



Common Council Chambers
8040 S. 6TH Street
Oak Creek, WI 53154
(414) 766-7000

Daniel Bukiewicz - Mayor
Steven Kurkowski – 1st District
Greg Loreck – 2nd District
James Ruetz – 3rd District
Lisa Marshall – 4th District
Kenneth Gehl – 5th District
Chris Guzikowski – 6th District

COMMON COUNCIL MEETING AGENDA

MARCH 19, 2024

7:00 P.M.

The City's Vision

Oak Creek: A dynamic regional leader driving the future of the south shore.

1. Call Meeting to Order / Roll Call
2. Pledge of Allegiance
3. Approval of Minutes: 3/5/24

New Business

TREASURER

4. Consider a *motion* to approve the amendment to the 2022-2025 Tyler Technologies Contract, and to authorize the Mayor and City Clerk to execute the same (by Committee of the Whole).

COMMUNITY DEVELOPMENT

5. **Resolution:** Consider *Resolution* No. 12477-031924, approving a Lot Line Adjustment (Certified Survey Map) submitted by Ashley Pollex, Thrive Architects, for the properties at 321 and 401 W. Marquette Ave. (1st District).

PUBLIC WORKS & UTILITY

6. **Motion:** Consider a motion to *reject* the bid received for the American Avenue Sanitary Sewer Relay project construction contract (Project No. 22104) (4th District).

LICENSE COMMITTEE

7. **Motion:** Consider a *motion* to approve the various license requests as listed on the 3/19/24 License Committee Report (by Committee of the Whole).

VENDOR SUMMARY

8. **Motion:** Consider a *motion* to approve the February 28, 2024 Vendor Summary Report in the amount of \$428,338.15. (Of this grand total, \$33,903.81 will affect fiscal year 2023. The remaining amount of \$394,434.34 will affect fiscal year 2024) (by Committee of the Whole).

Visit our website at www.oakcreekwi.gov for the agenda and accompanying common council reports.
This meeting will be live streamed on the City of Oak Creek YouTube page via <http://ocwi.org/livestream>.

9. **Motion:** Consider a *motion* to approve the March 13, 2024 Vendor Summary Report in the amount of \$726,182.20 (by Committee of the Whole).

APPOINTMENTS

10. Consider a *motion* to concur with the Mayor's appointment of Jacquelyn J. Damask, 9701 S. Chicago Rd. to the Parks & Recreation Commission, filling a vacant 3-year term, expiring 4/2027 (by Committee of the Whole).
11. Consider a *motion* to concur with the Mayor's appointment of Kristi S. Porter as Community Development Director (by Committee of the Whole).

MISCELLANEOUS

12. **Motion:** Consider a *motion* to convene into closed session pursuant to Wisconsin State Statutes Section 19.85, to discuss the following:
 - (a) Section 19.85(1)(e) to consider a Wholesale Water Agreement Term Sheet with the City of Franklin.
 - (b) Section 19.85(1)(e) to discuss a proposed Amendment to the Tax Incremental District No. 8 Finance Development Agreement between the City of Oak Creek and STC Oak Creek (WI) LLC for the property at 111 West Oakview Parkway.
 - (c) Section 19.85(1)(e) to consider a letter of intent for purchase or sale of property located at 10304 S. Oakview Parkway and 10523 S. Howell Ave.
13. **Motion:** Consider a *motion* to reconvene into open session.
14. **Motion:** Consider a *motion* to take action, if required.
15. **Motion:** Consider a *motion* to approve the Wholesale Water Agreement Term Sheet with the City of Franklin (by Committee of the Whole).
16. **Motion:** Consider a *motion* to authorize the Utility Engineer to enter into an agreement with Jacobs Engineering for design services of the Underground Facilities Rehabilitation project at the water treatment plant not to exceed \$2,104,376 (Project No. 22118) (All Districts).
17. **Resolution:** Consider *Resolution* No. 12476-031924, approving the Amendment to the Tax Incremental District No. 8 Finance Development Agreement (STC Oak Creek (WI) LLC).

Adjournment.

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 414-766-7000, by fax at 414-766-7976, or by mail at 8040 S. 6th 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 attend 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.



COMMON COUNCIL REPORT

Item: Amendment to Tyler Technologies Assessment Contract

Recommendation: That the Common Council approve the amendment to the 2022-2025 Tyler Technologies Contract, and authorize the Mayor and City Clerk to execute the same.

Fiscal Impact: The proposed amendment will reduce the contracted fees by \$3,000 per year for the periods of November 1, 2023 - October 31, 2025, for a total savings of \$6,000.

- Critical Success Factor(s):**
- Active, Vibrant, and Engaged Community
 - Financial Stability and Resiliency
 - Thoughtful Growth and Prosperous Local Economy
 - Clean, Safe, and Welcoming
 - Inspired, Aligned, and Proactive City Organization
 - Quality Infrastructure, Amenities, and Services
 - Not Applicable

Background: The passage of 2023 Act 12 repealed Wisconsin’s personal property tax. This elimination is effective for property assessments as of January 1, 2024. To adjust for this repeal, staff requested an amendment to the 2022-2025 Tyler Technologies Assessment contract. Tyler presented the amendment to reduce the contracted fees by \$3,000 per year for the two remaining years of the contract. This reduction represents the assessment staff time that was dedicated to field review for personal property taxes that is over and above the regularly scheduled office hours that are still a part of our contract.

At their March 13, 2024 meeting, the Personnel & Finance Committee moved to recommend the approval of this amendment to Common Council.

Options/Alternatives: The Council could choose to keep the current 2022-2025 Tyler Technologies as agreed to in 2022.

Respectfully submitted:

Andrew J. Vickers, MPA
City Administrator

Prepared:

Sara Kawczynski, CPFIM
City Treasurer

Fiscal Review:

Maxwell Gagin, MPA
Deputy City Administrator / Finance Officer

Attachments: Tyler Technologies Amendment



AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and the City of Oak Creek, Wisconsin, with offices at 8040 South 6th Street, Oak Creek, Wisconsin 53154 ("Client").

WHEREAS, Tyler and the Client are parties to an agreement dated September 29, 2022 ("Agreement"); and

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. Due to recent legislation (Assembly Bill 245) repealing Wisconsin's personal property tax, and certain filing requirements associated with the tax, which takes effect for property tax assessments beginning January 1, 2024, the services relating to personal property assessment, as described in Section H of Exhibit C to the Agreement, are hereby removed from the Agreement effective November 1, 2023. Accordingly, the fees due to Tyler under the Agreement are hereby amended as follows:
 - a. Annual fees applicable to the terms commencing November 1, 2023 and November 1, 2024 are hereby reduced by THREE THOUSAND DOLLARS (\$3,000.00) each; and
 - b. The Section of Exhibit A to the Agreement entitled "Annual Assessment Services" is hereby deleted in its entirety and replaced with the following:

Annual Assessment Services:

The proposed fixed fee for the services for the period of November 1, 2022 through October 31, 2023 is:

TWO HUNDRED TWO THOUSAND FIVE HUNDRED DOLLARS (\$202,500).

