Howard Ave. (Goergen)
6. Approve applications for 2022-2023 operator licenses (Goergen)
7. Consideration and possible approval of a resolution amending the current policy for borrowing from the City's sewer fund. (Geary)
8. Approve a three party design engineering agreement with the Wisconsin Department of Transportation and Ayres Associates for design of the Howard Avenue bridge. (Katz)
9. Approve the Outdoor Special Event application for Cinco de Mayo, to be located at Kalibres Restaurant & Bar at 4555 W. Forest Home Ave., May 7, 2023. Application includes the following combination of licenses/permits: OSE (Porter)
10. Approve the Outdoor Special Event application for the House of Harley Support the Troops Ride event, to be located at 6221 W. Layton Ave., May 20, 2023. Application includes the following combination of licenses/permits: OSE, 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)
11. Approve the Outdoor Special Event application for the Cruisin' Car Show, to be located at Kulwicki Park at 10777 W. Cold Spring Rd., May 27, 2023, and waive all applicable license/permit fees. Application includes the following combination of licenses/permits: OSE. (Porter)
12. Approve the Outdoor Special Event application for the House of Harley Hometown Rally event, to be located at 6221 W. Layton Ave., July 10-July 17, 2023. Application includes the following combination of licenses/permits: OSE, Temporary Class "B" License (beer), Food, and Commercial Building/Electrical/Plumbing. *Requesting Council approval to allow unaccompanied underage*

individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Porter)

13. Approve the Outdoor Special Event application for the Ethan's Run Against Addiction event, to be located at Konkel Park at 5151 W. Layton Ave., August 5, 2023, and waive all applicable license/permit fees. Application includes the following combination of licenses/permits: OSE, Parade (organized run/walk). (Porter)
 14. Approve a Special Use Review and Site Plan Review for an ownership change to Mega Laundromat, an existing business located at 4101 W. Howard Ave., submitted by Amanda Ahmed, d/b/a Mega Laundromat. (Tax Key No. 575-8953-000) (PC-4/11/23 Kastner)
 15. Approve Site and Architectural Plans for proposed construction of a patio and pergola at the Greenfield Public Library located at 5310 W. Layton Ave., submitted by Sheila O'Brien, Library Director. (Tax Key No. 602-9975-002) (PC-4/11/23 Kastner)
 16. Discussion and decision to approve revised Fire Chief job description (4/12/23 F&HR S. Saryan)
 17. Approval of schedules of disbursements in the amount of \$1,735,138.51. (4/12/23 F&HR S. Saryan)
 18. Approval of mileage reimbursements in the amount of \$694.37. (4/12/23 F&HR S. Saryan)
 19. Motion to go into closed session pursuant to Wis. Stat. § 19.85(1)(g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, pertaining to sex offender residency ordinance restrictions. (Geary)
 20. Adjourn closed session and reconvene into open session.
 21. Take action, if any, on matter discussed in closed session. (Geary)
- L. Items for future agenda
- M. Adjourn

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

RESOLUTION NO. ____

Special Use Permit for a communications tower to be located at 12100 W. Howard Ave., submitted by Derek Dye, d/b/a Bridge Tower Corporation and Michael Long d/b/a Husch Blackwell LLP. (Tax Key No. 564-9982-001)

WHEREAS, Derek Dye, d/b/a Bridge Tower Corporation and Michael Long d/b/a Husch Blackwell LLP, duly filed with the City Clerk an application for a Special Use Permit, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code, to establish a communications tower at 12100 W. Howard Ave.; and,

WHEREAS, after due notice, a public hearing was held by the Common Council on April 18, 2023, at 7:00 p.m. or soon thereafter, in the Common Council Chambers to consider the application; and,

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

1. The applicant, Derek Dye, d/b/a Bridge Tower Corporation has offices at 1951 E. 400th Rd., LeCompton, KS 66050.
2. The property is owned by Clear Channel (iHeartMedia), 20880 Stone Oak Pkwy, San Antonio, TX 75258.
3. The communications tower will occupy approximately 250 sq. ft. of leased property within the commercial property located at 12100 W. Howard Ave., Greenfield, Milwaukee County, Wisconsin, more particularly described as follows:

Parcel 1 of Certified Survey Map No. 2423, being a part of the Southwest 1/4 Section 18, Township 6 North, Range 21 East, City of Greenfield, Milwaukee County, Wisconsin.

Tax Key No. 564-9982-001

Said land being located at 12100 W. Howard Ave.

4. The applicant is proposing to construct a 150-ft. communications monopole within the existing commercial property.
5. The aforesaid premise is zoned I Institutional under the Zoning Ordinance of the City of Greenfield, which permits Wireless Telecommunications Carriers as a Special Use, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code.
6. The subject property is part of an area along the W. Howard Ave. corridor that is developed for residential uses. Properties to the north, south, east, and west are developed as residential.

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

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the application of Derek Dye, d/b/a Bridge Tower Corporation and Michael Long d/b/a Husch Blackwell LLP, to establish a communications tower, to be located at 12100 W. Howard Ave., be, and is hereby granted on the following grounds:

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

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

1. Site and Landscaping Plans. The grant of this Special Use Permit is subject to and conditioned upon the Site Plan and all other applicable conditions approved by the Plan Commission on March 14, 2023 and by the Common Council on April 18, 2023. No alteration or modification of the approved plan shall be permitted without approval by the Common Council.
2. Building Plans and Fire Codes. The grant of this Special Use is subject to building plans being submitted to and approved by the Inspection Services Division and by the Fire Department.
3. Hours of Operation. The allowable hours of operation for work within the communications tower compound will be 7am-10pm, daily.
4. Off-Street Parking. The proposed communications tower tenant spaces requires one (1) off-street parking spaces. Remaining tenant spaces require ninety (90) off-street parking spaces for a total of ninety-one (91) off-street parking stalls required for the entire building. One hundred twenty-two (122) off-street parking stalls are to be provided on site.
5. Signage. Signage shall be in compliance with the City's Signage Ordinance. Any building window signage shall not exceed twenty-five (25) percent of the net glazed front window area per business premises. Rope/LED trim lighting shall not be allowed.
6. Public Nuisance. In accordance with Chapter 11 of the Municipal Code, Public Nuisances are prohibited. Public Nuisances include blighted properties due to an accumulation thereon of junk or other unsightly debris. Enforcement and abatement of public nuisances, including revocation of the Special Use Permit, may take place after three (3) or more nuisance activities have occurred at a premise on separate days during a one hundred and eighty (180) day period.

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

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

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

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

17. Miscellaneous.

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

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

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

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

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

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

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

Derek Dye, d/b/a Bridge Tower Corporation

Billie Layman, d/b/a iHeartMedia

Provided to applicant on the
_____ day of _____, 2023

Community Development Manager

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____
day of _____, 2023.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

RESOLUTION NO. ____

Special Use Permit for Weatherization Services, LLC, a proposed weatherization contractor business to be located at 10941 W. Layton Ave., submitted by Devin Hawthorne d/b/a Weatherization Services, LLC. (Tax Key No. 612-8998-001)

WHEREAS, Devin Hawthorne d/b/a Weatherization Services, LLC, duly filed with the City Clerk an application for a Special Use Permit, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code, to establish a weatherization contractor business at 10941 W. Layton Ave.; and,

WHEREAS, after due notice, a public hearing was held by the Common Council on April 18, 2023, at 7:00 p.m. or soon thereafter, in the Common Council Chambers to consider the application; and,

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

1. The applicant, Devin Hawthorne d/b/a Weatherization Services, LLC, has offices at 1101 W. Layton Ave., Milwaukee, WI 53221.
2. The property is owned by Weatherization Services Real Estate, LLC, 1101 W Layton Ave, Milwaukee, WI 53221.
3. Weatherization Services, LLC will occupy the entire 14,838 sq. ft. commercial building located at 10941 W. Layton Ave., Greenfield, Milwaukee County, Wisconsin, more particularly described as follows:

Lot 1 of Certified Survey Map No. 803, being a part of the Northeast ¼ Section 30, Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin

Tax Key No. 612-8998-001

Said land being located at 10941 W. Layton Ave.

4. The applicant is proposing to establish a weatherization contractor business within the existing commercial building and on the entire property.
5. The aforesaid premise is zoned C-4 Regional Business District under the Zoning Ordinance of the City of Greenfield, which permits Drywall and Insulation Contractors as a Special Use, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code.
6. The subject property is part of an area along the W. Layton Ave. corridor that is developed for mixed uses. Properties to the north are developed as residential. Properties to the

east and west are developed as commercial. Properties to the south are developed as right-of-way.

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

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the application of Devin Hawthorne d/b/a Weatherization Services, LLC, to establish a weatherization contractor business, to be located at 10941 W. Layton Ave., be, and is hereby granted on the following grounds:

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

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

1. Site and Landscaping Plans. The grant of this Special Use Permit is subject to and conditioned upon the Site Plan and all other applicable conditions approved by the Plan Commission on March 14, 2023 and by the Common Council on April 18, 2023. No outdoor storage of materials or vehicles shall be permitted on site without an approved site plan showing screening and dedicated outdoor storage areas. No alteration or modification of the approved plan shall be permitted without approval by the Common Council.
2. Building Plans and Fire Codes. The grant of this Special Use is subject to building plans being submitted to and approved by the Inspection Services Division and by the Fire Department.
3. Hours of Operation. The allowable hours of operation for Weatherization Services, LLC, will be 7:00am – 5:00pm, seven (7) days/week.
4. Off-Street Parking. The proposed weatherization contractor business requires fourteen (14) off-street parking spaces. Fifty (50) off-street parking stalls are to be provided on site.
5. Signage. Signage shall be in compliance with the City's Signage Ordinance. Any building window signage shall not exceed twenty-five (25) percent of the net glazed front window area per business premises. Rope/LED trim lighting shall not be allowed.
6. Public Nuisance. In accordance with Chapter 11 of the Municipal Code, Public Nuisances are prohibited. Public Nuisances include blighted properties due to an accumulation thereon of junk or other unsightly debris. Enforcement and abatement of public nuisances, including revocation of the Special Use Permit, may take place after three (3) or more nuisance activities have occurred at a premise on separate days during a one hundred and eighty (180) day period.

