



Lake Vista Room  
8040 S. 6<sup>th</sup> Street  
Oak Creek, WI 53154  
(414) 766-7000

## PARKS & RECREATION COMMISSION

April 7, 2022  
6:00 P.M.

Leah Schreiber-Johnson, Chair  
Anne Beyer – Secretary  
Steve Bautch  
Mike Theys  
Alderman Chris Guzikowski  
Jerry Krist  
Adam Thiel  
Nicole Druckrey

### The City's Vision

*Oak Creek: A dynamic regional leader, connected to our community, driving the future of the south shore.*

1. Call Meeting to Order/Roll Call
2. Approval of Minutes – February 10, 2022
3. Old Business
  - a. Amendment of Athletic Field Rental Policy language to allow for neighborhood parks to be used for games and other long-term ongoing activities.
  - b. Amendment to Section 12.02 of the Municipal Code regarding the operation of remote or radio-controlled toys or devices.
4. New Business
  - a. Proposal for Consideration – Review of the RFP for the North Bluff Park Project.
  - b. Proposal for Consideration – Identify a name for the future micro park located at 8430 S. Orchard Way.
  - c. Proposal for Consideration – Amending the Future Parks Commission Meeting Schedule.
  - d. Informational Item – Staff report to update project statuses
5. Adjournment

Dated this 5th day of April, 2022

**AMENDMENT**

#### Public Notice

Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Oak Creek City Clerk at 766-7000, by fax at 766-7976, or by writing to the ADA Coordinator at the Oak Creek Health Department, 8040 S. 6<sup>th</sup> Street, Oak Creek, Wisconsin 53154.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice

Visit our website at [www.oakcreekwi.org](http://www.oakcreekwi.org) for the agenda.

**MINUTES OF THE REGULAR MEETING  
CITY OF OAK CREEK PARKS & RECREATION COMMISSION  
FEBRUARY 10, 2021**

**1. Call Meeting to Order/Roll Call**

Commissioner Theys called the meeting to order at 6:02 pm.

The following members were present at roll call: Secretary Beyer, Alderman Guzikowski, Commissioner Bautch, Commissioner Theys, Commissioner Thiel, and Commissioner Druckrey. Secretary Beyer

Also present: Zoning Administrator Laurie Miller, Parks Maintenance Supervisor Jeff Wendt, City Administrator Andrew Vickers, and Community Development Director Doug Seymour.

Chair Schreiber-Johnson and School and School District Representative Krist were excused.

**2. Approval of Minutes – December 16, 2021**

Commissioner Druckrey referred to page 4 that she did not suggest to create a sub-committee and stated that it was suggested by Secretary Beyer.

Commissioner Druckrey moved to approve the minutes of the December 16, 2021 meeting. Alderman Guzikowski seconded. All voted aye. Motion carried.

**3. Old Business**

**a) Amendment of Athletic Field Rental Policy language to allow for neighborhood parks to be used for games and other long-term ongoing activities.**

Zoning Administrator Miller provided an overview of the proposal (see staff report for details) and suggested to hold the item until all Aldermen had responded to proposal.

Commissioner Bautch asked if we had notes about pricing and maintenance cost. Commissioner Druckrey said that is the next step and liked the idea of holding the item since the meeting is short on attendees and that would give the last Alderman time respond.

Alderman Guzikowski makes a motion to hold until the next meeting in March. Commissioner Druckrey seconded. All voted aye. Motion carried.

**4. New Business**

**a) Information only – Guest Speaker, Andrew Vickers to discuss the role of Parks and Recreation Commission and upcoming projects.**

City Administrator Vickers provided an overview about the role of Parks and Recreation Commission and the ordinances changes. City Administrator Vickers explained the meaning of #5 under the Section, Powers and Duties and stated that the Commission will be more involved on the Capital Improvement budgeting process for parks and its maintenance, which could start in June.

City Administrator Vickers provided some insight on things the upcoming projects that the Commission will be involved in.

- Pocket park for Orchard Hills subdivision
- Lakeshore Commons Traditional Neighborhood
- Involve in the Abendschein Pavilion design and potential vendor for the biergarten and what to do when there is no vendor in place
- The potential use of neighborhood parks for game/tournament and the capital improvement for this use
- Partner with the school district recreation program on a community survey on the types of recreation activities and programs the community would like to see which may take place in the fall of 2022.
- Work forward on creating a park in the area of Amazon.
- As part of the Strategic Plan, create a space in the area south of Ikea to provide a unique entertainment. Originally planned for a traditional suburban shopping area but since Covid, the retail aspect has been shifted. The idea now is to create an attractive destination which could include some retail and some sort of entertainment for families and adults and will be working with Northwestern Mutual.
- The creation of the “community use space” in conjunction with UW Credit Union.

City Administrator Vickers went into the area along the lakefront and stated that the City has been working with a developer to create a traditional single-family subdivision on the private properties south of Bender Park. Then alongside Lake Vista Park is the Lakeshore Commons and its public amenities, which Community Director Seymour will explain in the next item.

Attendee asked about the golf course that was slated for the area. Community Director Seymour said that was a long time ago with Milwaukee County and does not seem to be happening.