The proposed fixed fee for the services for the period of November 1, 2023 through October 31, 2024 is:

TWO HUNDRED FIVE THOUSAND FIVE HUNDRED DOLLARS (\$205,500).

The proposed fixed fee for the services for the period of November 1, 2024 through October 31, 2025 is:

TWO HUNDRED ELEVEN THOUSAND FIVE HUNDRED DOLLARS (\$211,500).

2. Section H of Exhibit C is hereby deleted in its entirety and replaced with the following:

H. SECTION INTENTIONALLY OMITTED.

3. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.

4. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

City of Oak Creek, WI

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

COMMON COUNCIL REPORT

Item: Lot Line Adjustment - 321 & 401 W. Marquette Ave. - Ashley Pollex, Thrive Architects

Recommendation: That the Council adopts Resolution No. 12477-031924, a resolution approving a Lot Line Adjustment (Certified Survey Map) submitted by Ashley Pollex, Thrive Architects, for the properties at 321 & 401 W. Marquette Ave. (1st Aldermanic District).

Fiscal Impact: The proposal is to combine the properties into one (1) lot in the M-1, Manufacturing zoning district. Since the lots are currently developed, no immediate fiscal impact other than review fees is anticipated. These properties are not currently located within a TID.

Critical Success Factor(s):

- Active, Vibrant, and Engaged Community
- Financial Stability and Resiliency
- Thoughtful Growth and Prosperous Local Economy
- Clean, Safe, and Welcoming
- Inspired, Aligned, and Proactive City Organization
- Quality Infrastructure, Amenities, and Services
- Not Applicable

Background: The Applicant is requesting approval of a Lot Line Adjustment (Certified Survey Map) to combine the properties at 321 and 401 W. Marquette Ave. This request is directly related to a request for an addition to the northeast corner of the existing building, which was conditionally approved by the Plan Commission on February 27, 2024. Following combination, Lot 1 will be 4.249 acres in size, and will meet minimum Code requirements for the M-1, Manufacturing zoning district. The map identifies all easements on the property. (Report originally drafted by Planning Intern Melanie Perez).

The Plan Commission reviewed this request during their February 27, 2024 meeting, and recommended approval subject to the following condition:

That all technical corrections, including, but not limited to spelling errors, minor coordinate geometry corrections, and corrections required for compliance with the Municipal Code and Wisconsin Statutes, are made prior to recording.

Options/Alternatives: Council has the discretion to approve, and/or modify the condition(s) of Certified Survey Map approval, or deny the request.

Respectfully submitted:



Andrew J. Vickers, MPA
City Administrator

Prepared:



Kari Papelbon, CFM, AICP
Senior Planner

Fiscal Review:

Maxwell Gagin, MPA
Deputy City Administrator / Finance Officer

Approved:



Matthew J. Sullivan
Assistant City Administrator/City Engineer

Attachments:

Res. 12477-031924

Location Map

Proposed CSM (4 pages)

RESOLUTION NO. 12477-031924

BY: _____

A RESOLUTION APPROVING A LOT LINE ADJUSTMENT (CERTIFIED SURVEY MAP) FOR
ASHLEY POLLEX, THRIVE ARCHITECTS

321 & 401 W. Marquette Ave.
(1st Aldermanic District)

WHEREAS, ASHLEY POLLEX, THRIVE ARCHITECTS, hereinafter referred to as the
subdivider, has submitted a Certified Survey Map in compliance with all statutory requirements; and

WHEREAS, the subdivider has complied with all of the applicable ordinances and resolutions of
the City of Oak Creek, and

WHEREAS, the Plan Commission has recommended that this Certified Survey Map be approved,
subject to the following condition:

That all technical corrections, including, but not limited to spelling errors, minor coordinate
geometry corrections, and corrections required for compliance with the Municipal Code and
Wisconsin Statutes, are made prior to recording.

NOW, THEREFORE, BE IT RESOLVED that this Certified Survey Map, in the City of Oak Creek,
Wisconsin, is hereby approved by the Common Council subject to the following condition:

That all technical corrections, including, but not limited to spelling errors, minor coordinate
geometry corrections, and corrections required for compliance with the Municipal Code and
Wisconsin Statutes, are made prior to recording.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 19th
day of March, 2024.

Passed and adopted this 19th day of March, 2024.

President, Common Council

Approved this 19th day of March 2024.

Mayor

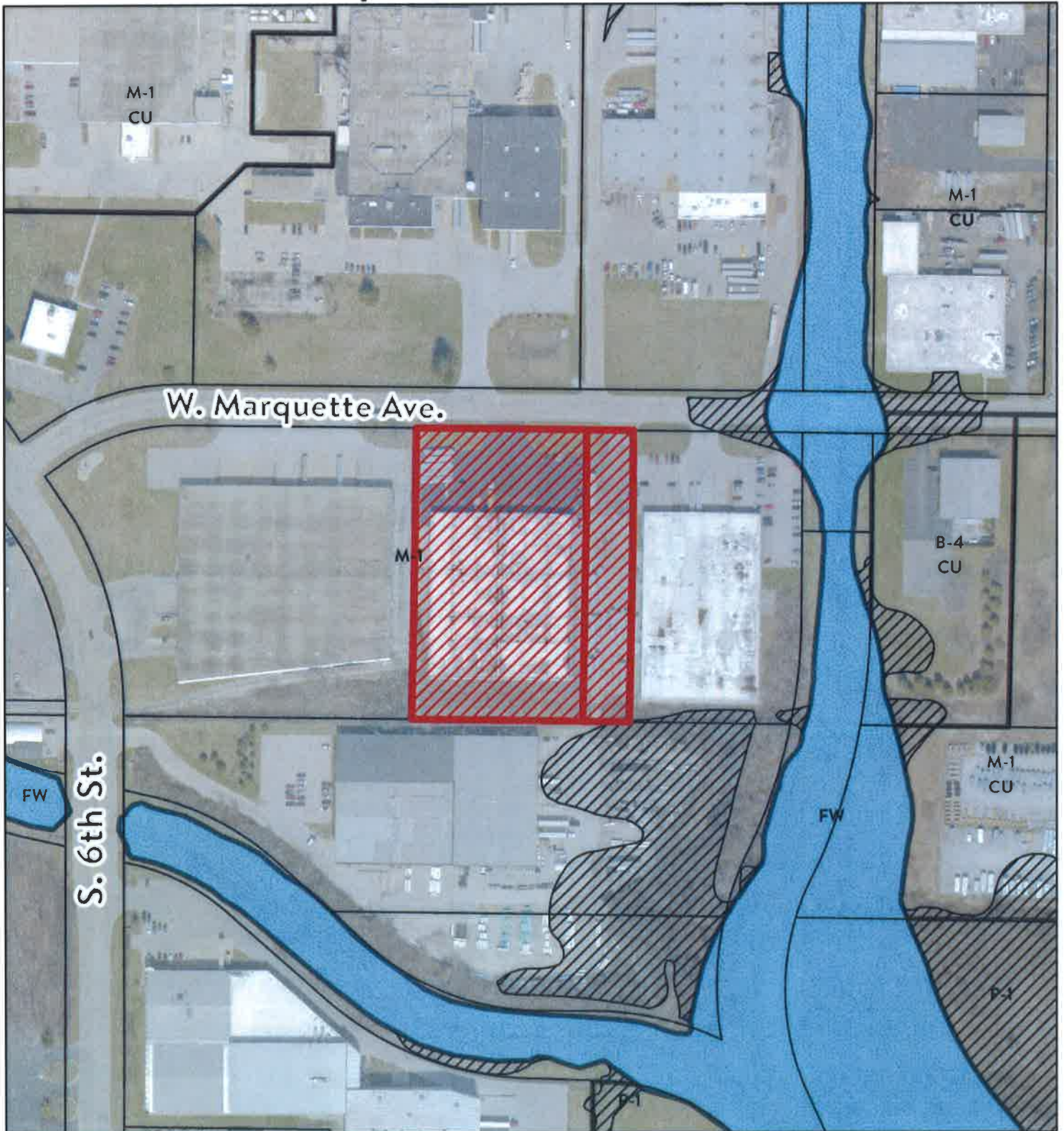
ATTEST:

City Clerk

VOTE: Ayes _____ Noes _____

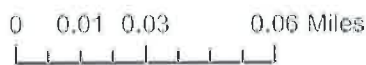
Location Map

321 & 401 W. Marquette Ave.



This map is not a survey of the actual boundary of any property this map depicts.

Legend

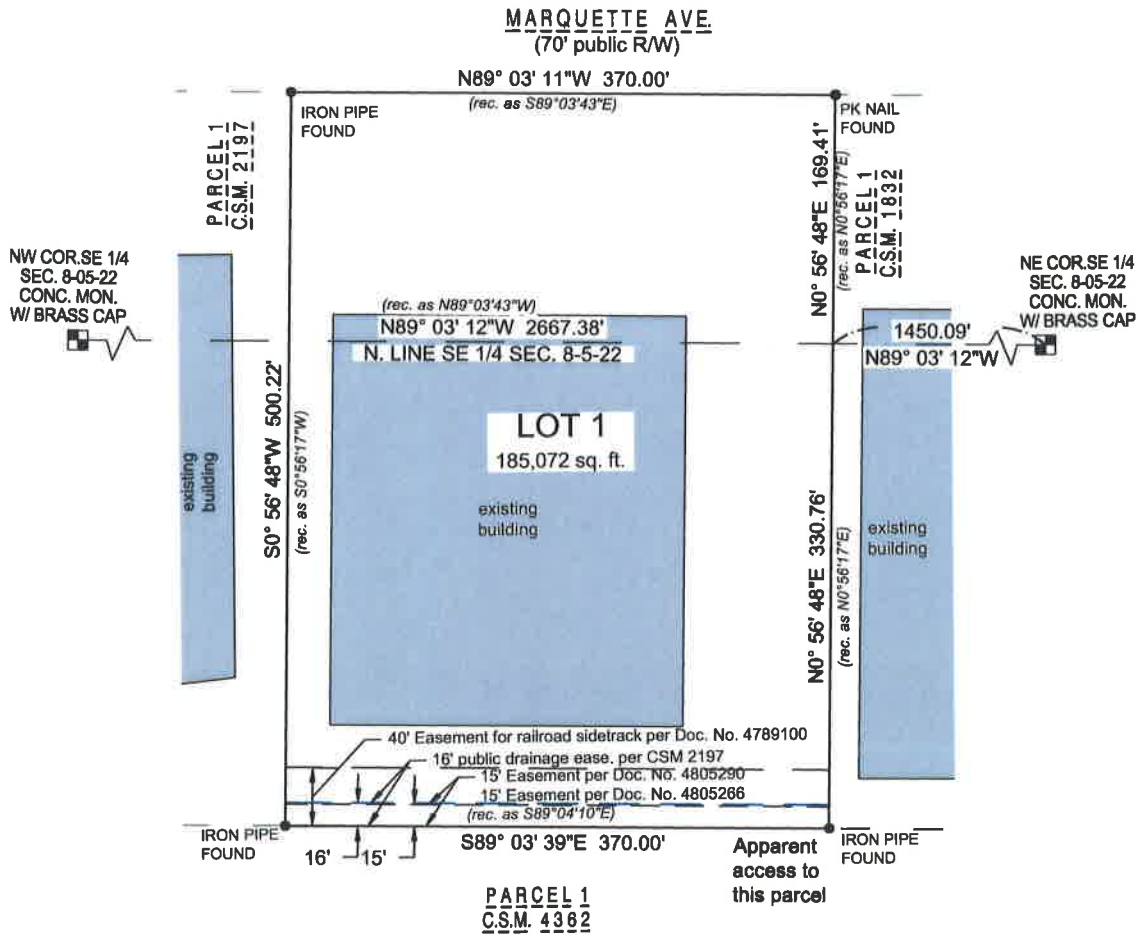


- Parcels
- Zoning
- Flood Fringe

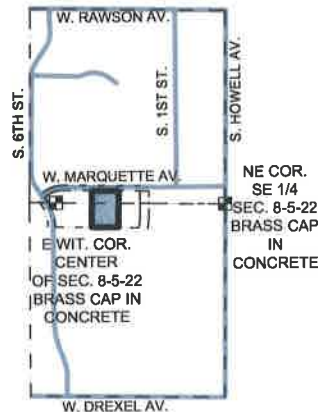
- Floodway
- 321 & 401 W. Marquette Ave.

CERTIFIED SURVEY MAP NO. _____

Being Parcel 1 & Parcel 2 of Certified Survey Map No. 2197 in the Southeast 1/4 of the Northeast 1/4 and the Northeast 1/4 of the Southeast 1/4 of Section 8, Town 5 North, Range 22 East, in the City of Oak Creek, County of Milwaukee, State of Wisconsin.



VICINITY MAP:



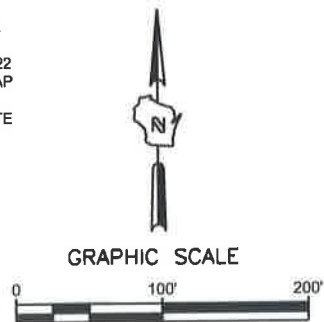
LEGEND & NOTES:

- INDICATES FOUND MONUMENTATION, AS NOTED ON DRAWING.
- INDICATES SET 3/4" DIAM. REBAR, 18" LONG WEIGHING 1.50 LBS/LIN. FT.

Coordinates & Bearings referenced to Wisconsin State Plane Coordinate System, NAD 1983, with the South line of the NE 1/4 of Sec. 8-5-22, bearing N 89°03'12" W.



www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210



CERTIFIED SURVEY MAP NO. _____

Being Parcel 1 & Parcel 2 of Certified Survey Map No. 2197 in the Southeast 1/4 of the Northeast 1/4 and the Northeast 1/4 of the Southeast 1/4 of Section 8, Town 5 North, Range 22 East, in the City of Oak Creek, County of Milwaukee, State of Wisconsin.

