

Visit our website at
www.oakcreekwi.org
for the agenda and
accompanying
common council
reports.



Common Council
Chambers
8640 S. Howell Ave.
PO Box 27
Oak Creek, WI 53154
(414) 768-6500

COMMON COUNCIL MEETING AGENDA

TUESDAY, MAY 21, 2013
AT 7:00 P.M.

COUNCIL MEETINGS CAN BE SEEN LIVE ON GOVERNMENT ACCESS CHANNELS 25 AND 99

1. Call Meeting to Order
2. Pledge of Allegiance
3. Mayoral Announcements
4. Approval of Minutes: 5/7/2013

Public Hearings (beginning at 7:00 p.m.)

Citizen input, comments and suggestions are requested on the specific item(s) identified below. Action by the Council may occur at the same meeting if so included in the agenda.

5. **Municipal Code Amendment:** Consider the creation of Section 17.0317(c)(38) of the Municipal Code to allow for an indoor firing range, firearms and accessory sales, and training operations for firearms and self-defense not within 1,000 feet of a residential district as a conditional use in the M-1, Manufacturing District (by Committee of the Whole).
6. **Ordinance:** Consider Ordinance No. 2682, creating Section 17.0317(c)(38) to allow for an indoor firing range, firearms and accessory sales and training operations for firearms and self-defense not within 1,000 feet of a residential district as a conditional use in the M-1, Manufacturing District (by Committee of the Whole).

New Business

MAYOR & COMMON COUNCIL

7. **Ordinance:** Consider Ordinance No. 2680, amending Ordinance 2666, fixing the salary ranges, salary wages and allowances for non-union general management personnel and other City offices and positions for the year 2013, adding a new Public Health Specialist position (by Committee of the Whole).
8. **Ordinance:** Consider Ordinance No. 2681, amending Ordinance 2667, fixing the salary ranges, salary wages and allowances for part time personnel and other City offices and positions for the year 2013, adding a new Administrative Support Assistant classification (by Committee of the Whole).

9. **Resolution:** Consider Resolution No. 11364-052113, which opposes Assembly Bill 23, prohibiting local governments from providing post-retirement health care benefits to any employees hired after January 1, 2014, unless the cost of the benefit is fully funded in a segregated account on an actuarial basis, and directs a copy of the resolution to be sent to Senator Larson, Representative Honadel and the League of Wisconsin Municipalities (by Committee of the Whole).
10. **Motion:** Consider a motion to accept the bid for the Milwaukee Journal Sentinel (Oak Creek NOW) to serve as the official City newspaper for the next 12 months (by Committee of the Whole).
11. **Motion:** Consider a motion to approve the 2013 Vendor Summary Report in the amount of \$558,393.85 (by Committee of the Whole).

ENGINEERING

12. **Resolution:** Consider Resolution No. 11362-052113, acquiring fee property (right-of-way), and temporary easements for the S. Howell Avenue Wisconsin Department of Transportation maintenance project from Oakwood Road to Grange Avenue, and to send payments in the amounts of the Award of Damages to the affected property owners (Project No. 12025) (Various Districts).

LICENSE COMMITTEE

The License Committee did not meet prior to the 5/21/13 meeting. Tentative recommendations are being made as follows:

13. **Motion:** Consider a motion to grant an Operator's license to the following (*favorable background report received*):
 - Dane A. Passehl, 5713 W. 3 Mile Rd., Franksville (Classic Lanes)
 - Gregory Nocun, 1411 Mackinac Ave., South Milwaukee (DiCarlos)
 - Stephanie Blake, 2330 E. Cody Ct., Oak Creek (Bootz)
 - Jacob Straw, 5642 S. Marilyn St., Milwaukee (Pick 'n Save)
 - Richard Romel, 1226 Dundee Dr., Racine (Pick 'n Save)
 - Martin Pordon, 3043 W. Franklin Terrace (Pick 'n Save)
 - Amy DeBrocke, 1200 16th Ave., South Milwaukee (Pick 'n Save)
 - Kimberly Allard, 3555 S. Rivershire Dr., Greenfield (Pick 'n Save)
 - Wesley Dalton, 2021 Kingston, Waukegan, IL (Pick 'n Save)
14. **Motion:** Consider a motion to grant a Temporary Class B Beer license, with a waiver of fees, to the Oak Creek Celebrations Commission, Carolyn Bukiewicz, Agent, for the Oak Creek Celebrations Pig Roast, September 8, 2013.
15. **Motion:** Consider a motion to approve a Transient Merchant license to ARM Security, Inc., 419 S. 1325 West, Orem, UT 84058, selling home automation and energy management systems and the following salespersons (*favorable police record received*):
 - Adam Ikimau, 1551 N. Water St., Milwaukee
 - Andrew Garrett, 455 E. Pleasant St., Milwaukee
 - Austin Carter, 455 E. Pleasant St., Milwaukee
 - Brock Weeks, 455 E. Pleasant St., Milwaukee
 - Christopher McGown, 455 E. Pleasant St., Milwaukee
 - Dakota Combe, 455 E. Pleasant St., Milwaukee

- Daven Brush, 455 E. Pleasant St., Milwaukee
- Gregory Wood, 1551 N. Water St., Milwaukee
- Homoyoun Namazi, 2053 E. South Weber Dr., Utah
- Isaac Bell, 455 E. Pleasant St., Milwaukee
- Jacob Waite, 634 W. Apache, Farmington, NM
- James Driggs, III, 455 E. Pleasant St., Milwaukee
- Jason Crown, 455 E. Pleasant St., Milwaukee
- Jetsen Lowell, 455 E. Pleasant St., Milwaukee
- Jordan Bischoff, 455 E. Pleasant St., Milwaukee
- Jordan D. Hunsaker, 455 E. Pleasant St., Milwaukee
- Jordan Hill, 1551 N. Water St., Milwaukee
- Joseph Knight, 1551 N. Water St., Milwaukee
- Spencer Williams, 455 E. Pleasant St., Milwaukee
- Styles Reidhead, 1551 N. Water St., Milwaukee
- Tanner Hendry, 455 E. Pleasant St., Milwaukee
- Tanner Watkins, 455 E. Pleasant St., Milwaukee
- Trevor Powell, 1551 N. Water St., Milwaukee
- Tyler Shaw, 1551 N. Water St., Milwaukee

MISCELLANEOUS

16. **Motion:** Consider a *motion* to convene into Closed Session immediately following the conclusion of the Common Council meeting pursuant to Wisconsin State Statutes to discuss the following:
- a. Section 19.85(1)(e) to discuss negotiations regarding the acquisition of part or all the property at 8051 S. Howell Ave.
 - b. Section 19.85(1)(e) to consider strategy with respect to the Payment Card Interchange Fee settlement class action lawsuit.
17. **Motion:** Consider a *motion* to reconvene into Open Session.
18. **Motion:** Consider a *motion* to take action, if required.
19. **Resolution:** Consider *Resolution* No. 11363-052113, Determining there is a necessity for acquisition of lands for public street purposes, temporary easements for grading, authorizing negotiation for such acquisition and authorizing eminent domain, if necessary (2nd District).

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 768-6511, (FAX) 768-9587, (TDD) 768-6513 or by writing to the ADA Coordinator at the Health Department, City Hall, 8640 S. Howell Avenue, 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
for the agenda and
accompanying
common council
reports.



Common Council
Chambers
8640 S. Howell Ave.
PO Box 27
Oak Creek, WI 53154
(414) 768-6500

COMMON COUNCIL MEETING ADDENDUM

TUESDAY, MAY 21, 2013
AT 7:00 P.M.

COUNCIL MEETINGS CAN BE SEEN LIVE ON GOVERNMENT ACCESS CHANNELS 25 AND 99

Presentation

20. **Presentation:** Presentation by Bray Architects to update the Council on the City Hall, Library and Fire Station project.