City Administrator Vickers continued to the property north of Lake Vista Park and stated that it is being remediated and cleaned up. The City will be acquiring 46 acres along the lakefront in the next few weeks and went into the background about the property. City Administrator Vickers stated the 23 acres along the lakefront, labeled as the “north bluff”, is severely contaminated and the bluff is failing. He went into details on the TID district and money transfer that would help to save the bluff, decontaminate the area and create the area to become the waterfront. In the end, City Administrator Vickers is letting the Commission know that they can be as creative and imaginative in creating this area.

Commissioner Theys questioned about the contamination and Community Director Seymour explained the type contamination and what needs to be done to get the property cleaned up.

Commissioner Druckrey questioned about the possibility of any other development in the area. Community Director Seymour stated there could be interest from other developers once the Lakeshore Commons is established.

Commissioner Druckrey questioned about the rumor of a destination restaurant in the area when the plan for Lake Vista was in the works. Community Developer Seymour stated that the location is not buildable because it is part of the environmental corridor in Lake Vista Park.

City Administrator Vickers stated that owning this property, the City can control what can be done with the area and can take our time planning and creating.

This item was informational only and a vote was not required.

**b) Proposal for Consideration – Guest Speaker Doug Seymour to discuss proposed park amenities at Lake Shore Commons (4<sup>th</sup> Aldermanic District)**

Community Director Seymour provided an overview of the Lake Shore Commons and its development. Since the development will have limited private space, there will be lots of public space for amenities, the community can enjoy. Community Director Seymour stated that the Commission can provide input on the amenities the City can be involved in.

Someone asked if the development will be open to the public. Community Director Seymour stated that it will be except the clubhouse and the pool.

Commissioner Bautch asked about parking. Community Director Seymour stated that there are a lot of street parking and the small parking lot and the use of the parking in Lake Vista Park is available.

Commissioner Druckrey asked where did the idea of Lakeshore Commons originate. Community Director Seymour stated that seeing how the developers took over the lakefront in the City of St. Francis and did not want that to happen in City of Oak Creek.

Commissioner Beyer stated that there could be a survey on what people look for in this type of setting. Community Director Seymour said that has been done and found that there a market for this type of development. People want to enjoy doing activities and not spending time doing property maintenance.

Commissioner Druckrey commented that if the City create this and invest funds, would the community really benefit from this.

Commissioner commented that the development is already happening and reiterated that the developer already has the area planned out unless the Commission steps in and say that we want to be involved. Alderman Guzikowski stated that the developer asked the City to be a partner in developing and coming up with ideas of amenities for the development.

Commissioner Beyer asked who owns the area and who will be maintaining it. Community Director Seymour stated that it is a combination of both. The stormwater detention area will be owned and maintained by the City. The recreational complex will be owned by the development. The amenities can be decided by the Commission.

Commissioner Beyer asked how big the population will be. Community Director Seymour answered that it could be over a 1,000 people. Commissioner stated that if the City will be maintaining the area and the availability of parking will be an issue if there is going to be that

many people. Zoning Administrator Miller stated that an example is that the amphitheater is far from parking and if you park in Lake Vista, it would be a little bit of a walk. Community Director Seymour stated that could be an investment to create a better amphitheater.

Commissioner Theys stated that he like the amenities but would like easier access.

Commissioner Beyer wondered about investment comparison with other parks in the community and the population it will serve. Community Director Seymour stated that it will be more like a community park rather than your neighborhood park.

City Administrator Vickers asked if the amenities or any other amenities that were appealing to the Commission or if there were any changes that could be made. Recognizes that the amphitheater could be relocated or situated better and that is up for discussion and asked what could be done in the middle area with the pickle ball.

Discussion on the other amenities in the development. Some felt that the public amenities could be separated from the private amenities or clearly state the use so that it does not confuse people. It was said that the community garden would be appropriate for the residents. Community Director Seymour stated that there is no interest from the developer in having the pool to the public.

Community Director Seymour pointed out the map indicating the amenities the City is interested in maintaining. Commissioner Druckrey asked what kind of maintenance would the City be doing. Community Director Seymour stated that the maintenance would be grass mowing, trimming, mulch, and etc.

Commissioner Druckrey suggested having neighborhood association. City Administrator Vickers stated the purpose having this conversation with the Commission is to decide who will be responsible for what amenities. Commissioner Druckrey felt that the amenities are nice but thought since the residents will be paying for it and would most likely the primary users of it.

There was discussion about the amphitheater, if it should be centrally located where the public has better access to it or located somewhere else in the City.

This item was informational only and a vote was not required.

**c) Amendment to Section 12.02 of the Municipal Code regarding the Operation of Remote or Radio-controlled toys or devices.**

Zoning Administrator Miller provided an overview and background of the Code (see staff report for details).

Community Director Seymour stated that the drones are not allowed to be flown anywhere in the City.

Zoning Administrator Miller read a statement from Alderman Kurkowski.

Discussion about whether it should be changed. Commissioner suggested to have a possible designated area or park because some people may not want to hear it all the time if they live

next to a park. It was mentioned an area by Abendschein Park and maybe more research can be done to see if it is a possibility to have it there rather than prohibiting the operation.