SURVEYOR'S CERTIFICATE
STATE OF WISCONSIN)
) :SS
MILWAUKEE COUNTY)

I, KEVIN A. SLOTTKE, Professional Land Surveyor, hereby certify that I have surveyed, divided and mapped all of Parcel 1 & Parcel 2 of certified survey map no. 2197 in the Southeast 1/4 of the Northeast 1/4 and the Northeast 1/4 of the Southeast 1/4 of Section 8, Town 5 North, Range 22 East, in the City of Oak Creek, County of Milwaukee, State of Wisconsin. more particularly described as follows:

Commencing at the Northeast corner of the Southeast 1/4 of said Section 8; thence North 89°03'12" West, 1450.09 feet to a point on the west line of Parcel 1 of Certified Survey Map No. 2197 and the point of beginning; thence North 0°56'48" East along said west line, 169.41 to the south right of way line of Marquette Avenue; thence North 89°3'11" West along said south line, 370.00 feet to the west line of Parcel 2 of Certified Survey Map No. 2197; thence South 0°56'48" West along said west line, 500.22 feet to the north line of Certified Survey Map No. 4362; thence South 89°3'39" East along said north line, 370.00 feet; thence North 0°56'48" East 330.76 feet to the point of beginning.

Said parcel contains 185,072 square feet or 4.24867 acres of land, more or less.

THAT I have made the survey, land division, and map by the direction of the owner of said land.

THAT the map is a correct representation of all exterior boundaries of the land surveyed and the land division thereof made.

THAT I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the CITY OF OAK CREEK Code of ordinance in surveying, dividing and mapping the same.

Kevin A. Slottke, PLS S-2503 (SEAL) DATE

CERTIFIED SURVEY MAP NO. _____

Being Parcel 1 & Parcel 2 of Certified Survey Map No. 2197 in the Southeast 1/4 of the Northeast 1/4 and the Northeast 1/4 of the Southeast 1/4 of Section 8, Town 5 North, Range 22 East, in the City of Oak Creek, County of Milwaukee, State of Wisconsin.

OWNER'S CERTIFICATE

Diamond Visions Properties, DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF Wisconsin AS OWNER, CERTIFIES THAT SAID COMPANY CAUSED THE LAND DESCRIBED ON THIS MAP TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED ON THIS MAP IN ACCORDANCE WITH CHAPTER 236 WIS. STATS.

Owner, DOES FURTHER CERTIFY THAT THIS MAP IS REQUIRED BY S.236.10 OR S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: CITY OF OAK CREEK

THIS AGREEMENT SHALL BE BINDING ON THE UNDERSIGNED AND ASSIGNS.

IN WITNESS WHEREOF, **Owner**, HAS CAUSED THESE PRESENTS TO BE SIGNED BY

_____, ITS _____
name *title*

_____ THIS _____ DAY OF _____, 20_____.

Jeff Heinzel _____
[printed name & title] *[signature]*



www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

CERTIFIED SURVEY MAP NO. _____

Being Parcel 1 & Parcel 2 of Certified Survey Map No. 2197 in the Southeast 1/4 of the Northeast 1/4 and the Northeast 1/4 of the Southeast 1/4 of Section 8, Town 5 North, Range 22 East, in the City of Oak Creek, County of Milwaukee, State of Wisconsin.

City of Oak Creek Plan Commission Certificate of Approval

Approved by the Plan Commission of the City of Oak Creek on this ____ day of _____, 20____.

Daniel Bukiewicz, Chairman
City of Oak Creek

Kari Papelbon, Corresponding
Secretary, City of Oak Creek

City of Oak Creek Common Council Certificate of Approval

Approved and dedication accepted by the Common Council of the City of Oak Creek on this ____ day of _____,
20____, by Resolution No. _____.

Daniel Bukiewicz, Mayor
City of Oak Creek

Catherine A. Roeske, Clerk
City of Oak Creek



www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210



Meeting Date: March 19, 2024

Item No. 6

COMMON COUNCIL REPORT

Item: American Avenue sanitary sewer relay rejection

Recommendation: That the Council considers a motion to reject the American Avenue sanitary sewer relay project construction contract to the lowest responsive, responsible bidder, Globe Contractors, based on the bid amount of \$749,039 (Project No. 22104) (4th Aldermanic District)

Fiscal Impact: The 2022 Capital Improvement Program budgeted \$350,000 for the project.

- Critical Success Factor(s):**
- Active, Vibrant, and Engaged Community
 - Financial Stability and Resiliency
 - Thoughtful Growth and Prosperous Local Economy
 - Clean, Safe, and Welcoming
 - Inspired, Aligned, and Proactive City Organization
 - Quality Infrastructure, Amenities, and Services
 - Not Applicable

Background: In the Sanitary Sewer Master Plan Brown and Caldwell identified an area that has capacity issues along E. American Avenue. Currently, the existing sanitary sewer on E. American Avenue is an 8" & 10" Vitrified Clay Pipe that was installed in 1939. The plan is to relay 357 LF of the 8" main with an upsized 10" PVC main, 165 LF of the 8" main to be upsized to a 15" main, and 611 LF of the 10" main with an upsized 15" main. The project required coordination with the UP railroad to permit the sanitary work under the railroad overpass. It also required an easement from Milwaukee County to install storm sewer along the road way. Globe Contractors was the sole bidder on the project. Globe Contractors stated that they bid the project as a casing project rather than the proposed pipe bursting under the bridge. This was due to the concern of the separation between the sanitary and the existing 8" water main.

Options/Alternatives: The Council could approve the project and amend the CIP budget.

Respectfully submitted:

Andrew J. Vickers, MPA
City Administrator

Prepared:

Brian L. Johnston, PE
Utility Engineer

Fiscal Review:

Kristina Strmsek
Finance & Accounting Manager

Approved:

Michael J. Sullivan, PE
General Manager

Attachments:



COMMON COUNCIL REPORT

Item: License Committee Report

Recommendation: That the Common Council grant the various license requests as listed on the 3/19/24 License Committee Report.

Fiscal Impact: License fees in the amount of \$1,163.23 were collected. Additional fees in the amount of \$243.97 will be collected prior to the release of noted license below.

- Critical Success Factor(s):**
- Active, Vibrant and Engaged Community
 - Financial Stability and Resiliency
 - Thoughtful Growth and Prosperous Local Economy
 - Clean, Safe & Welcoming
 - Inspired, Aligned, and Proactive City Organization
 - Quality Infrastructure, Amenities, and Services
 - Not Applicable

Background:

1. Grant an Operator’s license to (favorable background reports received):

* Lisa M. Moutrey	* Kylie G. Pettke
* Meghan M. Delmore Byrne	* Edward E. Berg
* Cametria Anderson	* Lauren K. Schwartz
* Lizbeth Hernandez Sanchez	* Nicole M. Beamon
* Trinity A. Hanson	
2. Grant a 2024 Transient Merchant solicitor license to Vincent R. Ingrilli, offering home solar products for Everlight Solar, 1155 Clarity St., #203, Verona, WI (business previously approved and favorable background report received).
3. Grant a 2024 Temporary Class “B” / “Class B” retailer’s license to Roland Komorowski, Agent, St. Matthew Parish, 9329 S. Chicago Rd., for the St. Matthew Trivia Night to be held on April 19, 2024.
4. Grant a 2023-24 Class A Combination license to Ashley Parchman, Agent, 7-Eleven, Inc., dba 7-Eleven #35841J, 1225 W. Rawson Ave. (change in ownership), with release of license subject to payment of liquor license fee, final department approval, and issuance of occupancy permit.
5. Grant a 2023-24 Class B Beer license to Mai Chisholm, Drexel Hotel Master Tenant, Inc. dba TownePlace Suites, 7980 S. Market St., with release of license subject to final department approvals.