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 768-6511, (FAX) 768-9587, (TDD) 768-6513 or by writing to the ADA Coordinator at the Health Department, City Hall, 8640 S. Howell Avenue, 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.

OFFICIAL NOTICE

**NOTICE OF PUBLIC HEARING
BEFORE THE OAK CREEK COMMON COUNCIL**

PURPOSE: The purpose of this public hearing is to consider the creation of Section 17.0317(c)(38) of the Municipal Code to allow for an indoor firing range, firearms and accessory sales, and training operations for firearms and self-defense not within 1,000 feet of a residential district as a conditional use in the M-1, Manufacturing District.

Hearing Date: Tuesday, May 21, 2013
Time: 7:00 p.m.
Place: Oak Creek City Hall
8640 South Howell Avenue
Oak Creek, WI 53154
Common Council Chambers

Proposal: The proposed code section allow for an indoor firing range, firearms and accessory sales and training operations for firearms and self-defense not within 1,000 feet of a residential district as a conditional use in the M-1, Manufacturing District.

Any person(s) with questions regarding the proposed change may call the Department of Community Development at (414) 768-6527, during regular business hours.

Date of Notice: April 25, 2013
CITY OF OAK CREEK COMMON COUNCIL
By: Stephen Scaffidi, Mayor

PUBLIC NOTICE

PLEASE NOTE: 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 768-6511, (FAX) 768-9587, (TDD) 768-6513 or by writing to the ADA Coordinator at the Health Department, City Hall, 8640 South Howell Avenue, Oak Creek, Wisconsin 53154.

City of Oak Creek Common Council Report

Meeting Date: May 21, 2013

Item No.: 6

Recommendation: That the Council adopt Ordinance No. 2682, creating Section 17.0317(c)(38) to allow for an indoor firing range, firearms and accessory sales and training operations for firearms and self-defense not within 1,000 feet of a residential district as a conditional use in the M-1, Manufacturing District.

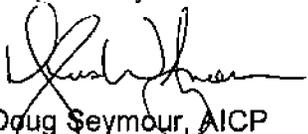
Background: Black Diamond Firearms Academy LLC has requested a zoning text amendment to allow for the operation of an indoor firing range, firearms and firearm accessories sales, and training facility as a conditional use in the M-1 Manufacturing District.

The current Oak Creek Municipal Code allows firing ranges as a conditional use only in the I-1, Institutional District, and only in association with a fire station, police station or college. For comparison purposes, the City of Cudahy permits firing ranges as a conditional use in the P-1, Park District. The Village of Caledonia has an indoor firing range. It was permitted as a special use in their commercial district in 1985. The City of Franklin specifically allows indoor firing ranges in the P-1, Park District, and under the SIC Code 7999, Unclassified Amusement & Recreation in the M-1, & M-2, Manufacturing Districts as a special use. Firearm sales are permitted in their commercial districts classified under sporting goods. Using Franklin as an example, their code further outlines the conditions for an indoor small arms firing range and the special use permit is valid for three years. It further limits the caliber of firearms that can be discharged at the range. The special use permit for indoor firing ranges also have a requirement that the firing range cannot be within 1,000 feet of a residential district and expire in three years.

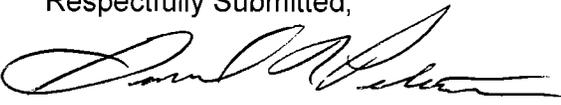
While there may be impacts associated with the operation of indoor firing ranges (sound, shot containment, venting), they can be reasonably regulated within the context of a conditional use permit. It is anticipated that any conditions and restrictions adopted pursuant to the issuance of such a conditional use permit would reference recognized standards for the construction and operation of such facilities.

Fiscal Impact: The modification to the Code would give the Council the discretion to approve a conditional use permit for this type of business in the City, thus enhancing the tax base.