Commissioner Bautch makes a motion to hold. Commissioner Theys seconded. All voted aye. Motion carried.

**d) Proposal for Consideration – Abendschein Biergarten final Design review (1<sup>st</sup> Aldermanic District)**

Zoning Administrator Miller provided an overview of the preliminary design (see staff report for details).

Commissioner brought up the driveway coming into the parking lot and felt that it will cause more congestion and suggested to have a one way in and another way out.

Alderman Guzikowksi mentioned that the building can be used during the off season.

Zoning Administrator Miller stated that the design will be presented to the Plan Commission on February 28, 2022. Commissioner asked that a vendor is set in stone and Zoning Administrator said that it is unknown yet.

This item was informational only and a vote was not required.

**e) Proposal for Consideration – Orchard Hills Micro Park Project Site Review (2<sup>nd</sup> Aldermanic District)**

Zoning Administrator Miller provided an overview of the preliminary design and layout (see staff report for details).

Commissioner asked about what kind of platform will be made from. It will be rubber and that is the major cost of the design.

Commissioner asked to have swings. It was said that swings and zip lines are too big and that area is really small to have both of those things. Conversations about the adult workout areas and the green space. Discussions on pairing down the play structure and limiting number of slides.

This item was informational only and a vote was not required.

**f) Recommendation on the installation of security cameras around the Abendschein Park Skate Park (1<sup>st</sup> Aldermanic District)**

Zoning Administrator Miller provided an overview (see staff report for details).

There was a question about putting up signs and it could be a possibility.

Community Director Seymour suggested to talk to Human Resource of a CVMIC grant that could towards this.

Someone wondered if there were damages at any other parks and what makes this a priority. It was said that Abendschein Park is more secluded whereas in neighborhood parks there are street lights and homes nearby.

Alderman Guzikowski moved to approve the installation of security cameras at Abendschein Skate Park. Commissioner Bautch seconded. All voted aye. Motion carried.

**g) Informational Item – Status Updates**

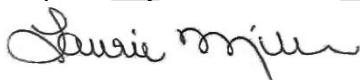
- Athletics Pavilion and Rental Policy was approved by the Common Council.
- Park fees were approved.
- Willow Heights volleyball project was presented to the Board of Public Works and Capital Assets and decided to hold until March 8<sup>th</sup> meeting so that Alderman Guzikowski can present it.
- Ryan Road Business Park will be on hold until some things are figured out.
- There is a possibility of a meeting in March. Discussions were made about meeting once a month and switching the day to Wednesdays.

This item was informational only and a vote was not required.

**5. Adjournment**

Commissioner Druckrey made a motion to adjourn the meeting. Secretary Beyer seconded. All voted aye.

Prepared By:



Laurie Miller  
Zoning Administrator

Respectfully Submitted,

Anne Beyer  
OCPRF Secretary

## PARKS & RECREATION COMMISSION

<b>Agenda Item:</b>	Proposal for Consideration
<b>Description:</b>	Discussion to change the language of the Athletic Field Rental Policy, adopted by the Common Council on January 18, 2022, to allow for select neighborhood parks to be used for organized sports and other long-term ongoing activities.
<b>Suggested Motions:</b>	That the Parks and Recreation Commission recommend to the Common Council language changes to the Athletic Field Rental Policy to allow games and other long-term ongoing activities to occur at select neighborhood parks through Aldermanic approval.

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**Proposal:** To change the language of the Athletic Field Rental Policy, adopted by the Common Council on January 18, 2022, to allow for select neighborhood parks to be used for organized sports and other long-term ongoing activities.

**Background:** Since our February 10 meeting, it has been confirmed that the following parks will be made available with Aldermanic Approval:

Johnstone Park/Cedar Hills Elementary School<sup>1</sup>  
Shepard Hills  
Oak Leaf Park  
South Hills Park  
Meadowview Park/Meadowview Elementary School<sup>2</sup>

<sup>1</sup>Alderman provided the following conditions for this approval:

- The Cedar Hills Elementary School must approve the use of the school parking lot and their bathrooms, or allow a port-a-john to be placed on the park grounds.
- Johnstone has two (2) softball fields, one (1) basketball court, and one (1) sand volleyball court. He would allow only one (1) field to be used at a time, up to two (2) games per week night, and six (6) games per weekend day.
- Only games - no tournaments may be played at the park.

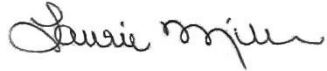
<sup>2</sup>Alderman provided the following conditions for this approval:

- The school district and/or Bleacher Bunch pay for all upgrades to the field.
- Meadowview Elementary School must approve the use of the school parking lot and their bathrooms, or allow a port-a-john to be placed on the park grounds.



**Next Steps:** The Common Council must approve the language change to the Athletic Field Rental Policy. Once Common Council approves the language change, staff will begin securing cost estimates to upgrade the fields to present at the following Parks and Recreation Commission meeting.