Options/Alternatives: None

Respectfully submitted:

Andrew J. Vickers, MPA
City Administrator

Prepared:

Christa J. Miller CMC/WCMC
Deputy City Clerk

Fiscal Review:

Maxwell Gagin

Maxwell Gagin, MPA

Deputy City Administrator / Finance Officer

Attachments: none

COMMON COUNCIL REPORT

Item: Vendor Summary Report

Recommendation: That the Common Council approve the February 28, 2024 Vendor Summary Report in the total of \$428,338.15

Fiscal Impact: Total claims paid of \$428,338.15. Of this grand total paid, \$33,903.81 will affect fiscal year 2023. The remaining amount of \$394,434.34 will affect fiscal year 2024.

Critical Success Factor(s):c

- Active, Vibrant and Engaged Community
- Financial Stability and Resiliency
- Thoughtful Growth and Prosperous Local Economy
- Clean, Safe & Welcoming
- Inspired, Aligned, and Proactive City Organization
- Quality Infrastructure, Amenities, and Services
- Not Applicable

Background: Of note are the following payments:

1. \$9,834.50 to Axon Enterprise, Inc. (pg #4) for taser units.
2. \$5,024.95 to Badger Truck Center (pg #4) for turbocharger replacement and truck repair.
3. \$5,912.54 to Burke Truck & Equipment, Inc. (pgs #4 & 5) for plow blades and curb shoes.
4. \$7,456.41 to City of Oak Creek Police Department (pg #10) for asset forfeitures.
5. \$8,163.40 to Edgewater Resources, LLC (pg #6) for construction observation on Lakefront Bluff Stabilization. Project #23005.
6. \$6,489.35 to Fifth Property, LLC (pg #6) for appraisal of 4301 E. Depot Rd.
7. \$106,090.45 to GFL Environmental (pg #7) for February trash and recycling.
8. \$15,634.54 to Graef (pg #1 & #7) for Puetz/Liberty Intersection Improvements. Project #22006.
9. \$9,490.04 to Kasdorf, Lewis & Sweitlik, SC (pg #9) for legal services.
10. \$25,040.91 to Lakeside International Truck (pg #9) for firetruck repair.
11. \$10,313.95 to MGT of America Consulting (pg #10) for professional fees relating to recruitment of Community Development Director.
12. \$5,000.00 to Pitney Bowes Bank Reserve Account (pg #11) for postage refill.
13. \$5,120.00 to Professional Service Industries (pg #11) for semi-annual monitoring of Drexel landfill.
14. \$42,174.52 to Ramboll America Engineering Solutions, Inc. (pg #1 & #11) for professional services related to Lakeshore Commons and Peter Cooper. Projects #23005 & #23006.
15. \$9,999.00 to Summit Commercial Fitness (pg #12) for two treadmills. Project #23014.

16. \$98,262.50 to WE Energies (pgs #15 & 16) for street lighting, electricity & natural gas.

Options/Alternatives: None

Respectfully submitted:



Andrew J. Vickers, MPA
City Administrator

Prepared:



Rory T. Vircks
Staff Accountant

Fiscal Review:



Maxwell Gagin, MPA
Deputy City Administrator / Finance Officer

Attachments: 02/28/2024 Invoice GL Distribution Report

COMMON COUNCIL REPORT

Item: Vendor Summary Report

Recommendation: That the Common Council approve the March 13, 2024 Vendor Summary Report in the total of \$726,182.20

Fiscal Impact: Total claims paid of \$726,182.20.

Critical Success Factor(s):c

- Active, Vibrant and Engaged Community
- Financial Stability and Resiliency
- Thoughtful Growth and Prosperous Local Economy
- Clean, Safe & Welcoming
- Inspired, Aligned, and Proactive City Organization
- Quality Infrastructure, Amenities, and Services
- Not Applicable

Background: Of note are the following payments:

1. \$6,093.36 to B&H Photo-Video (pg #2) for tape drives. Project #21023.
2. \$68,743.04 to Bestco UA (pg #2) for April retiree insurance.
3. \$10,246.50 to Buelow Vetter (pg #3) for legal services.
4. \$11,500.00 to Center for Governmental Studies (pg #19) for strategic planning services, Project #17027
5. \$57,598.88 to Compass Minerals Company (pg #4) for salt inventory.
6. \$23,194.53 to E. H. Wolf & Sons, Inc. (pg #5) for fuel inventory.
7. \$5,730.00 to Eco Resource Consulting, Inc. (pg #6) for Lake Vista PEC mitigation.
8. \$33,934.00 to Edgerton Contractors, Inc. (pg #6) for work on Lakefront Bluff Stabilization. Project #23005.
9. \$31,087.35 to Enterprise FM Trust (pg #6) for DPW vehicle lease monthly payment. Project #19024.
10. \$19,168.49 to Flock Group, Inc. (pg #6) for annual contract fee.
11. \$15,762.52 to Forge & Flare Apartments (pg #6) for Summer 2024 events restroom cleaning (Tourism).
12. \$7,736.00 to FS. com, Inc. (pg #7) for core fiber equipment. Project #21023.
13. \$6,500.00 to Godfrey & Kahn S.C. (pg #7) for legal services regarding redevelopment of lakefront site.
14. \$5,610.00 to Haskin Law Office (pg #8) for legal services relating to Lake Vista.
15. \$13,677.14 to Kansas City Life Insurance Co. (pg #10) for April disability insurance.
16. \$35,910.00 to Milwaukee County Federated Library (pg #12) for annual fees.
17. \$6,394.40 to Securian Financial Group, Inc. (pg #16) for April employee life insurance.

-
18. \$93,648.38 to Source One Technology, Inc. (pg #17) for core networking equipment. Project #21023.
 19. \$17,375.00 to Tyler Technologies, Inc. (pg #18) for consulting services.
 20. \$76,653.37 to US Bank (pgs #22-28) for equipment and vehicle maintenance, travel and training, supplies, building maintenance, dues and publications, license fees, data lines, Verizon phone services, legal notices, and office supplies.
 21. \$9,5697.60 to US Marshals Service (pg #1) for seized money.
 22. \$12,752.29 to WE Energies (pg #28) for street lighting, electricity & natural gas.
 23. \$10,180.33 to WI Court Fines & Surcharges (pg #19) for February court fines.