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

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

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

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

17. Miscellaneous.

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

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

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

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

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

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

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

Devin Hawthorne d/b/a Weatherization Services, LLC

Provided to applicant on the
_____ day of _____, 2023

Community Development Manager

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____
day of _____, 2023.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

RESOLUTION NO. ____

Special Use Permit for Granny Smith Tattoo, a proposed tattoo business to be located at 5170 S. 76 St., submitted by Jonathan Zyga, d/b/a Granny Smith Art Collective LLC and John Weiss d/b/a My Salon Suite of Greenfield. (Tax Key No. 650-8998-009)

WHEREAS, Jonathan Zyga, d/b/a Granny Smith Art Collective LLC and John Weiss d/b/a My Salon Suite of Greenfield, duly filed with the City Clerk an application for a Special Use Permit, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code, to establish a tattoo business at 5170 S. 76 St.; and,

WHEREAS, after due notice, a public hearing was held by the Common Council on April 18, 2023, at 7:00 p.m. or soon thereafter, in the Common Council Chambers to consider the application; and,

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

1. The applicant, Jonathan Zyga, d/b/a Granny Smith Art Collective LLC resides at 1725 E. Kane Pl, Apt 201, Milwaukee, WI 53202.
2. The applicant will lease a portion of the multi-tenant commercial building owned by BR Of Wisconsin LLC, PO Box 13125, Milwaukee, WI 53213-0125.
3. Granny Smith Tattoo will occupy approximately 138 sq. ft. of the multi-tenant commercial building located at 5170 S. 76 St., Greenfield, Milwaukee County, Wisconsin, more particularly described as follows:

Parcel 2 of Certified Survey Map No. 6117, being a part of the Southwest ¼ Section 27, Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin

Tax Key No. 650-8998-009

Said land being located at 5170 S. 76 St.

4. The applicant is proposing to establish a tattoo business within the existing multi-tenant commercial building.
5. The aforesaid premise is zoned C-4 Regional Business District under the Zoning Ordinance of the City of Greenfield, which permits Offices of Other Personal Care Services (tattoo parlors) as a Special Use, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code.
6. The subject property is part of an area along the S. 76 St. corridor that is developed for commercial uses. Properties to the north, south, east, and west are developed as commercial.

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

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the application of Jonathan Zyga, d/b/a Granny Smith Art Collective LLC and John Weiss d/b/a My Salon Suite of Greenfield, to establish a tattoo business, to be located at 5170 S. 76 St., be, and is hereby granted on the following grounds:

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

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

1. Site and Landscaping Plans. The grant of this Special Use Permit is subject to and conditioned upon the Site Plan and all other applicable conditions approved by the Plan Commission on March 14, 2023 and by the Common Council on April 18, 2023. No alteration or modification of the approved plan shall be permitted without approval by the Common Council.
2. Building Plans and Fire Codes. The grant of this Special Use is subject to building plans being submitted to and approved by the Inspection Services Division and by the Fire Department.
3. Hours of Operation. The allowable hours of operation for Granny Smith Tattoo will be 10:00am – 8:00pm, seven (7) days/week.
4. Off-Street Parking. The proposed tattoo business tenant spaces requires two (2) off-street parking spaces. Remaining tenant spaces require 101 off-street parking spaces for a total of 104 off-street parking stalls required for the entire building under the category of “Beauty Parlors, Salons, or Barber Shops.” Forty-seven (47) off-street parking stalls are to be provided on site. The Common Council may waive the parking shortage
5. Signage. Signage shall be in compliance with the City’s Signage Ordinance. Any building window signage shall not exceed twenty-five (25) percent of the net glazed front window area per business premises. Rope/LED trim lighting shall not be allowed.
6. Public Nuisance. In accordance with Chapter 11 of the Municipal Code, Public Nuisances are prohibited. Public Nuisances include blighted properties due to an accumulation thereon of junk or other unsightly debris. Enforcement and abatement of public nuisances, including revocation of the Special Use Permit, may take place after three (3) or more nuisance activities have occurred at a premise on separate days during a one hundred and eighty (180) day period.

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

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

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

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

17. Miscellaneous.

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

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

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

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

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

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

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

Jonathan Zyga, d/b/a Granny Smith Art Collective LLC

Brian Riordan, d/b/a BR Of Wisconsin LLC

Provided to applicant on the
_____ day of _____, 2023

Community Development Manager

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____
day of _____, 2023.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

RESOLUTION NO. ____

Special Use Permit for Firefly Therapeutic Massage, a proposed massage therapy business to be located at 5170 S. 76 St., submitted by Carrie Premetz, CMT, d/b/a Firefly Therapeutic Massage and John Weiss d/b/a My Salon Suite of Greenfield. (Tax Key No. 650-8998-009)

WHEREAS, Carrie Premetz, CMT, d/b/a Firefly Therapeutic Massage and John Weiss d/b/a My Salon Suite of Greenfield, duly filed with the City Clerk an application for a Special Use Permit, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code, to establish a massage therapy business at 5170 S. 76 St.; and,

WHEREAS, after due notice, a public hearing was held by the Common Council on April 18, 2023, at 7:00 p.m. or soon thereafter, in the Common Council Chambers to consider the application; and,

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

1. The applicant, Carrie Premetz, CMT, d/b/a Firefly Therapeutic Massage resides at 3403 E. Allerton Ave, Cudahy, WI 53110.
2. The applicant will lease a portion of the multi-tenant commercial building owned by BR Of Wisconsin LLC, PO Box 13125, Milwaukee, WI 53213-0125.
3. Firefly Therapeutic Massage will occupy approximately 120 sq. ft. of the multi-tenant commercial building located at 5170 S. 76 St., Greenfield, Milwaukee County, Wisconsin, more particularly described as follows:

Parcel 2 of Certified Survey Map No. 6117, being a part of the Southwest ¼ Section 27, Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin

Tax Key No. 650-8998-009

Said land being located at 5170 S. 76 St.

4. The applicant is proposing to establish a massage therapy business within the existing multi-tenant commercial building.
5. The aforesaid premise is zoned C-4 Regional Business District under the Zoning Ordinance of the City of Greenfield, which permits Offices of All Other Misc. Health Practitioners (massage therapists) as a Special Use, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code.
6. The subject property is part of an area along the S. 76 St. corridor that is developed for commercial uses. Properties to the north, south, east, and west are developed as commercial.

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

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the application of Carrie Premetz, CMT, d/b/a Firefly Therapeutic Massage and John Weiss d/b/a My Salon Suite of Greenfield, to establish a massage therapy business, to be located at 5170 S. 76 St., be, and is hereby granted on the following grounds:

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

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

1. Site and Landscaping Plans. The grant of this Special Use Permit is subject to and conditioned upon the Site Plan and all other applicable conditions approved by the Plan Commission on March 14, 2023 and by the Common Council on April 18, 2023. No alteration or modification of the approved plan shall be permitted without approval by the Common Council.
2. Building Plans and Fire Codes. The grant of this Special Use is subject to building plans being submitted to and approved by the Inspection Services Division and by the Fire Department.
3. Hours of Operation. The allowable hours of operation for Firefly Therapeutic Massage will be 8:00am – 8:00pm, seven (7) days/week.
4. Off-Street Parking. The proposed massage therapy business tenant spaces requires two (2) off-street parking spaces. Remaining tenant spaces require 101 off-street parking spaces for a total of 104 off-street parking stalls required for the entire building under the category of “Beauty Parlors, Salons, or Barber Shops.” Forty-seven (47) off-street parking stalls are to be provided on site. The Common Council may waive the parking shortage
5. Signage. Signage shall be in compliance with the City’s Signage Ordinance. Any building window signage shall not exceed twenty-five (25) percent of the net glazed front window area per business premises. Rope/LED trim lighting shall not be allowed.
6. Public Nuisance. In accordance with Chapter 11 of the Municipal Code, Public Nuisances are prohibited. Public Nuisances include blighted properties due to an accumulation thereon of junk or other unsightly debris. Enforcement and abatement of public nuisances, including revocation of the Special Use Permit, may take place after three (3) or more nuisance activities have occurred at a premise on separate days during a one hundred and eighty (180) day period.