Respectfully Submitted & Prepared By:



Laurie Miller

Planner/Zoning Administrator



## PARKS & RECREATION COMMISSION

<b>Agenda Item:</b>	Proposal for Consideration
<b>Proposed By:</b>	Laurie Miller, Zoning Administrator
<b>Description:</b>	Discussion to change the language of Section 12.02 of the Municipal Code to allow for remote or radio-controlled toys and devices in City parks.
<b>Suggested Motions:</b>	That the Parks Commission recommend staff use the contents of this discussion to draft new language for Section 12.02 and present a draft at an upcoming Parks Commission meeting.

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This item was held from the February 10, 2022 Parks Commission Meeting. Commission members asked for more time to consider an appropriate location for this use, what type of remote or radio-controlled toys and devices would be allowed, and how the language found in Section 12.02 would need to change.

### Background:

A resident contacted Community Development staff and Alderman Kurkowski, after discovering that Section 12.02 of the Municipal Code prevents the operation of remote or radio-controlled toys or devices in City parks. The resident requested that the Code be changed to allow for operation of his gas-combustion remote control car in City parks.

The current language in Section 12.02 reads as follows:

*It shall be unlawful for any person to fly, operate or make use of any remote or radio-controlled model airplane, helicopter, rocket, vehicle or any other such device in, over or upon any street, park or other public or private property except in areas specifically designated and posted for such purpose and with the consent of the property owner or lessee of the property.*

### Things to consider during the discussion:

- What type, if any, of remote or radio-controlled toys/devices should be prohibited?
- What, if any, limitations on size and/or speed of the device should be imposed?
- The existing language regulates use of these devices on streets, in parks or other public places and on private property (unless consent is given). Should the private property reference be eliminated?
- Are there any advancements in the capabilities of these devices since this section of Code was adopted which should be considered?

- Safety considerations for wildlife, animals, and park patrons.
- What type of damage may be done to park grounds or facilities if this use would be permitted?
- What are the noise impacts on park patrons and residents living around the park?
- Should certain parks or areas of parks, be designated for remote or radio-controlled use?
- With our proximity to Mitchell International Airport, what consideration, if any, should be given to avoiding air space conflicts?

### Staff Analysis:

Staff completed a peer analysis to identify the language most commonly used to address this issue. A summary of this analysis has been provided in Exhibit 1.

There seems to be four consistently used approaches:

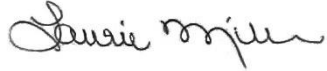
1. All remote or radio-controlled toys/devices are prohibited;
2. All remote or radio-controlled toys/devices are prohibited unless the Director of Parks authorizes such use in particular locations. This authorization is usually provided through the issuance of a permit.
3. A limitation on the type of remote or radio-controlled toys and location.
4. The community does not address remote or radio-controlled toys in their code.

Remote or radio-controlled toy/device facts:

- Grade of remote or radio control toy/device:
  - Toy-Grade: these are built with design and affordability as the main priority. Toy-grade RC's are made with harder to find spare parts and their steering is typically limited to three positions- full right, full left and straight. These are ideal for introducing children aged 5 to 10 years to the world of RC, though adults will find it great fun too. Toy-grade devices rarely exceed speeds of 15mph.
  - Hobby-Grade: these are typically designed to be handled by adults only and used in professional RC racing competitions. They tend to have many more features than toy-grade RC's. They are also upgradable and customizable. Due to the more challenging functional requirements, a hobby-grade RC is built to be more durable, have greater control and precision, and be faster. Hobby grade RC's can reach speeds between 60 to 100 mph.
- Power source:
  - Electric: this refers to the use of batteries. Electric remote-controlled cars are powered by rechargeable batteries. They are fast, easy-to-use, low-maintenance, and make virtually no noise. Developments in battery technology have led to the production of extremely fast electric RC cars with longer run-times.
  - Nitro: Nitro-fuel is a combination of nitromethane, methanol, and oil. Pre-mixed nitro-fuel is easily available and relatively inexpensive. Nitro-fueled cars are known to be fast, powerful and noisy.

- Petrol: 2-stroke petrol is used as fuel for RC cars. It is made of a combination of Unleaded fuel and 2-Stroke oil. Petrol-fueled cars are reliable, with long run-times and some really good upgrade options available. Petrol RC cars tend to be very noisy.

Respectfully Submitted & Prepared By:



Laurie Miller

Planner/Zoning Administrator



## PARKS & RECREATION COMMISSION

<b>Agenda Item:</b>	Proposal for Consideration
<b>Description:</b>	Review and discussion of the Request for Proposal (RFP) for the North Bluff Park Project
<b>Suggested Motions:</b>	For the Parks and Recreation Commission to approve the release of the RFP for the North Bluff Park Project.

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**Background:** The City acquired several bluff parcels immediately adjacent to the northside of Lake Vista Park in an effort to redevelop this portion of our lakefront and provide valuable park amenities for our residents to enjoy. This bluff planning project will run concurrently with the bluff stabilization efforts. A draft RFP has been created for this project and is attached for review and comments.