Prepared by:


Doug Seymour, AICP
Director of Community Development

Respectfully Submitted,


Gerald Peterson, ICMA-CM
City Administrator

Fiscal Review by:


Bridget M. Souffrant
Finance Director / Comptroller

ORDINANCE NO. 2682

BY: _____

AN ORDINANCE TO AMEND SECTION 17.0317(c) OF THE MUNICIPAL CODE TO ALLOW FOR FIRING RANGES AS A CONDITIONAL USE IN THE M-1, MANUFACTURING ZONING DISTRICT

The Common Council of the City of Oak Creek does hereby ordain as follows:

SECTION 1: Section 17.0317(c) of the Municipal Code is amended to read as follows:

(38) Indoor firing range, firearms and accessory sales and training operations for firearms and self-defense not within 1,000 feet of a residential district.

SECTION 2: All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

SECTION 3: This ordinance shall take effect and be in force from and after its passage and publication.

Introduced this 21st day of May, 2013.

Passed and adopted this _____ day of _____, 2013.

President, Common Council

Approved this _____ day of _____, 2013.

ATTEST:

Mayor

City Clerk

VOTE: Ayes _____ Noes _____

City of Oak Creek Common Council Report

Meeting Date: May 21, 2013

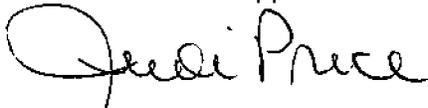
Item No.: 7

Recommendation: That the Common Council approve a Personnel Committee recommendation for approval of Ordinance #2680 which amends Ordinance 2666 fixing the salary ranges, salary wages and allowances for non-union general management personnel and other city offices and positions for the year 2013, adding a new Public Health Specialist position.

Background: The Public Health Officer has recently received notice of the retirement for the Health Department Secretary as well as a resignation from a part time clerk. In addition, a vacancy exists for a part time Public Health Nurse. In evaluating departmental needs (see attached request for conversion of part time Health Specialist to a full time Public Health Specialist), the Public Health Officer is recommending the creation of a full time Public Health Specialist position. This departmental shift in emphasis is consistent with needs for Public Health which the department is experiencing. A summary of the fiscal effects of this request is also attached.

Fiscal Impact: It is expected that the effect of all of the position recommendations in the Health Department will decrease costs by approximately \$25,000.

Review and Support:



Judi Price
Health Officer

Prepared and Submitted by:



Gerald R. Peterson, ICMA-CM
City Administrator

ORDINANCE No. 2680

BY: _____

AN ORDINANCE AMENDING ORDINANCE 2666 AND
FIXING THE SALARY RANGES, SALARY, WAGES AND
ALLOWANCES FOR NON-UNION, GENERAL, MANAGEMENT PERSONNEL AND OTHER
CITY OFFICES AND POSITIONS FOR THE YEAR 2013
ADDING A NEW PUBLIC HEALTH SPECIALIST POSITION

The Common Council of the City of Oak Creek do hereby ordain as follows:

SECTION 1: There is herewith established the uniform rates of pay of those certain offices and positions in the civil service under the control of the Common Council of the City of Oak Creek affecting non-union, management, general, and miscellaneous personnel for the year 2013. The proper city officials are hereby authorized and directed to make the required payments to those affected employees of the City pursuant to this ordinance. The bi-weekly rate will prevail in years with more or less than 26 payrolls.

SECTION 2: The pay ranges and rates of pay of those certain offices and positions in the civil service under the control of the Common Council of the City of Oak Creek affecting management, supervisory and non-union personnel shall be as follows provided that the salary range and salaries are subject to review by the Common Council. Those affected employees pursuant to this section shall receive the fringe benefits set forth in the current Personnel Manual. These employees shall contribute fifteen percent (15%) of the cost of the premium for a single and family medical plan, respectively. Employees and their spouses who participate in a health risk assessment (HRA) program, or an annual physical exam and completion of the HRA certification, shall contribute ten percent (10%) of the premium for a single and family plan, respectively.