Options/Alternatives: None

Respectfully submitted:



Andrew J. Vickers, MPA
City Administrator

Prepared:



Rory T. Vircks
Staff Accountant

Fiscal Review:



Maxwell Gagin, MPA
Deputy City Administrator / Finance Officer

Attachments: 03/13/2024 Invoice GL Distribution Report



Meeting Date: March 19, 2024

Item No. 16

COMMON COUNCIL REPORT

Item: Underground Facilities Rehabilitation Jacobs Design Contract

Recommendation: That the Council considers a motion to authorize the Utility Engineer to enter into an agreement with Jacobs Engineering for design services of the Underground Facilities Rehabilitation project at the water treatment plant not to exceed \$2,104,376.(Project No. 22118)(All Aldermanic Districts)

Fiscal Impact: The 2024 Capital Improvement Program budgeted \$9,000,000 for this project.

- Critical Success Factor(s):**
- Active, Vibrant, and Engaged Community
 - Financial Stability and Resiliency
 - Thoughtful Growth and Prosperous Local Economy
 - Clean, Safe, and Welcoming
 - Inspired, Aligned, and Proactive City Organization
 - Quality Infrastructure, Amenities, and Services
 - Not Applicable

Background: Jacobs Engineering was awarded the alternative selection project for the Underground Facilities Rehabilitation project at the November 8, 2022 Board of Public Works and Capital Assets meeting. They prepared six alternative design options for the project. The Utility worked with Wisconsin Department of Natural Resources and the City of Franklin for the preferred alternative design solution. The Board approved the alternative design selection of option 2B at the February 13, 2024 BOPWACA meeting. This design provides a new above ground storage tank, intermediate pumping station with UV, and a high lift pumping station. The next step in the project will be the design of the project. Jacobs anticipates that final documents for the project will be completed in April 2025. It is customary for the design contract to be 7-10% of the estimated construction cost. Jacobs has reduced the design fee to 4.7% based on their familiarity with the plant and the project. They did the last project design in 2018.

Options/Alternatives: The Council could reject the proposal and send out RFPs for the design.

Respectfully submitted:

Andrew J. Vickers, MPA
City Administrator

Prepared:

Brian L. Johnston, PE
Utility Engineer

Fiscal Review:

Kristina Strmsek
Finance & Accounting Manager

Approved:

Michael J. Sullivan, PE
General Manager

Attachments: Scope of Work, Design Element break down

Scope of Work Underground Facilities Rehabilitation Project

For: Oak Creek Water and Sewer Utility

By: Jacobs Engineering

February 27, 2024

Project Description

The scope of services for this project includes engineering services for final design of the Oak Creek Water and Sewer Utility (OCWSU) Underground Facilities Rehabilitation project (project). This scope of engineering services is based on the concepts presented in the Jacobs Engineering Alternatives Evaluation Study report dated February 2024 for Alternative 2B.

The following facilities are included in the design:

- A new intermediate pump station (IPS), with vertical turbine can pumps to pump water from the filters to an above ground chlorine contact tank.
- A new ultraviolet light disinfection (UV) facility, integrated with the IPS. The UV system shall be able to meet disinfection requirements for *Giardia* and provide about 99.9 percent inactivation of *Cryptosporidium*.
- A new above ground prestressed concrete chlorine contact tank, baffled and split into two halves. The tank shall be able to meet regulatory disinfection requirements for *Giardia* and Viruses if the UV facility is off line.
- A new high lift pump station (HLPS) with horizontal centrifugal pumps and surge protection to pump water from the new storage tank to the distribution system. This pump station shall also include a filter backwash pump.
- A walkway/pipe gallery connecting the existing filter building to the IPS.
- Demolition of the existing HLPS pumps and pump discharge piping. The main discharge header will remain.
- Demolition of the existing chlorine contact tank. This will be bid as an alternative item.
- A new fluoride storage and feed facility integrated with the HLPS.
- New electrical equipment for the equipment above facilities. New switchgear, transformers and automatic transfer switches shall be provided to replace existing 50-year old equipment.
- Sitework, stormwater pond, access road, security fence and yard piping for the facilities above. Removal of existing known contaminated soils northeast of the water plant on the water plant property.
- Instrumentation and controls for the facilities above.
- Security improvements including card readers for door access, fences, monitoring cameras, and integration with SCADA. The security system shall include the water treatment plant and low lift pump station.

These facilities are to be sized for a capacity of 18.4 mgd, with reasonable provisions for future expansion.

Project Approach

The project delivery approach is for a conventional design, bid, build process. Pre-purchase or pre-selection of equipment is not anticipated.

A general timeline for final design is:

- Start final design – April, 2024
- 30% Review (Preliminary Design) – September, 2024
- 60% Review – December, 2024
- 90% Review – February, 2025
- Final Documents – April 2025

Task 1—Project Management and Communication

Project management and communication include the following processes:

- **Quality Control/Quality Assurance Plan:** Engage the quality control/quality assurance team throughout the project to optimize and complete reviews of work.
- **Project Instructions:** Prepare project instructions to guide the execution of the work on schedule and within budget by addressing the following:
 - Scope of services by task and project deliverables
 - Work plan including names of personnel for major tasks
 - Project schedule
 - Project budget by task
 - Health and safety considerations
 - Change management
 - Communication plan including monthly project progress meetings and meeting summary notes.
- **Project Meetings:** Engineer shall attend monthly progress meetings with the OCWSU at the headquarters building or water treatment plant. Appropriate members of Wisconsin Department of Natural Resources (DNR) and other agencies will be invited as necessary.
- **Progress Reports:** Engineer shall submit a monthly progress report with each invoice. The progress report shall:
 - Summarize overall project costs and percent complete
 - Identify any cost and scope changes to the contract, with an explanation
 - Summarize the schedule with percent complete and critical path
 - Identify any schedule changes, with an explanation and plan to remedy the schedule
 - Identify major project issues, method for resolution and cost/schedule impacts
 - Identify major decisions made

Task 2 – Preliminary Design

The design will be advanced to an approximately 30% complete level. The 30% design will include:

- Preliminary layout drawings showing major facilities in relation to existing facilities.
- Preliminary plan and section of major facilities.
- Preliminary process and instrumentation diagrams.
- Hydraulic analyses of the pump stations, including a computational fluid dynamics memorandum, if needed for pump station design.
- A geotechnical engineering memorandum based on geotechnical field investigations. It is anticipated that 2 or 3 new soil borings will be required, along with associated geotechnical laboratory work.
- An engineering report for submission to DNR.
- A report for the Wisconsin Public Service Commission (PSC). The report will be drafted, but not submitted until final design documents are ready.

Task 3—Final Design

The purpose of this task is to develop the final Contract Documents for bidding of the project by construction contractors. The documents will be prepared for a single construction contract. The Instructions to Bidders, General Terms and Conditions, Agreement and Bond Forms, and General Conditions will be the Engineers standard documents based on the EJCDC. OCWSU requirements for insurance and other legal matters will be incorporated. Technical Specifications will be prepared using the Engineer's standard forms and specifications. Drawings will be prepared using the Engineer's standard format, size (22-inch by 34-inch full-size), and legends. Electronic documents will be provided on a flash drive in Microstation or AutoCAD, depending on preference. 3D design software will be used to assist with visualization during design review.