Respectfully Submitted & Prepared By:

Laurie Miller  
Zoning Administrator

# Request for Proposals North Bluff Planning Study City of Oak Creek, WI

Release Date: April 8, 2022

Proposal Submittal Deadline: May 13, 2022

<https://www.oakcreekwi.gov/government/departments/engineering/public-contract-notices>



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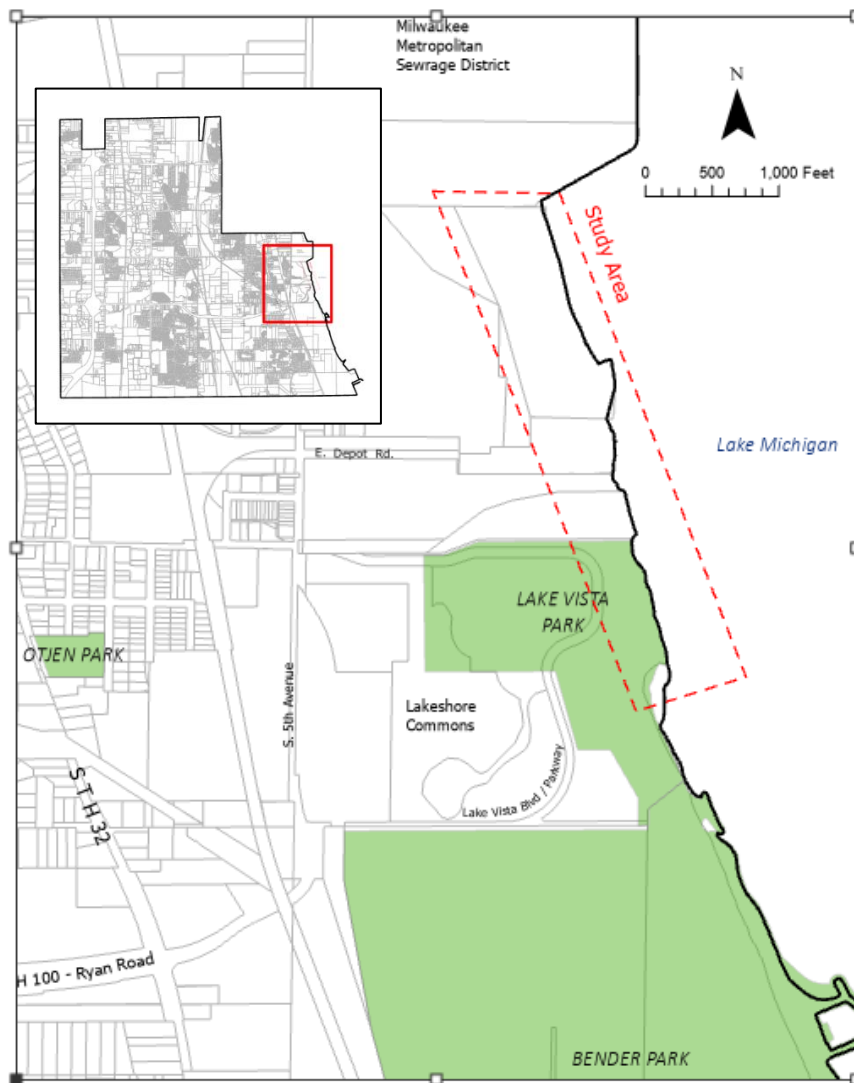
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## SECTION 1: Purpose and Scope of Project

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified planning individuals and consultant teams (hereinafter referred to in the singular as “consultant”) who are interested in creating a study and plan of redevelopment of a public recreational space along the Lake Michigan shoreline and bluff north of Lake Vista Park as further identified in Figure 1. Redevelopment as public recreational space will coincide with implementation of a separate bluff stabilization plan that is not included as part of this scope.

At the end of this process it is the City’s expectation that there will be an actionable, scalable plan with an estimate of probable costs that can be used for capital improvements budgeting.