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

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

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

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

17. Miscellaneous.

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

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

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

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

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

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

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

Carrie Premetz, CMT, d/b/a Firefly Therapeutic Massage

Brian Riordan, d/b/a BR Of Wisconsin LLC

Provided to applicant on the
_____ day of _____, 2023

Community Development Manager

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____
day of _____, 2023.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk



Application for a Coin
Operated or Automatic Dry
Cleaning and/or Washing
Machine License
City of Greenfield

Submitted On:

Mar 19, 2023, 07:57PM EDT

Are you an individual applicant or the agent of a corporation or LLC?	Yes
Name of Applicant (First, Middle, Last)	Amanda Ann Ahmed
Home Address	Street Address: 4125 Pilgrim Road City: Brookfield State: WI Zip: 53005
Phone Number	312-508-3520
Email Address	laundrystparks@gmail.com
Are you a corporation or LLC?	Yes
Name of corporation or LLC	Mega Laundromat LLC
Address of corporation or LLC	Street Address: 12605 W North Ave Suite #200 City: Brookfield State: WI Zip: 53005
Phone Number of corporation or LLC	312-508-3520
Are you a partnership	Yes
Name of partnership	Mega Laundromat LLC
Name of partner #1 (First, Middle, Last)	Amanda Ann Ahmed
Home Address	Street Address: 4125 Pilgrim Road City: Brookfield State: WI Zip: 53005
Phone Number	312-508-3520
Email	laundrystparks@gmail.com
Name of partner #2 (First, Middle, Last)	Kabir Ahmed
Home Address	Street Address: 4125 Pilgrim Road City: Brookfield State: WI

	Zip: 53005
Phone Number	312-508-3520
Email Address	laundrystparks@gmail.com
Name of manager or person in charge	Amanda Ahmed
Address of manager or person in charge	Street Address: 4125 Pilgrim Road City: Brookfield State: WI Zip: 53005
Trade name of business	Mega Laundromat LLC
Address of Business	Street Address: 4101 W Howard Ave City: Greenfield State: WI Zip: 53221
Phone Number of business	414-281-7311
Number of Dry Cleaning Machines & Washing Machines	Number of Dry Cleaning Machines & Washing Machines: 0 Number of Dry Cleaning Machines & Washing Machines: 38
Consent	Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge.
Consent	After this application is submitted, you will be redirected to the BS&A website to pay your invoice. A copy of your application will be emailed to you.
Signature Data	First Name: Amanda Last Name: Ahmed Email Address: laundrystparks@gmail.com  Signed at: March 19, 2023 7:57pm America/New_York

CITY OF GREENFIELD
OPERATOR LICENSE APPLICANTS

04/14/2023

OPERATOR'S REGULAR

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>
Hailey Virginia McLain	6712 W Villard AVE	Milwaukee, WI 53218
Kimberlee Bernice Laughery	1333 S 115th ST	West Allis, WI 53214
Markayla Chineque Goins	2405 Springdale RD 3C	Waukesha, WI 53186
Tami Marie Ryan	209A N Musquequak St	Burlington, WI 53105

CITY OF GREENFIELD
MILWAUKEE COUNTY, WISCONSIN

COMMON COUNCIL RESOLUTION NO. _____

WHEREAS, in 1997, by Resolution No. 2771, the City of Greenfield initiated a policy pursuant to which the City was authorized, under certain specified conditions, to internally fund a limited number of public infrastructure improvements from the City's sewer fund reserves ("Sewer Fund"); and,

WHEREAS, a copy of Resolution No. 2771 is attached hereto; and,

WHEREAS, the City now deems it desirable and in the public interest to expand the scope of the circumstances in which the City may borrow from the Sewer Fund, so as to minimize City residents' overall borrowing costs and to maximize the potential sewer use customer base and future sewer revenues.

NOW, THEREFORE, BE IT RESOLVED that the Sewer Fund borrowing policy set forth in Resolution No. 2771 is hereby amended as follows:

1. Sewer Fund monies may be borrowed by the City for any public purpose that the City Common Council determines is in the long-term best interests of the City and the Sewer Fund, including, without limitation, investing in property acquisition and incentivizing developments that are likely to generate new or increased sewer usage.
2. No funds shall be moved from the Sewer Fund until the underlying project has been fully and finally approved pursuant to the steps of its particular required approval process, which could include a plan commission recommendation and/or a public hearing.
3. Except as set forth herein, the Sewer Fund policy memorialized by Resolution No. 2771 remains in effect.

ADOPTED: _____, 2023

APPROVED: _____, 2023

Jennifer Goergen, City Clerk

Michael Neitzke, Mayor



Common Council Meeting

Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: April 18, 2023

RELATING TO:

Approve a three party design engineering agreement with the Wisconsin Department of Transportation and Ayres Associates for design of the Howard Avenue bridge.

SUMMARY:

Approve a three party design engineering agreement with the Wisconsin Department of Transportation and Ayres Associates for design of the Howard Avenue bridge.

FINANCIAL:

The design is being funded with a grant, which will pay 80%. That grant has already been approved by the city.

RECOMMENDATION:

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

Note to Clerk:

After approval by the Common Council, the Wisconsin Department of Transportation will circulate this agreement for signatures utilizing DocuSign.

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

ENGINEERING SERVICES CONTRACT

BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION,

City of Greenfield (MUNICIPALITY)

AND Ayres Associates Inc. (CONSULTANT) FOR

2395-07-01

*C Greenfield, W Howard Avenue
Bridge over Miner Creek B-40-0532
LOC STR, Milwaukee County*

This CONTRACT made and entered into by and between the DEPARTMENT, MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in request for Letters of Interest and Statement of Qualifications for the W Howard Avenue Bridge over Miner Creek for design engineering services was distributed in December 2022. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: *Michael J. Baird, P.E.; WisDOT SE Region Local Program Project Manager; 141 NW Barstow Street, Waukesha WI 53188; michael.baird@dot.wi.gov; phone 262-548-5918.*

The MUNICIPALITY REPRESENTATIVE is: *Bryan Haas; Project Engineer City of Greenfield; 7325 W Forest Home Avenue, Greenfield WI 53220; Bryan.Haas@greenfieldwi.us; phone 414-329-5324.*

The CONSULTANT REPRESENTATIVE is: *Brenda Schoenfeld P.E.; Manager Ayres Associates; 20975 Swenson Drive, Suite 200, Waukesha WI 53186; SchoenfeldB@AyresAssociates.com; phone 262-522-4921.*

The CONSULTANT SERVICES will be performed for the DEPARTMENT's Southeast office located in Waukesha, WI and will be completed by 5/1/2026. Deliver PROJECT DOCUMENTS to 141 NW Barstow Street, PO Box 798, Waukesha WI 53188, unless other directions are given by the DEPARTMENT.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

☒ DEPARTMENT

☐ MUNICIPALITY

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

A. Prime Consultant Basis of Payment

Actual Cost Plus Fixed Fee:

For design services for the replacement of the W Howard Avenue Structure over Miner Creek, including design reports, environmental documents, agency/ utility coordination, survey, plat, preliminary design, final design, preliminary structure design, final structure design, and PSE submittal, actual costs to the CONSULTANT up to \$ 143,123.12, plus a fixed fee of \$ 9,313.85, not to exceed \$152,436.97.

B. Subcontract Basis of Payment 1st Tier Subconsultant

Cost per Unit 1st tier Subconsultant:

For Geotechnical Services subcontracted to ECS Midwest, LLC, the CONSULTANT'S actual cost to ECS Midwest, LLC not to exceed \$11,900.00 for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Mobilization	1	Per Trip	\$1,500.00	\$1,500.00
Standard Penetration Test Borings (0'-40')	80	Per Foot	\$18.00	\$1,440.00
Standard Penetration Test Borings (40'+)	40	Per Foot	\$23.00	\$920
Boring Abandonment	120	Per Foot	\$5.25	\$630.00
Mud Rotary Set-up	2	Each	\$125.00	\$250.00
Pavement Patch	2	Each	\$40.00	\$80.00
Utility Clearance and Coordination	1	Per Hour	\$150.00	\$150.00
Boring Layout and Elevations	2	Per Hour	\$125.00	\$250.00
Traffic Control	2	Per Day	\$1,850.00	\$3,700.00
Basic Index Laboratory Testing and Log Prep	6	Per Hour	\$80.00	\$480.00
Grain Size Determination Including Percentage Passing a No. 200 Sieve	2	Each	\$100.00	\$200.00
Report Preparation – Geotechnical Engineer	10	Per Hour	\$150.00	\$1,500.00
Report Preparation – Principal Engineer	4	Per Hour	\$200.00	\$800.00

Cost per Unit 1st tier Subconsultant:

For Title Searches subcontracted to Knight Barry Title Group, the CONSULTANT'S actual cost to Knight Barry Title Group not to exceed \$1,275.00 for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Title Searches	3	Each	\$400.00	\$1,200.00
Title Update	3	Each	\$25.00	\$75.00

Lump Sum 1st Tier Subconsultant:

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

For Cultural Resources Investigations subcontracted to University of Wisconsin Milwaukee Archeological Research Laboratory Center, the CONSULTANT'S actual cost to University of Wisconsin Milwaukee Archeological Research Laboratory Center based on a lump sum of \$3,756.00.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$169,367.97.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, dated July 1, 2015 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 14 pages.