Civil Service Position Title	Current Salary	Bi-weekly Rate	Starting Salary	Top Salary
Public Health Specialist	n/a	\$2,496.00	\$60,853	\$67,597

SECTION 9: This ordinance shall take effect and be in force upon its passage and publication and shall apply as of _____, 2013, except where otherwise noted.

Introduced this ____ day of _____, 2013.

Passed and adopted this ____ day of _____, 2013.

President, Common Council

Approved this ____ day of _____, 2013.

Mayor

ATTEST:

City Clerk

VOTE: Ayes _____ Noes _____

REQUEST FOR CONVERSION OF PART-TIME PUBLIC HEALTH SPECIALIST TO A
FULL-TIME PUBLIC HEALTH SPECIALIST
2013 BUDGET

Executive Summary

The Oak Creek Health Department is requesting converting the part-time public health specialist position to a full-time position. This position would eliminate the current part-time public health nurse position and added to the existing part-time public health specialist position thus creating a full-time public health specialist position. Both positions are currently in the 2013 budget.

As the focus of public health changes, health departments must also shift their expertise and concentrate on broader issues such as all hazards preparedness, pandemic influenza, risk communication, as well as continue to provide the core public health functions of communicable disease control, chronic disease and injury prevention, human health hazard control, maternal child health, and provide a generalized public health nursing program including the community health assessments. Progressive health departments are modifying the once public health nurse dominant professionals to a blend of nurses, sanitarians and public health specialists.

Background

The full-time public health specialist job description is attached to this document.

Fiscal Impact

With the elimination of one (1) part-time public health nurse position (0.5 FTE/1040 hours) adding them to the existing part-time public health specialist position creates the new full-time position. The wage range would be the same as the full-time public health nurse and full-time sanitarian (\$60,853 to \$67,597). Incoming rate for 2013 would be \$60,853 with full benefits. With the full-time health department secretary retiring on June 29, 2013, all health insurance benefits would transfer to the full-time public health specialist position. Therefore, by taking the two existing part-time positions, rolling it together with the limited benefits the entire conversion into a full-time public health specialist is covered within the existing 2013 budget with a slight savings of \$1,594.

FULL-TIME PUBLIC HEALTH SPECIALIST COST

	<u>Rate</u>	<u>Base Hrs.</u>	<u>2013 Annual Pay</u>	<u>FICA</u>	<u>WRS</u>		
Public Health Specialist	25	1040	26,000	1,990	0		
Public Health Nurse	26	1450	37,700	2,880	2,580		
			63,700	4,870	2580		71,150
FT Health Depart. Secretary		Health Ins	LTD	Dental	Longevity		
Benefits only to be given to		15,120	237.6	900	120	extra	120
Proposed FT PH Specialist							
Full-Time PH Specialist	29	2080	60,853	4,655	4,168		69,676
						extra	1,594
Full-Time PH Specialist	29	2080	60,853	4,655	4,168		69,676
	Health Ins	LTD	Dental				16,258
	15,120	237.6	900				
						TOTAL	85,934

City of Oak Creek

Class Title: Public Health Specialist
Department: Health

Location: City Hall
Classification: Exempt Position

Summary Description

Under general supervision of the Community Public Health Officer (CPHO) and Deputy Health Officer, coordinates and implements the ongoing Preparedness and Cities Readiness Initiative (CRI) activities. Conducts Community Assessment and Community Health Improvement Plan process; facilitates the Strategic and Quality Improvement Plans; maintains and expands community partnerships, implements and evaluates selected public health services and grant programs for a comprehensive approach to community-based planning and programming, and conducts health communication and education. Performs related work as required. This position requires the ability to work independently, exercising judgment and initiative.

Employee works a full-time schedule necessary to meet the needs of the city, including flexibility in order to attend Health Department and various community meetings and appearances (occasional evening and weekends). May be required to work extended and/or off hours in the event of a public health or city emergency for risk communication and other assignments.