**FIGURE 1 - STUDY AREA**

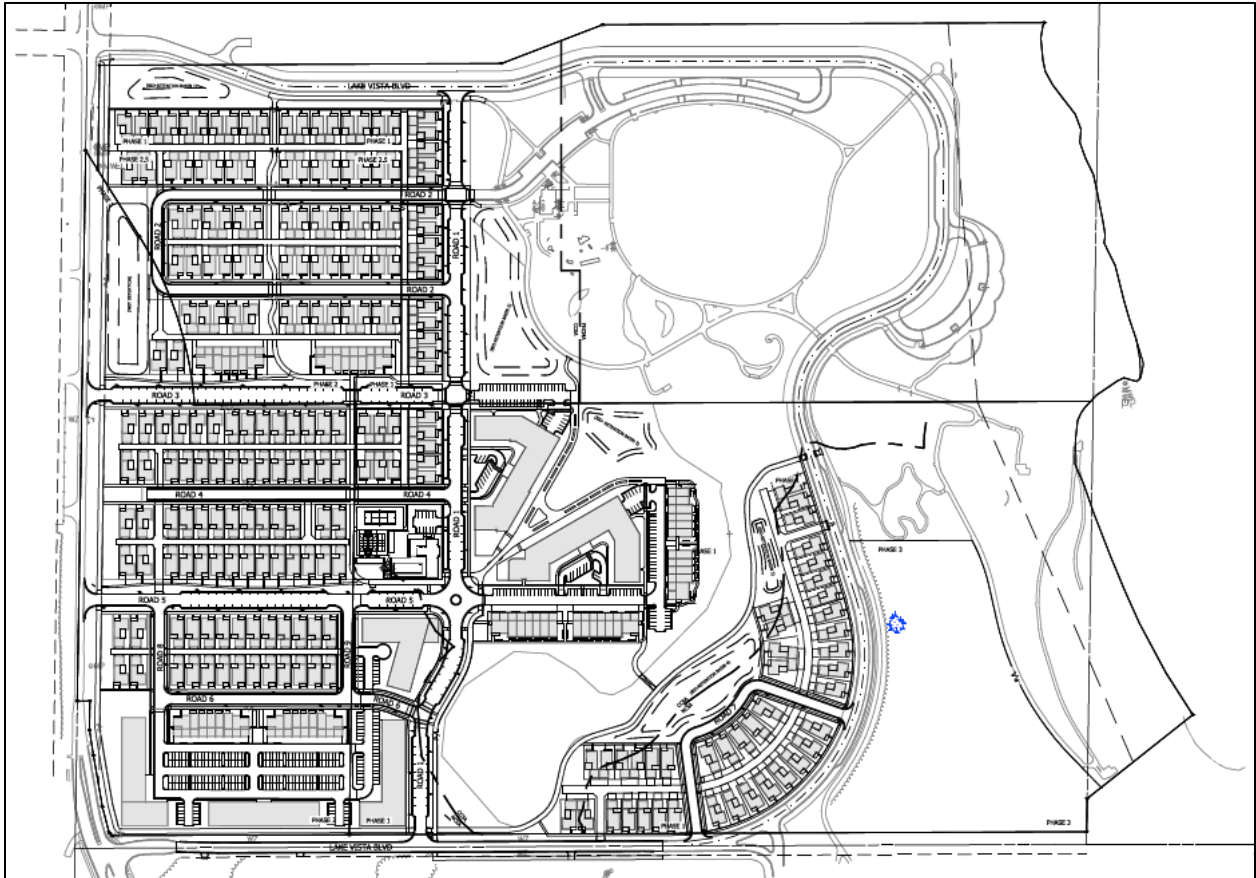




## SECTION 2: The Study Area

The study area includes a roughly 3,500 linear foot stretch of shoreline and upland bluff in the eastern part of Oak Creek adjacent to Lake Michigan north of Lake Vista and Bender Parks and the new Lakeshore Commons traditional mixed-use neighborhood development to the south.

FIGURE 2 - LAKESHORE COMMONS



## SECTION 3: Services and Project Deliverables

The consultant will provide a range of municipal planning services required for the Oak Creek North Bluff Planning Study including, but not necessarily limited to:

1. Recommendations and preliminary designs for unique and innovative public park and recreational amenities throughout the study area.
2. Concepts to integrate the plan with adjacent developments such as Lakeshore Commons and future upland development west of the study area.

3. Development of concepts and strategies for unique and innovative recreational amenities to serve both a local and regional market.
4. Development of concepts and strategies for lake-level interaction and trail access between the study area and Lake Vista and Bender Parks through an existing utility corridor.
5. Effective coordination and communication with project stakeholders at the direction of, and in conjunction with City staff. It is anticipated the City will lead all contact with WNDR and all other regulatory agencies. The consultant is expressly prohibited from contacting WNDR, or any other regulatory agency, without City staff prior approval, during preparation of this response, and during preparation or stakeholder input during the planning process. A collaborative approach, along with constructive communication and coordination with other consultants, as direct by City staff, will be required throughout the process. Specific coordination with the City of Oak Creek Engineering Department for integration with the bluff stabilization project is required. Note that some engineering and regulatory requirements will be required for implementation of the project. It will be required that all planning activities take into account, and incorporate, the required engineering or regulatory elements of the project.
6. A focused stakeholder and public participation process to ensure concise community involvement in the Oak Creek North Bluff planning process. A schedule of public meetings at key points in the process shall be proposed by the consultant. The selected consultant will be responsible for organizing and either leading or co-leading outreach efforts with City staff.
7. Development of feasible, scalable, fiscally responsible, and prioritized implementation recommendations as supported by the Oak Creek North Bluff Planning process. Implementation should include prioritization categories and options for the City to customize priorities within those categories.
8. Provide estimate of probable cost alternatives for various components of the plan. Development of a detailed numeric and qualitative comparison of various cost alternatives for specific components of the plan is required. Provide in a format that assists the City in balancing fiscal needs and constraints, while demonstrating excellence in design.

- a. Identify and discuss variations in design, materials, finish, or other aspects of amenities, to provide the City opportunities to maximize cost efficiencies and maximize the overall value in implementation of the plan. Provide numeric comparisons for a variety of options, to assist the City in maximizing the overall value of the plan.
  - b. Discuss material availability, potential variation in costs or delays associated with special order items, options for substitution if supply chain issues, and other relevant details that will affect total cost and schedule of implementation over time.
  - c. Develop a discussion and numeric comparison of long term maintenance or other costs for various options of the plan, to assure the continued long term success of the plan once implemented.
9. Development of a strategy to leverage the City’s investments through grants and other sources. Coordination with City staff will be required.
  10. A final, digital copy of the document, in an editable format incorporating Items 1-9 above and other deliverables as determined by the process.