Nothing in this CONTRACT accords any third part beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

For the DEPARTMENT

By: _____

By: _____

Title: _____

Contract Manager, WisDOT

Date: _____

Date: _____

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

For the MUNICIPALITY

By: _____

Michael Neizke

Title: Mayor

Date: _____

For the MUNICIPALITY

By: _____

Jennifer Goergen

Title: City Clerk

Date: _____

For the MUNICIPALITY

By: _____

Paula Schafer

Title: Finance Director

Date: _____

For the MUNICIPALITY

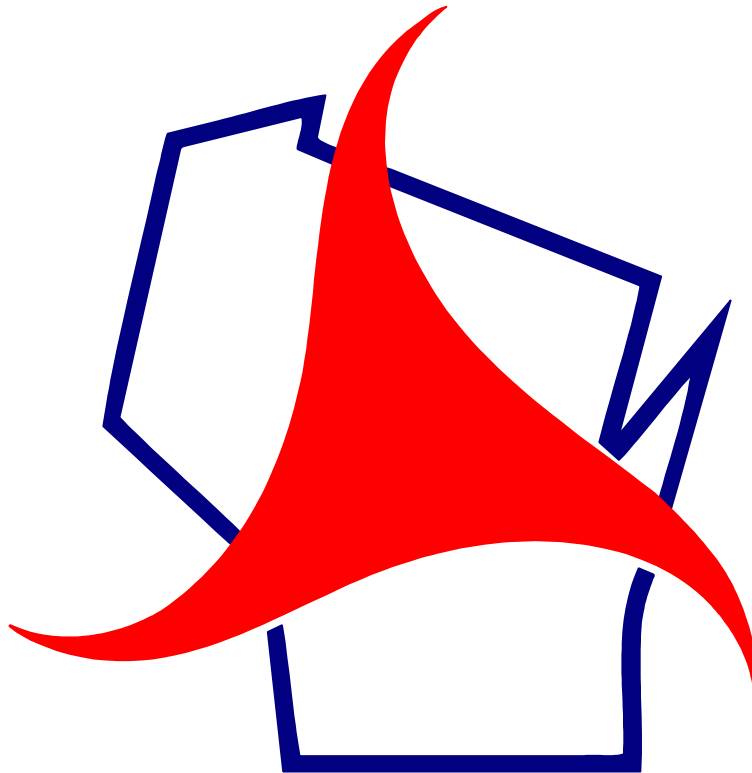
By: _____

Chris Geary

Title: City Attorney

Date: _____

Three-Party Design Contract Special Provisions



January 03, 2017

SCOPE OF SERVICES..... 1

A. DESIGN REPORTS..... 1

B. ENVIRONMENTAL DOCUMENTATION 3

C. AGENCY COORDINATION 4

D. RAILROAD/ UTILITY INVOLVEMENTS..... 5

E. PUBLIC INVOLVEMENT 6

F. MEETINGS 6

G. LOCATING 7

H. SURVEYS 7

I. SOILS AND SUBSURFACE INVESTIGATIONS 8

J. ROAD PLANS..... 10

K. STRUCTURE PLANS..... 10

L. PLATS..... 11

M. HIGHWAY SYSTEM CHANGES 13

N. TRAFFIC 13

O. SERVICES PROVIDED BY THE MUNICIPALITY 13

PROSECUTION AND PROGRESS..... 13

THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

Revised 05/26/16

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

VI. SPECIAL PROVISIONS

Section(s) III.A.(1) is (are) amended to substitute the DEPARTMENT for the MUNICIPALITY.

SCOPE OF SERVICES

A. DESIGN REPORTS

1. Abbreviated Pavement Design Report

The CONSULTANT shall prepare an Abbreviated Pavement Design Report for the project in accordance with the MANUAL, except the Alternatives and Life Cycle Cost Analysis shall not be part of the report and will be considered Extra Services.

2. Design Study Report

The CONSULTANT shall prepare a Design Study Report as set forth in the MANUAL. If the PROJECT involves highway work, the preparation of the Final Road Plans, Structure Plans or Right of Way Plats shall not be undertaken by the CONSULTANT until the Design Study has been approved by the DEPARTMENT and MUNICIPALITY.

3. Complete Streets Memo

A complete streets memo will be prepared for the project. The memo will document the bicycle and pedestrian accommodations in the project limits.

4. Transportation Management Plan

A Transportation Management Plan (TMP) will be prepared for the project. The TMP is expected to be a Local Program Type 2 TMP document electronically submitted through

the DEPARTMENT's WisTMP System. The CONSULTANT will prepare the TMP report.

The draft TMP will be electronically submitted to the DEPARTMENT for their review and comment with the 60% submittal of the Design Study Report. As a Local Program TMP, a Work Zone Impact Assessment (WZIA) will not be required. After receipt of comments, the 60% TMP will be revised accordingly, and a final copy electronically submitted with the 90% submittal.

The TMP will include the following:

a) Existing Conditions

The CONSULTANT will provide a brief description of work activities and basic existing roadway conditions, including the posted speed, normal travel time (estimated from the project length and posted speed), the current roadway capacity (based on the guidance in the Highway Capacity Manual (HCM) 6th Edition), and percent heavy vehicles.

b) Work Zone Strategies

Work zone strategies and the associated planning-level costs will be identified.

c) Work Zone Impacts

The CONSULTANT will identify mitigation and coordination efforts for impacts to roadway users and local businesses.

d) Traffic Analysis

The project is expected to be constructed under a full roadway closure with a signed detour route. The CONSULTANT shall estimate the existing travel time within the project limits using the corridor length and the posted speed limit. The CONSULTANT will estimate the travel time of the planned detour route using the corridor length and the posted speed limit. No additional delay will be calculated for intersection traffic control along the detour route.

e) Public Information and Outreach Plan (PIOP) Checklist

The CONSULTANT will prepare a PIOP checklist and attach it to the TMP. The document will identify Stakeholder Groups and summarize the extent of coordination planned for the project.

f) Incident Management Strategies

The CONSULTANT shall identify incident management strategies for the project corridor. The strategies will identify what traffic incidents could occur in the

work zone and methods of notifying traveling public of the duration of incident and availability of alternate route. The CONSULTANT will attach an incident management communication contact list to the TMP.

g) Traffic Control Plan (TCP)

The CONSULTANT will attach staging plans to the TMP and identify vehicle size restrictions along the detour route, if applicable.

h) Meetings

No TMP meetings are included in the effort.

B. ENVIRONMENTAL DOCUMENTATION

Execute a disclosure statement as required by 40 CFR 1506.5(c).

Prepare Categorical Exclusion Checklist (CEC) Environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish to the DEPARTMENT and MUNICIPALITY for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives. Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

(1) Historical and Archaeological Surveys and Studies:

- (a) Submit a Documentation for Cemeteries Checklist DT1614 for the project and provide initial coordination with the Arlington Park Cemetery. Review cemetery maps and summarize proximity of burials to the project limits.
 - (b) Submit DT1030 screening request for both archaeology and architecture/history.
- (2) Hazardous Materials/Contamination Assessments
 - (a) Conduct a Phase I investigation for the PROJECT in accordance with the MANUAL.
 - (b) Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.
 - (c) The MUNICIPALITY acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the CONSULTANT under this CONTRACT. Dispose of investigative waste in accordance with the MANUAL.
- (3) Wetland Investigations
 - (a) The CONSULTANT will do a wetland determination for this PROJECT, and the CONSULTANT will coordinate with the WDNR for this determination to be used for the environmental document and agency coordination.

C. AGENCY COORDINATION

- (1) Section 401 and 402 Certifications:

Evaluate the effects of the PROJECT on water quality, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary application. A WDNR transportation construction general WPDES permit will be prepared.

- (2) Section 404 Permits:

Evaluate the potential for discharge of fill materials into the waters of the United States, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary permit application.
- (3) Bureau of Aeronautics:

The CONSULTANT shall evaluate the effects of the PROJECT with the Bureau of Aeronautics in accordance with the MANUAL.
- (4) USFWS Notification

CONSULTANT to complete consultation with the USFWS via the USFWS Information for Planning and Consultation (IPaC) Online System.

D. RAILROAD/ UTILITY INVOLVEMENTS

- (1) Utility Coordination

Perform all utility coordination in accordance with:
 - a) The MANUAL
 - b) The WisDOT "Guide to Utility Coordination"
 - c) The "Utility Coordination Task List for Design Consultant Contracts" as agreed upon 03/27/2023.

(date)
- (3) The DEPARTMENT/MUNICIPALITY will provide the CONSULTANT with a list of known utilities on the PROJECT and a list of contact personnel for utility coordination. This list is not warranted to be complete, but is furnished to assist the CONSULTANT. Verify and update the list.
- (4) Confer on an ongoing basis with all utility facility owners in the project vicinity to establish mutual understanding on design features of the project affecting utility facilities, and shall

keep the MUNICIPALITY informed of all such coordination activities. Provide the MUNICIPALITY with plans and information that will allow it to meet its planned utility coordination schedule.

E. PUBLIC INVOLVEMENT

- (1) Public Involvement Meetings:
 - (a) Conduct or assist the MUNICIPALITY in holding one (1) public involvement meeting in person and explain to the public concepts and probable impacts of this PROJECT.
 - (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting(s).
 - (c) Prepare a summary report after the public involvement meeting(s).
 - (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting(s).
 - (e) Make all the necessary arrangements for scheduling the public involvement meeting(s) and provide notices and press releases for the MUNICIPALITY'S use.
 - (f) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.
 - (g) Coordinate meeting schedules with the MUNICIPALITY'S representative.
 - (h) The MUNICIPALITY shall send out the public involvement meeting invites and cover all costs associated with room rental for the public involvement meeting.