Geotechnical Investigation: The Engineer shall review the available information and develop a geotechnical field investigation and laboratory testing scope of work. This will be used to solicit bids from geotechnical testing firms, if needed. A geotechnical testing firm will be subcontracted to complete the recommended program, if needed. The Engineer will assist in selection of the firm and oversee the field investigations. Based on the information gathered by field investigations, the Engineer will develop design criteria and recommendations for excavation and backfill of structures, pipelines, structural foundations, dewatering of excavations and pipeline thrust restraint.

Site Survey: It is anticipated that the 2016 survey information for the project site is adequate for this project. The construction contractor will be responsible for coordination and location of underground utilities.

Prepare Contract Documents: The Engineer shall complete final design of the project based upon the concepts documented in the Alternatives Evaluation – Underground Facilities Rehabilitation report dated February 2024. Specific activities of the final design shall include the following:

- Site Design – Facility layout, grading, landscaping, access roads, stormwater, utilities and yard piping
- Geotechnical design based on the geotechnical test report
- Architectural design to match existing building and blend in with the neighborhood
- Foundation and Structural Design
- Process/Mechanical Design, including hydraulic model of the water plant and hydraulic surge analysis for the pump stations
- Building Mechanical Design – Heating, ventilating, air conditioning, and plumbing
- Instrumentation and Control Design
- Security design including fencing, site access, cameras, alarms and integration with SCADA
- Electrical Design – Power supply, lighting, and yard electrical.

The design scope and fee is based on the estimated drawing list attached. During preparation of the Contract Documents, the Engineer shall meet with the OCWSU monthly to review detailed design concepts. Meetings will be more frequent during the 30% design phase. Included in these meetings will be 30% 60% and 90% design review milestone meetings. Drawings and specifications will be provided electronically at each review milestone. Comments received from the OCWSU shall be documented in summary meeting notes and design review forms.

Deliverables: Contract bid documents, including drawings and specifications, will be prepared for the 100 percent complete milestones after comments are addressed. Electronic copies of drawings and specifications will be submitted to the OCWSU.

A construction cost estimate will be prepared at the 60 percent and 90 percent complete submittals.

Two PE stamped bid documents will be submitted along with the required forms to DNR and the PSC.

Task 4—Permits

The following permits will be applied for.

DNR Permit to Construct: Engineer will work with DNR through the design process, and submit final drawings and specifications for approval. Engineer will answer questions and comments from DNR on the design.

Stormwater Plan Permit: A stormwater management plan will be prepared for the water plant improvements. The plan will be submitted to the appropriate agency for approval. Elements of the stormwater plan will be incorporated into the design.

SDWA Loan Assistance: Engineer shall assist OCWSU with technical information required for a SDWA loan application. Bidding documents will have provisions for SDWA loan compliance.

PSC Authorization to Construct: Engineer shall provide a report to the PSC and request an authorization to construct. Engineer shall answer PSC questions pertaining to this report.

Task 5 Bidding Services

An underground utility coordination meeting and pre-bid meeting will be organized and conducted by Engineer. Bid documents will be advertised and distributed on Quest CDN. A bidders list will be maintained on Quest CDN. Engineer will answer bidder questions, and maintain a log of questions and answers. Engineer will prepare addenda as needed through the bidding process and post on Quest CDN.

Bidding services will not commence until construction authorization from the DNR and PSC are obtained. Engineer will evaluate bids, prepare a bid tab, and make a recommendation on bid award.

Assumptions

This scope of engineering services is based on the following assumptions:

1. Engineering scope and fees are based on facilities described in this Scope of Engineering Services and the Jacobs Alternatives Evaluation – Underground Facilities Rehabilitation report dated February 2024.
2. Engineering scope and fees are based on the estimated design drawing sheet list attached.
3. Geotechnical field work will include 3 new soil borings and associated laboratory work.
4. No new hazardous materials or contaminated soil requiring special handling will be encountered. The contaminated soil identified during the 2016 design at the water plant will be handled by a subconsultant for that work. Engineer will coordinate with this work.
5. Design of a dewatering and wastewater disposal system by Engineer is not required. Construction contractor will determine dewatering requirements.
6. Earth retention systems shall be the responsibility of the construction contractor. Engineer will provide guidelines for general location, and review the contractors earth retention design concepts.
7. Erosion control shall be the responsibility of the construction contractor.
8. Modification to the foundations of existing buildings is not required.
9. The 2016 site survey information for the project site is adequate for this project.
10. The 2016 Environmental Assessment of the project site is adequate for PSC approval of this project.
11. The construction contractor will be responsible for coordination with underground utilities companies and locations of infrastructure.
12. Services include the Engineer preparing a presentation, facilitating and participating in a joint DNR/PSC pre-application conference.
13. Services do not include those related to a contested case in PSC court.

A list of design drawings estimated for this project follows.

Estimated Design Drawings

Sheet No	Title
	General
1	Title Sheet and Vivinity, Location Maps
2	Index to Drawings
3	General Site Plan and Designation Legend
4	Hydraulic Profile
5	Process Design Data
6	Abbreviations and Flow Stream Identification
7	I & C Legend
8	I & C Legend
9	Sitework Legend
10	Architectural Legend
11	Structural Legend
12	Structural Legend
13	Structural Legend
14	Mechanical Process Legend
15	Mechanical Process Legend
16	HVAC/Plumbing Legend
17	HVAC/Plumbing Legend
18	Electrical Legend
19	Electrical Legend
20	Electrical Legend conduit schedule
21	Electrical Legend lighting schedule
	Demolition
22	Site Plan Demo and Erosion Control
23	Existing Facility Demo Plan and Details Lower
24	Existing Facility Demo Plan and Details Upper
25	Electrical Demo Plan
26	Electrical Demo Sections
27	Electrical Demo Details
28	Electrical Demo Details
29	One Line Diagram Demo
30	Existing CT Tank Demo 1 (Alternate bid)
31	Existing CT Tank Demo 2 (Alternate bid)
	I&C/Security
32	P&ID Intermediate PS and Filters
33	P&ID UV
34	P&ID High Lift PS
35	P&ID Process Details
36	P&ID Storage / CT Tank
37	P&ID Power Monitoring
38	P&ID Fluoride
39	Control System Block Diagram
40	Control Panel Elevations
41	Typical Control Schematics