These are general requirements for the Oak Creek North Bluff Planning Study, and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the City with more specific recommendations for approaches, tasks and deliverables based on their experience and expertise from past work.

## **SECTION 4: Proposal Requirements**

### Proposal Submission Requirements

1. One (1) unbound original proposal.
2. One (1) digital copy of the proposal.

Digital copies may be submitted via email (max. 2 MB file size, no ZIP files) or via secure filesharing link. The deadline to submit proposals is **Friday, May 13, 2022 before 4:00 PM.**

The proposal submittal should be submitted in an envelope labeled “2022 Oak Creek North Bluff Planning Study” and delivered to:

Doug Seymour, Director of Community Development  
City of Oak Creek  
Community Development Department  
8040 S. 6<sup>th</sup> Street  
Oak Creek, WI 53154

### Proposal Format

Proposals should contain the following information:

1. Title Page. Provide the name of your firm, address, telephone and name of contact person on a title page.
2. Letter of Transmittal. Provide a complete statement regarding the understanding of the project and your interest in working with the City of Oak Creek on the North Bluff Planning Study. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
3. Firm Background. Provide information on the size, location, available resources and brief discussion on past experiences related to similar plans.
4. Project Team. Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual.
5. Work Samples. List and provide in electronic format only (either a webpage link to the document or other electronic format) examples of similar plans recently completed by the firm or team members.
6. Methodology and Approach. Provide a description of the method and approach your firm intends to utilize in order to complete the Oak Creek North Bluff Planning Study.
7. Initial Concept Development. Provide insight as to initial ideas and concepts being contemplated for inclusion into the plan.
8. Timeframe. Include a detailed phasing and task list and estimated completion time of each task. Provide an estimated start date and completion date of the plan, based on an estimated consultant selection date of **June 7, 2002** and coordination with the bluff stabilization project.

9. References. Submit names, e-mails and telephone numbers of other municipal officials that we may contact to verify performance on projects recently completed by the firm as identified under the Firm Background section of the proposal submittal.
10. Verify Firm Capacity and Project Team. Provide a statement verifying your ability to begin work on the Oak Creek North Bluff Planning Study, and complete the tasks within the timeframes identified in the Methodology and Approach section of the submitted proposal based on your firm's current work load and capacity. Provide a list of the person(s) that will be principally involved in the project.
11. Cost Breakdown. Submit a not-to-exceed cost breakdown of the Oak Creek North Bluff Planning Study process, including total travel and material expenses, for the work identified by the consultant and including any subconsultants in the Methodology and Approach and Timeframe sections of the proposal submittal.
12. Supporting Information (Optional). Provide other supporting information you feel may help us further evaluate firm qualifications and fit for completing the plan.

### Tentative Schedule

The tentative schedule for this Request for Proposals is as follows:

- Release of RFP: April 8, 2022
- Pre-application meeting (by City): April 13, 2022
- Deadline for Questions (email only): April 22, 2022 before 4:00 PM
- Question Responses and/or Addenda to RFP posted to City website: April 29, 2022
- Proposal Submission Deadline: May 13, 2022, before 4:00 PM
- Reviews Complete: May 26, 2022
- Review by Parks Commission: June 2, 2022
- Selection of Preferred Consultant: June 3, 2022
- Approval by Common Council: June 7, 2022

### Questions

The deadline for questions regarding the proposal is April 22, 2022 before 4:00 PM. Questions can be directed to Community Development Director Doug Seymour by e-mail only at [dseymour@oakcreekwi.gov](mailto:dseymour@oakcreekwi.gov). Responses to questions and/or addenda determined to be required by City staff to further clarify this RFP will be posted to the City's Notices of Public Contracts

webpage <https://www.oakcreekwi.gov/government/departments/engineering/public-contract-notices> no later than April 29, 2022.

## **SECTION 5: Evaluation and Consultant Selection**

### Selection Process

The City will follow the process below to select the consultant for the Oak Creek North Bluff Planning Study:

1. Each proposal submitted within the deadline will be reviewed to ensure whether all required materials have been submitted according to the guidelines set forth in this RFP. All proposals that do not meet minimum requirements will be rejected.
2. City staff will review the submitted RFPs based on predetermined Evaluation Criteria below. The qualifications of each consultant and all submitted materials will be evaluated for compliance with the requirements and conditions contained in this RFP.
3. City staff and the Common Council will be responsible for selecting the consultant. The City reserves the right to modify the scope of the project as necessary to fit the needs of the community.

### Evaluation Criteria

1. Project vision and initial concept development. First and foremost, the City will select a consultant that embraces and elevates the City's vision for an innovative, one-of-a-kind, amenity rich shoreline park in this location.
2. Project team qualifications and experience
3. Proposed methodology and approach
4. Understanding of the City of Oak Creek and the history and current status of its lakefront planning efforts
5. Timeframe and completion date
6. Proposed fees and costs

## **SECTION 6: Additional Information**

### Consulting Agreement

A consulting agreement in a form provided by the City shall be executed by the City and a duly authorized officer or agent of the chosen consultant prior to commencing any work related to the Oak Creek North Bluff Planning Study or any other work requested in this RFP. Minor

changes that do not affect the substance of the agreement provided may be considered prior to finalizing the agreement.