F. MEETINGS

- (1) A 30% Plan Review Meeting and Operational Planning Meeting shall jointly be held in person with the MUNICIPALITY.
- (2) One (1) virtual meeting shall be held with local officials approximately one (1) week prior to the Public Informational Meeting.
- (3) A 60% Plan Review Meeting shall be held virtually with the MUNICIPALITY.
- (4) A Final Plan Review Meeting with the MUNICIPALITY shall be held virtually approximately 45 - 60 days ahead of the P.S. & E. submittal date.
- (5) Attend the pre-construction conference as scheduled by the MUNICIPALITY.
- (6) A field review meeting with the WDNR and MUNICIPALITY shall be held to review the project. This meeting will take place in conjunction with the 30% Plan Review Meeting.
- (7) Four (4) meeting(s) shall be held to plan, review, and coordinate the PROJECT with the MUNICIPALITY'S staff.
- (8) Conduct one (1) coordination meeting(s) with utilities having facilities on the PROJECT.

G. LOCATING

Not included in this contract.

H. SURVEYS

- (1) Topographic survey shall be obtained 400' east and 400' west of the existing creek and 130' north and 130' south of the existing W Howard Avenue edge of pavement.
- (2) Locate the necessary section corners for the right-of-way plat. It is estimated that two (2) section corners need to be located and established and tied to state plane coordinates. Do not apply for reimbursement from the applicable county for these costs.

- (3) Conduct surveys that provide information necessary for the preparation of plats and acquisition of rights of way and property. Provide right-of-way monumentation information. All such information shall be provided in an electronic file in accordance with the MANUAL.
- (4) Tie surveys to section corners, quarter section corners, and to street lines or block corners in platted areas. Ties shall be in sufficient detail to permit the preparation of proper legal descriptions of the lands acquired.
- (5) Submit all survey data (including description, measured, and computed data) to the MUNICIPALITY in 2022 AutoCAD Civil 3D format, in accordance with the MANUAL. Copies of original notes or printouts and all Trimble Data Collector raw files shall also be provided.
- (6) Conduct Survey of wetland boundaries marked in the field.
- (7) Conduct Survey of soil boring locations in the field.

I. SOILS AND SUBSURFACE INVESTIGATIONS

- (1) Perform one (1) boring, in conjunction with a structure boring, of the existing pavement structure, including base courses and shoulders, in order to determine quantities and qualities of materials available for project needs.
- (2) Investigations of subsurface soil conditions for foundations at the sites of proposed bridges or other structures are required. They shall consist of not less than one machine powered boring within the approximate limits of each substructure unit.

Two (2) foundation borings shall be performed to yield sufficient detailed data to enable an engineering design of the structure and its foundation per DEPARTMENT standards.

Foundation investigations shall be coordinated with the MUNICIPALITY, with a minimum of three working days prior notice, to enable the MUNICIPALITY to make provisions for on-site observations and to evaluate conditions during drilling.

When borings have reached the depth of 60 feet without providing necessary data, the driller is authorized to continue drilling until depths reach 120 percent of the planned depths. When necessary data is obtained for any individual boring, prior to borings reaching the planned depth, the drilling for that individual boring shall be terminated.

When completion of drilling to 120 percent of the depth of any individual boring as set forth above is not sufficient to adequately assess subsurface conditions, or otherwise determine all the required foundation information, the CONSULTANT shall recommend revised boring depths or a revised boring program for verbal authorization by the MUNICIPALITY. The extent of all subsurface foundation investigations performed shall be fully justified in the Soils Report for the PROJECT.

All boreholes and monitoring wells shall be backfilled as per the April 20, 1992 guidelines titled "Wisconsin Department of Transportation Geotechnical Unit -Drilled Borehole and Monitoring Well Abandonment Procedures".

Record final borehole location; station and referenced offset and elevation. CONSULTANT shall provide final boring location GPS coordinates and provide a Google Earth image of project site showing coordinate correct as-drilled boring locations.

- (3) Perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to provide pavement design parameters.
- (4) Transmit to the DEPARTMENT gINT software boring logs for all completed borings, using the DEPARTMENT'S gINT template (contact Dan Reid for the template, 608-246-7946). Send these to the following email location at the time of PSE submittal: DOTDTSdGeotechnicalgINT@dot.wi.gov.
- (5) Transmit to the DEPARTMENT all soils laboratory testing summary and testing data sheets for tests performed on the soil and rock samples collected during the investigation. In addition, transmit the results of any field tests including vane shear tests, pressure meter tests and cone penetrometer tests. Send this in a .pdf format that references the DEPARTMENTS design project I.D., and send them to the followings email location at the time of PSE submittal: DOTDTSdGeotechnicalSirLab@dot.wi.gov.

- (6) Transmit to the DEPARTMENT all Soil Reports relating to structures, roadways, pavements and environment. Send this in a .pdf format that references the DEPARTMENTS design project I.D., and send them to the followings email location at the time of PSE submittal: DOTDTSDDGeotechnicalSirLab@dot.wi.gov

J. ROAD PLANS

Section II C (9) in the Standard Provision of the CONTRACT is amended to include the following plans:

- Title Sheet
 - General Notes Sheet
 - Existing and Finished Typical Sections
 - Construction Details
 - Plan Details
 - Detour Plan
 - Miscellaneous Quantities
 - Plan & Profile
 - Structure Plans
 - Cross Sections
1. Permanent signing, pavement marking, and traffic control shall be addressed in the miscellaneous quantities and with Standard Detail Drawings.
 2. Plan & Profile Sheets shall include alignment layouts and project control.
 3. Erosion control shall be addressed on the plan detail sheet, in the miscellaneous quantities, and with Standard Detail Drawings.

K. STRUCTURE PLANS

- (1) Prepare a Structure Survey Report/Hydraulic Report, which includes a discussion of structure sizing, in accordance with the MANUAL. The completed preliminary plan shall show the structure plan, elevation, and typical cross section, and all pertinent data shall appear on the first sheet(s) of the completed structure plans. The plan and the Structure Survey Report/Hydraulic Report shall be submitted to the DEPARTMENT and MUNICIPALITY for review. The DEPARTMENT and MUNICIPALITY will review this preliminary plan and the Structure Survey Report/Hydraulic Report and return to the CONSULTANT showing requested revisions, if any.
- (2) Plans for Structures shall be fully dimensioned besides showing controlling elevations. The plans shall be prepared with such precision and detail to allow for the convenient layout in

the field with customary degree of accuracy, and to allow for the production of an accurate estimate of quantities for all pertinent items of work to be performed in the PROJECT.

- (3) Plans for Structures shall include schedules for bar steel reinforcement. Such schedules shall provide all of the necessary detail required for the fabrication of the reinforcement without the necessity of making separate shop drawings for that purpose.
- (4) When the plans for a structure have been completed, the CONSULTANT shall furnish the DEPARTMENT and MUNICIPALITY with prints of such plans for review and examination.
- (5) Submit for review and examination of all specifications for items of work in the Structure Plans which are not covered by the STANDARD SPECIFICATIONS and such amendments to or revisions of the STANDARD SPECIFICATIONS as may be required to properly cover the work contemplated by the plans.
- (6) Plans will be subject to review and examination by the DEPARTMENT and MUNICIPALITY. Such review and examination may be made on the site of the PROJECT.
- (7) Along with the plans for structures submit design computations for the DEPARTMENT and MUNICIPALITY'S review and permanent file.
- (8) Furnish such other pertinent information and data with respect to the plans and design as the DEPARTMENT and MUNICIPALITY may request.
- (9) In the design and development of the Structure Plans, develop two (2) alternative structure types or other geometric configurations to enable selection of the design that provides the best balance between practical construction considerations, right of way requirements, aesthetics and blending with the topography, and costs.

L. PLATS

- (1) Prepare Acquisition Exhibit(s) in accordance with the MANUAL and WisDOT Guide to Utility Coordination.
 - (a) Meet with the DEPARTMENT'S right-of-way plat unit to review the special provisions and MANUALS prior to starting the acquisition exhibit(s).
 - (b) Prepare all exhibits in accordance with FDM 15-5 Plan Preparations - Methods using WISDOT-provided Civil 3D file templates and related CAD components.
 - (c) Provide the DEPARTMENT and MUNICIPALITY an electronic (*choose: CSV or LandXML*) file with unique point ID's of all acquisition boundary points and United States Public Land Survey System (USPLSS) corners or monuments of record used to prepare the acquisition exhibit(s) and description(s).
 - (d) Show all recovered monuments with the size and kind noted in accordance with the MANUALS.

- (e) Show on the exhibit(s) existing property lines along with certified survey maps (CSM), subdivisions, assessor plats, condominium plats and any plats of record.
 - (f) Submit an 8 ½" x 11" or 11" x 17" portable document format (PDF), unless otherwise specified by the DEPARTMENT, in accordance with the MANUALS upon final approval of the DEPARTMENT.
 - (g) Submit the exhibit PROJECT DOCUMENTS in accordance with the MANUALS upon receiving final approval from the DEPARTMENT and MUNICIPALITY. Submit Civil 3D dwg files in accordance with the data exchange and CADD standards outlined in the MANUAL.
- (2) Obtain title searches, title updates, or commitments necessary to determine property lines and current ownerships for the PROJECT. It is estimated that three (3) (estimated number of parcels) title searches and three (3) title updates are required. Contract with a title company to prepare the title searches, title updates, or commitments in accordance with the DEPARTMENT'S approved list of title companies. Provide a copy of the title searches, title updates or commitments to the DEPARTMENT and MUNICIPALITY, upon request. It is anticipated the title reports are needed for parcels 5530616000, 5530701000 in the City of Milwaukee and 5769999003 in the City of Greenfield
- (3) Provide individual descriptions for all interests to be acquired for the PROJECT. Write descriptions in a metes and bounds format, or in the case of platted property by suitable reference to the platted data. Commence or begin unplatted property descriptions at a monumented USPLSS corner or a located monument of record. The descriptions shall contain a basis of reference and shall describe the exterior boundaries of the interest being acquired.
- (4) Prepare the descriptions using Microsoft Word or software compatible with the DEPARTMENT and MUNICIPALITY and provide a copy of the descriptions in an electronic format to the DEPARTMENT and MUNICIPALITY. Contact the DEPARTMENT'S real estate unit for current formatting instructions. The MUNICIPALITY will be responsible for the recording of all descriptions and filing the relocation order with the applicable county.
- (5) Provide preliminary acquisition exhibit(s), and descriptions for DEPARTMENT and MUNICIPALITY review.
- (6) Be responsible for all revisions to the exhibits and descriptions until the real estate certification is completed. Changes on the exhibit(s) that occur following the initial

relocation order (excluding hardship or protective purchase) are anticipated and are part of this CONTRACT.