42	Security - Filter Building Partial First Floor Plan 1
43	Security - Filter Building Partial First Floor Plan 2
44	Security- Pre Treatment Facility Plan 1
45	Security - Storage / CT Tank
46	Security - IPS
47	Security - HLPS
	Civil/Site Work
48	Site Plan and Contractor Staging
49	Low Lift Pumping Station Site Plan- Security
50	Utility Relocation Plan and Details
51	Site Plan Details
52	Grading Plan South
53	Grading Plan South
54	Grading Plan North
55	Grading Plan North
56	Site Paving Plan
57	Site Paving Details
58	Stormwater Management Plan
59	Stormwater Details
60	Earth retention Concept
61	Site Utility Plan and Profile
62	Site Utility Plan and Profile
63	Site Utility Plan and Profile
64	Yard Piping Profiles
65	Yard Piping Profiles
66	Yard Piping Details
67	Yard Piping Details
68	Security Fence and Details
69	Contaminated Soils and Removal Plan
	Landscaping
70	Planting Legend and Notes
71	Planting Plan
	Architectural
72	General Notes and Wall Types
73	Intermediate PS/UV First Floor Plan
74	Intermediate PS/UV Roof Plan
75	Intermediate PS/UV Building Elevations
76	Intermediate PS/UV Building Sections and Details
77	Intermediate PS/UV Building Sections and Details
78	Intermediate PS/UV Life Safety Plan
79	High Lift PS First Floor Plan
80	High Lift PS Roof Plan
81	High Lift PS Building Elevations
82	High Lift PS Building Sections and Details
83	High Lift PS Building Sections and Details
84	High Lift PS Life Safety Plan
85	Storage Tank Elevations
86	Storage Tank Details

87	Walkway Plan
88	Walkway Section and Details
	Structural
89	General Structural Notes
90	Intermediate PS/UV Foundation Plan
91	Intermediate PS/UV Lower Level Plan
92	Intermediate PS/UV First Floor Plan
93	Intermediate PS/UV Roof Plan
94	Intermediate PS/UV Sections
95	Intermediate PS/UV Sections
96	Intermediate PS/UV Sections and Details
97	Intermediate PS/UV Sections and Details
98	Intermediate PS/UV Beam and Column
99	High Lift PS Foundation Plan
100	High Lift PS First Floor Plan
101	High Lift PS Roof Plan
102	High Lift PS Sections
103	High Lift PS Sections
104	High Lift PS Sections and Details
105	High Lift PS Sections and Details
106	High Lift PS Beam and Column
107	Storage tank plan
108	Storage tank sections
109	Storage tank sections
110	Storage Tank sections and details
111	Walkway Plan and Sections
112	Walkway Plan and Sections
113	Walkway Sections and Details
114	Existing Facility Plans
115	Existing Facility Sections and Details
	Process Mechanical
116	Intermediate PS/UV First Floor Plan
117	Intermediate PS/UV Second Floor Plan and Sections
118	Intermediate PS/UV Lower Floor Plan
119	Intermediate PS/UV Section and Detail
120	Intermediate PS/UV Section and Detail
121	Intermediate PS/UV Section and Detail
122	High Lift PS First Floor Plan
123	High Lift PS Second Floor Plan
124	High Lift PS Sections
125	High Lift PS Section and Detail
126	High Lift PS Section and Detail
127	High Lift PS Section and Detail
128	Storage Tank Plan
129	Storage Tank Section and Details
130	Storage Tank Section and Details
131	Fluoride Plan and Sections
132	Fluoride Section and Details
133	Fluoride Section and Details
134	Existing Facility Plan Section and Details

	Building Mechanical
135	Intermediate PS/UV First Floor Plan
136	Intermediate PS/UV Sections and Details
137	Intermediate PS/UV Sections and Details
138	High Lift PS First Floor Plan
139	High Lift PS Sections and Details
140	High Lift PS Sections and Details
141	High Lift PS Sections and Details
142	Walkway Sections and Details
143	Existing Facility Plan and Details
144	Fluoride Facility Plan and Details
	Plumbing
145	Intermediate PS/UV Plan and Sections
146	Intermediate PS/UV Sections and Details
147	High Lift PS Plan and Sections
148	High Lift PS Sections and Details
149	High Lift PS Sections and Details
150	Existing Facility Plan and Details
	Electrical
151	Electrical Site Plan
152	Electrical Site Details
153	Electrical Site Details
154	One Line Diagram
155	One Line Diagram
156	One Line Diagram
157	One Line Diagram
158	Duct Bank Sections
159	Power Supply Plan
160	Power Supply Details
161	Switchgear plan and elevation
162	Switchgear control schematics
163	Intermediate PS/UV Process Plan
164	Intermediate PS/UV Facility Plan
165	Intermediate PS/UV Panel Schedules
166	Intermediate PS/UV Sections and Details
167	High Lift PS Process Plan
168	High Lift PS Facility Plan
169	High Lift PS Panel Schedules
170	High Lift PS Sections and Details
171	Storage Tank Process Plan
172	Fluoride Process Plan
173	Electrical power monitoring plan
174	Electrical schedules and details
175	Electrical schedules and details
176	Electrical schedules and details
177	Electrical schedules and details
178	Electrical schedules and details

	Details
179	Sitework
180	Sitework
181	Sitework
182	Architectural
183	Architectural
184	Architectural
185	Architectural
186	Architectural
187	Structural
188	Structural
189	Structural
190	Structural
191	Structural
192	Structural
193	Mechanical
194	Mechanical
195	Mechanical
196	Mechanical
197	Mechanical
198	I&C
199	I&C
200	Security Details
201	Electrical
202	Electrical
203	Electrical

**Oak Creek Water Treatment Plant
Underground Facilities Improvements Design - 2024/2025**

<u>Design Element</u>	<u>Hours</u>	<u>Cost</u>
Plant Hydraulics, Process Criteria, General Draw	248	\$ 31,680
Demolition	416	\$ 74,880
Instrumentation/Controls/Security	864	\$ 155,520
Civil/Sitework	1080	\$ 181,440
Landscaping	96	\$ 17,280
Architectural	408	\$ 146,880
Structural	1,488	\$ 267,840
Process Mechanical	1,216	\$ 240,096
Building Mechanical	560	\$ 100,800
Plumbing	932	\$ 167,760
Electrical	1344	\$ 241,920
Standards and Details	100	\$ 18,000
Engineering Report	370	\$ 66,600
PSC Report	170	\$ 30,600
Meetings and Management	460	\$ 82,800
Geotechnical and field work	160	\$ 28,800
Cost Estimating	320	\$ 57,600
CFD Modeling	82	\$ 34,760
Permits	264	\$ 47,520
SCADA Standards	220	\$ 39,600
Bidding Services	400	\$ 72,000
TOTAL	11,198	\$ 2,104,376

RESOLUTION NO. 12476-031924

RESOLUTION APPROVING THE AMENDMENT TO
TAX INCREMENTAL DISTRICT NO. 8 FINANCE DEVELOPMENT AGREEMENT
(STC Oak Creek (WI) LLC)

BE IT RESOLVED by the Mayor and Common Council of the City of Oak Creek that the Amendment to Tax Incremental District No. 8 Finance Development Agreement with STC Oak Creek (WI) LLC (the "Amendment") is hereby approved.

BE IT FURTHER RESOLVED that the Mayor is authorized to execute and the City Clerk to attest to same.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 19th day of March, 2024.

Passed and adopted this ____ day of _____, 2024.

Common Council President Kenneth Gehl

Approved this . day of _____, 2024.

Mayor Daniel J. Bukiewicz

ATTEST:

Catherine A. Roeske, City Clerk

VOTE: Ayes _____ Noes _____