### Insurance

The consultant chosen by the City to perform the Oak Creek North Bluff Planning Study shall provide the City with a certificate of insurance in conformance with the following:

1. Professional liability: \$1,000,000 each claim and \$1,000,000 annual aggregate.
2. Commercial general liability: \$1,000,000 each occurrence limit, \$1,000,000 personal liability and advertising injury, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate. The additional insured coverage must include Products – Completed Operations equivalent to ISO Form CG 20 37 for a minimum of two years after acceptance of the work.
3. Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the State of Wisconsin.
4. The following must be named as additional insureds on the general liability coverage arising out of project work: City of Oak Creek, and its officers, Council members, agents, employees and authorized volunteers.

### Acceptance of Terms

Submission of a proposal indicates acceptance by the consultant of conditions contained in this Request for Proposals. Note that all proposal submissions are subject to State and Federal open records laws.

### Reference Materials

Additional information about the City of Oak Creek is provided at [www.oakcreekwi.gov](http://www.oakcreekwi.gov)

- 2020 Comprehensive Plan
- Strategic Plan
- Engineering documents as needed
- Lakeshore Commons plans



Meeting Date: April 7, 2022

Item No. 4b

## PARKS & RECREATION COMMISSION

**Agenda Item:** Proposal for Consideration

**Description:** Identify a name for the future micro park located at 8430 S. Orchard Way

**Suggested Motion:** That the Parks and Recreation Commission approves (name) as the name for the public park at 8430 S. Orchard Way.

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**Background:** The City will break ground on a new park located at 8430 S. Orchard Way in late May. The park is situated adjacent to the water tower between the new Seasons at Orchard Hills multifamily residential development and the Apple Creek Farms neighborhood. The park was referred to as the “Orchard Hills Micro Park” during the planning phase of the project, but no official name has been identified. Staff would like the Parks and Recreation Commission to select the future park’s name.

The City does not have an official naming convention policy; however, names for neighborhood parks are usually similar or identical to the subdivision or street names which residents associate with a particular location. Naming parks after people has been discouraged in the last decade in an effort to avoid perceptions of favoritism.

Respectfully Submitted & Prepared By:

A handwritten signature in black ink that reads "Laurie Miller".

Laurie Miller  
Planner/Zoning Administrator





Meeting Date: April 7, 2022

Item No. 4c

## PARKS & RECREATION COMMISSION

**Agenda Item:** Proposal for Consideration

**Description:** Amendment to the 2022 Parks Commission meeting schedule.

**Suggested Motion:** That the Parks and Recreation Commission approves the amended meeting schedule for 2022 as presented.

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**Background:** At the February 10, 2022 Parks & Recreation Commission meeting, staff and Commissioners determined that the frequency of meetings would need to be increased to meet the demands of future park project schedules. Staff also suggested moving the meeting to non-Plan Commission meeting weeks to reduce staff capacity issues. The proposed schedule is as follows:

### 2022

February 10<sup>th</sup>

April 7<sup>th</sup>

May 5<sup>th</sup>

June 9<sup>th</sup>

July 6<sup>th</sup>

August 4<sup>th</sup>

September 7<sup>th</sup>

October 6<sup>th</sup>

November 3<sup>rd</sup>

December 8<sup>th</sup>

If the Parks and Recreation Commission is in favor of the above schedule, a motion for consideration has been provided above.

Respectfully Submitted & Prepared By:

A handwritten signature in black ink, appearing to read "Laurie Miller", written in a cursive style.

Laurie Miller

Planner/Zoning Administrator



Meeting Date: April 7, 2022

Item No. 4d

## PARKS & RECREATION REPORT

**Agenda Item:** Informational items and opportunities to promote Oak Creek's Parks and Recreation.

**Suggested Motion:** None

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### Project Updates:

- (i) **Willow Heights Volleyball Project:** Staff was asked to receive approval for this proposal through the Board of Public Works and Capital Assets (BOPWACA) instead of Common Council. The item was heard at BOPWACA's February 8, 2022 meeting. The Board held this item until April 12, 2022 to give Ald. Guzikowski an opportunity to present the Commission's recommendation.
- (ii) **Ryan Business Park (Amazon) Neighborhood Park Project:** This project will be in a holding pattern until/unless the neighborhood forms an HOA to facilitate the signing of the agreement to allow the City to take over outlot 1.
- (iii) **Abendschein Pavilion:** The Abendschein Biergarten project will now be known as the Abendschein Pavilion. Staff anticipates a final design will be available for review at the May 5<sup>th</sup> Parks and Recreation Commission meeting.
- (iv) **Orchard Hills Micro Park:** Contracts for equipment will be signed in the upcoming week. Site grading will occur in late-May/early June. Project is anticipated to be completed in mid-September.

**Next Meeting Date:** Anticipated to be held on May 5, 2022 in the Lake Vista Room at 6pm.

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Respectfully Submitted & Prepared By:

A handwritten signature in black ink that reads "Laurie Miller".

Laurie Miller  
Planner/Zoning Administrator