- (7) Submit the exhibit(s) electronically to the DEPARTMENT and MUNICIPALITY for approval. The MUNICIPALITY will be responsible for filing the exhibit(s) with the applicable county.
- (8) Field locate and temporarily mark the new easement boundaries in a manner which will facilitate the appraisal of all affected parcels, to be performed in one mobilization.

M. HIGHWAY SYSTEM CHANGES

Not included in this contract.

N. TRAFFIC

- (1) The CONSULTANT will prepare a traffic forecast request for the project.

O. SERVICES PROVIDED BY THE MUNICIPALITY

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

- 1. Concept Definition Report
- 2. Utility Contact List
- 3. Existing Sanitary, Water, and Lighting As Built information
- 4. Survey Control Points
- 5. Asbestos Inspection of existing Structure via DEPARTMENT
- 6. Existing traffic volumes

PROSECUTION AND PROGRESS

- (1) The MUNICIPALITY shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with DEPARTMENT'S internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff.

- (2) The CONSULTANT proposes to sublet these services to
 - a) Geotechnical Investigation – ECS Midwest
 - b) Cultural Resources Investigations – UW Milwaukee
 - c) Title Searches – Knight Barry

- (3) The CONSULTANT shall meet the design PC specifications for delivery of AASHTOWare Project Knowledge Base for delivery of project preconstruction estimates. The design PCs will meet the operating system Windows 10 and utilize internet browser Chrome or Edge.

- (4) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, if CONSULTANT has received the Notice to Proceed by April 28, 2023.

(Date)

Report Title	Date
Section 106	February 2024
Environmental Document	March 2024
Preliminary Structure Plan	May 2024
Design Study Report	September 2024
Right-Of-Way Plat(s)	September 2024
Right-Of-Way Descriptions	September 2024
Final Road Plans	September 2025
Final Structure Plans	September 2025
Final P.S. & E.	November 1, 2025



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 18, 2023

RELATING TO:

Outdoor Special Event application for the Cinco de Mayo event, to be located at Kalibres Restaurant & Bar, 4555 W. Forest Home Ave., May 7, 2023.

SUMMARY:

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

All various dept. review/approval has occurred.

Event Date

Sunday, May 7

Start Time

12:00 p.m.

End Time

7:00 p.m.

Set-up: Sunday, 5/7 10:00 am

Breakdown: Sunday, 5/7 7:30 pm

Recommendation: Approve the Outdoor Special Event application for the Cinco de Mayo event, to be located at Kalibres Restaurant & Bar, 4555 W. Forest Home Ave., May 7, 2023 and all applicable licenses/permits.

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

MOTION ___ OTHER ___



Committee: Common Council Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 18, 2023

RELATING TO:

Outdoor Special Event application for the House of Harley Support the Troops Ride event, to be located at 6221 W. Layton Ave., May 20, 2023.

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, May 20	10:00 a.m.	5:00 p.m.	5:00 p.m.

Set-up: Saturday, 5/20, 8:00 a.m.

Breakdown: Saturday, 5/20, 5:00 p.m.

Live music 10:00 a.m. - 5:00 p.m. Alcohol sales 8 a.m. – 5 p.m. Event held on House of Harley premises. Motorcycle ride leaves at 11:00am and will return around 3:00pm.

Recommendation: Approve the Outdoor Special Event application for the House of Harley Support the Troops Ride event, to be located at 6221 W. Layton Ave., May 20, 2023 and all applicable licenses/permits.

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



Committee: Common Council, April 18, 2023 Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 18, 2023

RELATING TO:

Outdoor Special Event application for the Cruisin' Car Show event, to be located at Kulwicki Park, 10777 W. Cold Spring Rd., May 27, 2023.

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>
Sat., 5/27	Car Show	8:00 a.m.	2:00 p.m.

Set-up: Saturday, 5/27, 7:00am

Breakdown: Saturday, 5/27, 3:00pm

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

Recommendation: Approve the Outdoor Special Event application for the Cruisin' Car Show, to be located at Kulwicki Park, 10777 W. Cold Spring Rd., May 27, 2023 and all applicable licenses/permits, waive any applicable fees.

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



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 18, 2023

RELATING TO:

Outdoor Special Event application for the House of Harley Hometown Rally event, to be located at 6221 W. Layton Ave., July 10 – July 17, 2023.

SUMMARY:

Application includes the following combination of licenses/permits: OSE, Temporary Class “B” License (beer), Food, and Commercial building, electrical, plumbing, and temporary sign permit.

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>Beer Finish</u>	<u>End Time</u>
Monday, 7/10	8:00 a.m.	10:00 p.m.	10:00 p.m.
Tuesday, 7/11	8:00 a.m.	10:00 p.m.	10:00 p.m.
Wednesday, 7/12	8:00 a.m.	10:00 p.m.	10:00 p.m.
Thursday, 7/13	8:00 a.m.	10:00 p.m.	10:00 p.m.
Friday, 7/14	8:00 a.m.	10:00 p.m.	10:00 p.m.
Saturday, 7/15	8:00 a.m.	10:00 p.m.	10:00 p.m.
Sunday, 7/16	8:00 a.m.	10:00 p.m.	10:00 p.m.

Street closure: Monday, July 10 6:00am – Monday, July 17, 6:00am

Set-up: Monday, July 10, 8am

Breakdown (parking lot): Monday, July 17th

Motorcycle demonstrations daily.

Live music/bands daily, ending at 10:00pm. Event held on House of Harley premises and on W. Layton Ave.

Recommendation: Approve the Outdoor Special Event application for the House of Harley Hometown Rally event, to be located at 6221 W. Layton Ave., July 10-July 17, 2023 and all applicable licenses/permits.

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



Committee: Common Council Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: April 18, 2023

RELATING TO:

Outdoor Special Event application for the Ethan's Run Against Addiction event, to be located at Konkell Park at 5151 W. Layton Ave., August 5, 2023.

SUMMARY:

Application includes the following combination of licenses/permits: OSE, Parade (organized run/walk).

All various dept. review/approval has occurred.

<u>Event Date</u>	<u>Start Time</u>	<u>End Time</u>
Saturday, 8/5	8:00 a.m.	11:00 a.m.

Set-up: Saturday, 8/5, 5:30am

Breakdown: Saturday, 8/5, 11:00am

DJ for announcements 8am – 11am. Event held at Konkell Park.

Athletic run/walk throughout a portion of the City. See attached map.

Applicant requesting to waive all license/permit fees.

Recommendation: Approve the Outdoor Special Event application for the Ethan's Run Against Addiction event, to be located at Konkell Park at 5151 W. Layton Ave., August 5, 2023 and all applicable licenses/permits, and waive any applicable fees.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER X Ethan's Run Against Addiction event map



Fire Chief

Classification

Exempt

Department/Division

Fire Department

Reports to

Mayor

Summary/Objective

The Fire Chief is responsible for the administration, supervision and management of the Greenfield Fire Department, and long and short-term planning. In addition, the Fire Chief coordinates emergency fire and medical service operations, and oversees fire prevention, fire education, fire safety and inspection, City development, and emergency government coordination.

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 disabilities to perform essential functions.

1. Responsible for the administration of the Fire Department budget. Ensures that intergovernment controls and relations are maintained and purchases are accomplished. ~~To maintain efficiency~~
- ~~Responsible for recruiting, hiring, promotions, transfers, assigning and retaining employees in positions with the City Fire Department and to suspend, demote, discharge and take any and all other disciplinary action against employees in accordance of policy, City ordinance, bargaining agreements, Police and Fire Commission rules, and applicable laws and Civil Service regulations when applicable.~~
- Coordinates department personnel in an effective and productive work force. Implements department goals and objectives, develops activities and plans to meet these goals. ~~Introduces new or improved methods.~~
2. ~~Recommends to the Police and Fire Commission permanent appointments and promotion of sworn personnel. Select probationary employees pursuant to the Police and Fire Commission rules, city ordinance, bargaining agreements and, when applicable, Civil Service regulations.~~
3. ~~Over~~sight of ~~sees~~ all emergency operations ~~as Incident Commander~~, which includes firefighting, fire investigation, hazardous material response, natural or manmade disasters and mass casualties. ~~E~~nsures a management team is available to respond twenty-four (4) hours a day. ~~Must be able to fill the role of Incident Commander as required.~~

Commented [JF1]: This seems to be duplicate of the second bullet, I made some adjustments with the second bullet.