Major Duties/Responsibilities

Coordinates the activities related to All Hazard Preparedness which may consist of risk communication taking on and role of Public Information Officer during public health emergencies, exercise development, writing or developing policies/procedures, and community partner outreach.

Other duties include but are not limited to grant writing, researching "best practice" strategies and evidence-based programs, identifying program goals, and developing programs; communicating programming status through prepared reports, written documents, oral presentations, preparing website health contents.

Works with the department's various grants.

Maintains effective communication between staff, clients, and other health care providers. Acts as a resource person to the public regarding health related issues and topics.

Minor Duties/Responsibilities

May be lead or assist with the Community Health Assessment (CHA) and Community Health Improvement Planning Process (CHIP). Provide ongoing analysis of the community's health, program planning and program execution. Duties include but are not limited to collecting, analyzing, and using quantitative and qualitative indicators and data to educate and mobilize the community, develop health priorities, garner resources, and plan actions to improve public health. This also involves conducting targeted health surveys, community focus groups, and incorporating/processing input from community partners; evaluating outcomes, and interpreting information for plan revision. Identifying and facilitating community partnerships based on the results of the community assessment is a responsibility of this position. Assist with the coordination of the department's Quality Improvement Plan and Strategic Plan as well assist with preparation of the evidence needed to pass required local health department audits (DHS 140, PHAB documentation) or prepared for National Accreditation.

Attends staff meetings.

Attends professional seminars and meetings in order to improve working knowledge and skills.

Administers basic life support (CPR/AED) according to recognized standards of practice for infants, children and adults.

Performs other duties as assigned.

Supervision/Accountability

Accountable to the Community Public Health Officer and Deputy Public Health Officer.

Minimum Requirements

Education and Experience

Bachelors of Science Degree, from an accredited college or university in public health, or health sciences. Two years of previous work experience at a state or local health department performing surveillance and infectious disease outbreak investigations.

Language Skills

Strong communication (health and risk) skills, including oral, written, social media; technical and general report writing experience.

Skill/Ability

The ability to accept responsibility, to make decisions and to effectively prioritize work. Interpersonal communications, verbal and written, with a diverse range of people, including the proper handling of emotional situations; interviewing, counseling, and documentation of findings, while respecting client confidentiality. Ability to establish and maintain cooperative and effective relationships with employees and citizens contacted in the course of work. Ability to effectively handle a variety of difficult situations and problems. Ability to follow standard safety practices and procedures. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Skill in operating the listed tools and equipment. Ability to perform required mathematical computations. Ability to work independently.

Computer/Technical Skills

Proficient use of a personal computer in a Windows environment: Microsoft Word, Power Point, Excel, and Publisher. In addition, proficient in Geographic Information Systems (GIS) and Statistical Analysis System (SAS) software.

Other Qualifications

Knowledge and experience in community health assessment, community health improvement planning; community-based program planning, development, implementation, and evaluation.

Knowledge and/or experience in best practices, health risks, prevention strategies and education, quality improvement processes, and strategic planning.

Knowledge of grant implementation, evaluation, and report writing.

License/Certification

Possession of a valid Wisconsin Motor Vehicle operator's license and personal vehicle (with insurance coverage as required by the City) available for use at work are required. If your profession requires a license or certification, it must be valid.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works independently, is responsible for the health and welfare of others, and may be required to work flexible hours.

A high degree of hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to bend, sit, talk and hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, the ability to adjust focus. The employee is sometimes expected to hear conversation within a noisy atmosphere, to perform work at a computer terminal and to have contact with the public.

Work Environment

Work is performed in a variety of settings, but not limited to office, vehicles, outdoor settings, private residences, and commercial buildings. Work can be performed in emergency and stressful situations. Individual is exposed to hazards associated with rendering emergency medical assistance, including bloodborne pathogens, body fluids, respiratory contagion, or other environmental hazards.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate and would be representative of a medical clinic. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tools and Equipment Used

The ability to use the tools and equipment listed below are essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Equipment such as but not limited to telephone, computer, calculator, copy machine, and fax machine is required.