4. ~~Assigned Emergency Management duties and position for the City as required.~~ Ensures Emergency Government management of city and county programs. Coordinates all activities, maintains liaison and ~~assists,~~ prepares and implements a city emergency plan.
5. ~~Acts as Director of Department of Oversees~~ Emergency Medical Services including representation of the city's interest in county Emergency Medical ~~Society Services~~ programs.
6. Coordinate all ~~shared services,~~ mutual aid agreements between other villages, towns, cities and county agencies. Establishes communications, emergency plans and ~~ensures~~ compliance with other city agencies. Provide physical assistance as a Command Officer in Milwaukee County incident management system when called upon.
7. Oversees all operations, training, inspections and operating procedures are follow~~ed through~~ ~~department guidelines.~~
8. ~~Recommends to the Police and Fire Commission permanent appointments and promotion of sworn personnel. Select probationary employees pursuant to the Police and Fire Commission rules, city ordinance, bargaining agreements and, when applicable, Civil Service regulations.~~
9. Oversees community relations activities. Represents the Fire Department at meetings of civic organizations and other public and private groups. Establishes productive and effective working relationships with other branches of government, organizations and groups.
10. ~~_____~~ Attends various meetings, seminars and training sessions to obtain current information necessary for effective firefighting operations. Interacts with local government, the Police and Fire Commission, other county agencies and city officials.
- ~~Oversees the process for selecting new employees. Organizes and oversees required testing, training and evaluation of probationary personnel and, in conjunction with the Police and Fire Commission.~~
- ~~Assigned Emergency Management duties and position for the City as required.~~
11. ~~_____, assists in the screening and selection of new employees.~~

Commented [j2]: Changed second bullet point a bit to encompass this and then strike this?

Commented [j3]: Merged with item above.

Competencies

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

Revised 20224/18/2023

Page 2 of 7

Knowledge, Skills and Abilities:

1. Proficient management, budget and personnel skills in Fire-EMS-Department administration.
 2. Effective communication, oral and written.
 3. Ability to implement department plans, goals and objectives.
 4. Read, write, add and subtract.
 5. Knowledge of national, state law and local ordinance and fire/safety codes.
 6. Organize, direct, and coordinate written and oral reports.
 7. Skilled in report writing, use of computer, telephone, two-way radio, copy machine, adding machine, fax machine, typewriter, calculator, camera, drafting equipment and measuring device.
 8. Knowledge of fire protection, water supply, building construction, direct fire and rescue operations, disaster preparedness, combustible and flammable materials, and fire extinguishment.
 9. Knowledge of Incident Command System, EMT, firefighting, fire inspection and public relations.
- Knowledge, understanding, following, adherence and enforcement of work rules, Policies, Procedures, Code of Conduct and Standard Operating Guidelines. Knowledge of national, state, local laws and fire/safety codes, including but not limited to, the National Fire Protection Association and National Life Safety Code standards.
 - Knowledge of fire suppression techniques, emergency first aid, natural and man-made disasters, fire control and extinguishment, and combustible and flammable materials. Considerable knowledge of training techniques.
 - Extensive knowledge of City, risks geography including streets, fire hydrant locations and pre-fire and contingency plans.
 - Thorough knowledge of and ability to ensure, enforce and follow occupational hazards and standard safety precautions, policies and procedures necessary in the work, including but not limited to, DHS 110, SPS 330 and applicable NFPA safety standards.
 - Knowledge of legislative, legal, administrative, and fiscal processes of City government.
 - Working knowledge of driver, fire, rescue, and emergency medical services safety best practices.
 - Knowledge of policies and procedures of City administration. A Full k
 - Knowledge of the City's Emergency Operations Plan (EOP) and local, county, state, and federal procedures regarding disaster response.
 - Knowledge of procedures and communication in Shared Services agreement, Mutual Aid Box Alarm System (MABAS) and the State Mutual Aid Plan.
 - Knowledge of the National Incident Management System (NIMS) and the National Response Plan (NRP).
 - Considerable ability to plan, organize, manage and administer activities requiring coordination with others.
 - Ability to work and communicate effectively, both verbally and in writing, with supervisors, peers, employees, other agencies and the public.
 - Ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort.
 - Ability to establish and maintain effective interpersonal relationships with employees, other divisions and the public.
 - Ability to research and obtain pertinent information through various resources including state statutes and administrative regulations.
 - Ability to read and understand codes and ordinances.
 - Ability to work independently with only occasional review of work performance or records.
 - Ability to use personal computer equipment, software and applications to access, retrieves, or input information.

Revised 20224/18/2023

Page 3 of 7

Ability to operate and skilled in medical, fire suppression and other types of emergency equipment and vehicle operation.

Ability to apply training to others to learn standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.

- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to act effectively in emergency and stressful situations.
- Ability to deal with difficult working conditions including; high places, confined spaces, hazardous areas and all types of weather.
- Ability to understand, speak, and write the English language fluently and use proper grammar, punctuation and spelling.
- Ability to prepare, organize, direct, coordinate and maintain written and oral office data, reports and systems.
- Skills in community risk reduction, training, firefighting, EMS, fire inspection, fire scene command and public relations.

Mathematical Skills:

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

Supervisory Responsibilities

Fire Chief is responsible for direct and indirect supervision and management of the entire Fire Department. Direct reports include, Assistant Fire Chief. Other reports include; Battalion Chiefs, Lieutenants, Heavy Equipment Operators, Firefighters, Fire Marshal(s), Case Manager.;

Position Type and Expected Hours of Work

- This is a full-time exempt position. Ability to be accessible by cell phone and/or to respond to emergencies outside of regular office hours, including, but not limited to nights, weekends, holidays, etc.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted. Deployment through mutual aid if necessary.

EDUCATION/LICENSE/CERTIFICATION REQUIREMENTS:

1. _____ Bachelor's degree in Business Administration, Fire Science, or Public Administration or related field.
2. _____ Valid Wisconsin driver's license or such other valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin.
3. _____ Maintenance of continuous education courses in disaster preparedness, public management, Fire Department administration, etc. Five years of consecutive experience as Administrative Staff Officer, Fire Captain or above in the Greenfield Fire Department, or ten years of progressively responsible Fire Service experience with at least five years as a chief officer in a career full-time Fire Department.

Revised 20224/18/2023 _____

Required Education/Training and Experience

Bachelor's degree in Business Administration, Fire Science, or Public Administration or related field. Five years progressive supervisory experience in a municipal fire department. Five years of consecutive experience with administrative function of a like Fire-EMS Department. Experience with career staff. Experience with collective bargaining agreements and Union relationships. as Administrative Staff Officer or above in the Greenfield Fire Department or ten years of progressively responsible Fire Service experience with at least five years as a chief officer in a career full-time Fire Department. Must be at least a Wisconsin licensed EMT-Basic.

Commented [j4]: Administrative/supervisory? If left at supervisory could get Lt's which may be ok too?

Commented [JF5R4]: Yes, ok

Preferred Education/Training and Experience

Master's degree in Business Administration, Fire Science, or Public Administration or related field. Five years progressive supervisory experience in a municipal fire department. Other relevant/relatable fire and EMS education, training and experiences. Five years of consecutive experience as Administrative Staff Officer or above in the Greenfield Fire Department or ten years of progressively responsible Fire Service experience with at least five years as a chief officer in a career full-time Fire Department. A Wisconsin or NREMT licensed or previously licensed EMT-Paramedic. If previously licensed as a Paramedic, Chief must hold at least a current or attainable Wisconsin EMT-Basic license.

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

Other Qualifications:

Possession and maintenance of a valid Wisconsin driver's license or such other valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin. Maintenance of continuous education courses in disaster preparedness, public management, Fire Department administration, etc.

Physical Demands:

1. Standing, walking, sitting
2. Stooping, crouching
3. Climbing, bending/twisting
4. Reaching, feeling, talking and hearing
5. Meet the Eyes and Vision requirement of N.F.P.A. 1582.
6. Lifting, carrying, pushing/pulling
7. Handling, grasping and fingering

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

Possess the physical capacity to perform the duties of the position including, but not limited to, the following: standing, walking, sitting, stooping, kneeling, crouching, crawling, running, grappling, climbing, balancing, bending/twisting, reaching, feeling, talking and hearing. Must be able to lift, carry, push/pull 100 lbs. or more. Must be able to handling and grasp fire hose, ladders, performing CPR, utilizing patient lifting devices, etc. Must be able to meet the medical standards established by N.F.P.A. 1582 and the medical testing facility. Must be able to wear self-contained and other types of breathing apparatus while performing firefighting and EMS duties.

Revised 20224/18/2023

Page 5 of 7

Work Environment:

- ~~1. Workplace environment that may be confined.~~
- ~~2. Exposure to extreme cold or hot temperature changes.~~
- ~~3. Contact with water or liquids.~~
- ~~4. Exposure to loud noise with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.~~
- ~~5. Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury, and fast moving vehicles.~~
- ~~6. Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust and poor ventilation.~~

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.

- Workplace environment that may be confined.
- Exposure to extreme cold and normal, or hot and normal temperature changes.
- Contact with water or liquids.
- Exposure to loud noise with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.
- Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury, and fast moving vehicles.
- Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust, and poor ventilation.

Tools and Equipment Used:

- ~~1. General office equipment~~
- ~~2. Camera, drafting equipment, and measuring devices~~
- ~~3. Hand tools~~
- ~~4. Car~~
- ~~5. First aid equipment, oxygen, general medical equipment, and patient lifting devices~~
- ~~6. Breathing apparatus, steel tip boots, hearing and eye protection, and fire protective clothing~~

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, camera, drafting equipment, measuring devices, power tools, hand tools, chain saws, shovels, brooms, ladders, air tools, exhaust fans, and generators.

Must be able to operate passenger vehicles, fire apparatus and ambulance.

Must be able to apply patient restraints, first-aid equipment, oxygen, blood pressure equipment, defibrillators, test equipment, general medical equipment, and patient lifting devices breathing apparatus and all other patient centric equipment.

Must wear hearing and eye protection, firefighting turnout clothing and hazardous materials protective clothing.

Pre-Employment Requirements

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

Revised 20224/18/2023

Page 6 of 7

SALARY AND BENEFITS**Salary and Benefits:**

Wages and benefits are determined by the current Non-Represented Employee's salary resolution in effect.

BACKGROUND:

~~All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment. Psychological evaluation will be required.~~

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.



Fire Chief

Classification

Exempt

Department/Division

Fire Department

Reports to

Mayor

Summary/Objective

The Fire Chief is responsible for the administration, supervision and management of the Greenfield Fire Department, and long and short-term planning. In addition, the Fire Chief coordinates emergency fire and medical service operations, and oversees fire prevention, fire education, fire safety and inspection, City development, and emergency government coordination.

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 disabilities to perform essential functions.

- Responsible for the administration of the Fire Department budget. Ensures that intergovernment controls and relations are maintained and purchases are accomplished.
- Responsible for recruiting, hiring, promotions, transfers, assigning and retaining employees in positions with the Fire Department and to suspend, demote, discharge and take any and all other disciplinary action against employees in accordance of policy, City ordinance, bargaining agreements, Police and Fire Commission rules, applicable laws and Civil Service regulations when applicable.
- Coordinates department personnel in an effective and productive work force. Implements department goals and objectives, develops activities and plans to meet these goals. Introduces new or improved methods.
- Oversight of all emergency operations, which includes firefighting, fire investigation, hazardous material response, natural or manmade disasters and mass casualties. Ensures a management team is available to respond twenty-four (4) hours a day. Must be able to fill the role of Incident Commander as required.
- Assigned Emergency Management duties and position for the City as required. Ensures Emergency Government management of city and county programs. Coordinates all activities, maintains liaison and assists, prepares and implements a city emergency plan.
- Oversees Emergency Medical Services including representation of the city's interest in county Emergency Medical Services programs.
- Coordinate all shared services, mutual aid agreements between other villages, towns, cities and county agencies. Establishes communications, emergency plans and ensures compliance with other

city agencies. Provide physical assistance as a Command Officer in Milwaukee County incident management system when called upon.

- Oversees all operations, training, inspections and operating procedures are followed.
- Oversees community relations activities. Represents the Fire Department at meetings of civic organizations and other public and private groups. Establishes productive and effective working relationships with other branches of government, organizations and groups.
- Attends various meetings, seminars and training sessions to obtain current information necessary for effective firefighting operations. Interacts with local government, the Police and Fire Commission, other county agencies and city officials.

Competencies

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

Knowledge, Skills and Abilities:

- Proficient management, budget and personnel skills in Fire-EMS administration.
- Effective communication, oral and written.
- Ability to implement department plans, goals and objectives.
- Read, write, add and subtract.
- Knowledge of national, state law and local ordinance and fire/safety codes.
- Organize, direct, and coordinate written and oral reports.
- Skilled in report writing, use of computer, telephone, two-way radio, copy machine, adding machine, fax machine, typewriter, calculator, camera, drafting equipment and measuring device.
- Knowledge of fire protection, water supply, building construction, direct fire and rescue operations, disaster preparedness, combustible and flammable materials, and fire extinguishment.
- Knowledge of Incident Command System, EMT, firefighting, fire inspection and public relations.
- Knowledge, understanding, following, adherence and enforcement of work rules, Policies, Procedures, Code of Conduct and Standard Operating Guidelines. Knowledge of national, state, local laws and fire/safety codes, including but not limited to, the National Fire Protection Association and National Life Safety Code standards.
- Extensive knowledge of City, risks and contingency plans.
- Thorough knowledge of and ability to ensure, enforce and follow occupational hazards and standard safety precautions, policies and procedures necessary in the work, including but not limited to, DHS 110, SPS 330 and applicable NFPA safety standards.
- Knowledge of legislative, legal, administrative, and fiscal processes of City government.
- Working knowledge of safety best practices.
- Knowledge of policies and procedures of City administration.
- Knowledge of the City's Emergency Operations Plan (EOP) and local, county, state, and federal procedures regarding disaster response.

- Knowledge of Shared Services agreement, Mutual Aid Box Alarm System (MABAS) and the State Mutual Aid Plan.
- Knowledge of the National Incident Management System (NIMS) and the National Response Plan (NRP).
- Considerable ability to plan, organize, manage and administer activities requiring coordination with others.
- Ability to work and communicate effectively, both verbally and in writing, with supervisors, peers, employees, other agencies and the public.
- Ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort.
- Ability to establish and maintain effective interpersonal relationships with employees, other divisions and the public.
- Ability to research and obtain pertinent information through various resources including state statutes and administrative regulations.
- Ability to read and understand codes and ordinances.
- Ability to work independently with only occasional review of work performance or records.
- Ability to use personal computer equipment, software and applications to access, retrieves, or input information.
- Ability to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to act effectively in emergency and stressful situations.
- Ability to deal with difficult working conditions including; high places, confined spaces, hazardous areas and all types of weather.
- Ability to understand, speak, and write the English language fluently and use proper grammar, punctuation and spelling.
- Ability to prepare, organize, direct, coordinate and maintain written and oral office data, reports and systems.
- Skills in community risk reduction, training, firefighting, EMS, fire inspection, fire scene command and public relations.

Mathematical Skills

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

Supervisory Responsibilities

Fire Chief is responsible for direct and indirect supervision and management of the entire Fire Department. Direct reports include, Assistant Fire Chief. Other reports include; Battalion Chiefs, Lieutenants, Heavy Equipment Operators, Firefighters, Fire Marshal(s), Case Manager.

Position Type and Expected Hours of Work

This is a full-time exempt position. Ability to be accessible by cell phone and/or to respond to emergencies outside of regular office hours, including, but not limited to nights, weekends, holidays, etc.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted. Deployment through mutual aid if necessary.

Required Education/Training and Experience

Bachelor's degree in Business Administration, Fire Science, or Public Administration or related field. Five years progressive supervisory experience in a municipal fire department. Experience with administrative function of a like Fire-EMS Department. Experience with career staff. Experience with collective bargaining agreements and Union relationships. Must be at least a Wisconsin licensed EMT-Basic.

Preferred Education/Training and Experience

Master's degree in Business Administration, Fire Science, or Public Administration or related field. Five years progressive supervisory experience in a municipal fire department. Other relevant/relatable fire and EMS education, training and experiences. A Wisconsin or NREMT licensed or previously licensed EMT-Paramedic. If previously licensed as a Paramedic, Chief must hold at least a current or attainable Wisconsin EMT-Basic license.

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

Other Qualifications

Possession and maintenance of a valid Wisconsin driver's license or such other valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin. Maintenance of continuous education courses in disaster preparedness, public management, Fire Department administration, etc.

Physical Demands

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

Possess the physical capacity to perform the duties of the position including, but not limited to, the following: standing, walking, sitting, stooping, kneeling, crouching, crawling, running, grappling, climbing, balancing, bending/twisting, reaching, feeling, talking and hearing. Must be able to lift, carry, push/pull 100 lbs. or more. Must be able to handling and grasp fire hose, ladders, performing CPR, utilizing patient lifting devices, etc. Must be able to meet the medical standards established by N.F.P.A. 1582 and the medical testing facility. Must be able to wear self-contained and other types of breathing apparatus while performing firefighting and EMS 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 of this job.

- Workplace environment that may be confined.
- Exposure to extreme cold and normal, or hot and normal temperature changes.
- Contact with water or liquids.
- Exposure to loud noise with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.
- Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury, and fast moving vehicles.
- Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust, and poor ventilation.

Tools and Equipment Used

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone, camera, drafting equipment, measuring devices, power tools, hand tools, chain saws, shovels, brooms, ladders, air tools, exhaust fans, and generators.

Must be able to operate passenger vehicles, fire apparatus and ambulance.

Must be able to apply patient restraints, first-aid equipment, oxygen, blood pressure equipment, defibrillators, test equipment, general medical equipment, and patient lifting devices breathing apparatus and all other patient centric equipment.

Must wear hearing and eye protection, firefighting turnout clothing and hazardous materials protective clothing.

Pre-Employment Requirements

Applicants will be required to submit to a pre-employment physical, drug screen and psychological screening prior to appointment consistent with the requirements of the position, after an offer of employment and prior to appointment. 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 current Non-Represented Employee's salary resolution in effect.

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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PACKETS FOR WEDNESDAY, 4 / 12 / 2023 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	3/31/2023	\$	55,237.35
AP CHECK - MANUAL CHECK	4/3/2023	\$	16,013.39
WIRE TRANSFERS - MARCH 2023		\$	1,663,887.77
		TOTAL \$	1,735,138.51

CC: PAULA

CC: FINANCE FOLDER