Special Conditions of Work

Must be able to work unsupervised for extended periods of time. Potential for exposure to contagious diseases. Client visits in all settings.

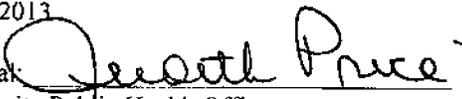
Selection Guidelines

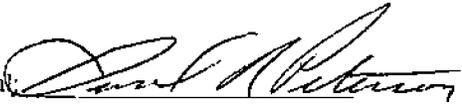
As a non-union fulltime, civil service position this job is covered by a process that includes, but is not limited to the completion of a formal application, the rating and verification of education and experience, oral interviews, and a reference check. Job related tests may be required as determined by the City. All applicants may be required to submit to a stringent medical examination prior to appointment consistent with requirements of the position. All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed partially by Board of Health: March 8, 2012

May 1, 2013

Approval: 
Community Public Health Officer

Approval: 
City Administrator

Revision History:
May 1, 2013

City of Oak Creek Common Council Report

Meeting Date: May 21, 2013

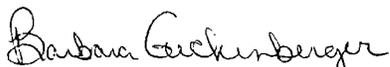
Item No.: 8

Recommendation: That the Common Council approve a Personnel Committee recommendation for approval Ordinance #2681 which amends Ordinance 2667 fixing the salary ranges, salary wages and allowances for part time personnel and other city offices and positions for the year 2013, adding a new Administrative Support Assistant classification.

Background: The Public Health Officer has recently received the retirement notice of the Health Department Secretary. It is the intention of the Public Health Officer to replace this full time position with two part time positions and convert the part time Public Health Specialist position to full time. Independently, department managers have been working on a common job description for an "Administrative Support Assistant" position. It is the intention of department managers that in the future employees be classified as Administrative Support Assistants both on a part time and full time basis. Attached is an Ordinance which creates a new part-time "Administrative Support Assistant" position and establishes the pay range from \$12.00 to \$16.73 per hour. Two individuals, on a part time basis, will be sought to fill the need for 2,250 hours of coverage annually.

Fiscal Impact: It is expected that the effect of all of the position recommendations in the Health Department will decrease costs by approximately \$25,000.

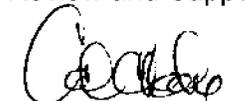
Review and Support:


Barbara Guckenberger
City Treasurer

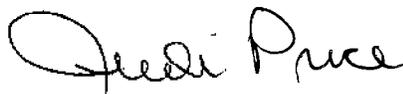
Prepared and Submitted by:


Gerald R. Peterson, ICMA-CM
City Administrator

Review and Support:


Catherine Roeske
City Clerk

Review and support:


Judi Price
Health Officer

Ordinance No. 2681

By: _____

An Ordinance Fixing the Salary Ranges, Salary, Wages and Allowances for Part Time Personnel and Other City Offices and Positions for the year: 2013, Adding a new Administrative Support Assistant Classification

The Common Council of the City of Oak Creek do hereby ordain as follows:

Section 1: There is herewith established the uniform rates of pay of those certain offices and positions in the City services under the control of the Common Council of the City of Oak Creek affecting part-time and miscellaneous personnel for the year 2013. The proper city officials are hereby authorized and directed to make the required payments to those affected employees of the City, pursuant to this ordinance.

Section 2: Hourly Paid Employees (Part-Time)

Administrative Support Assistant \$12.00 to \$16.73

Section 3: All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

Section 4: This ordinance shall take effect and be in force upon its passage and publication and shall apply as of _____.

Passed and adopted this _____ day of _____.

President, Common Council

Approved this _____ day of _____.

Mayor

ATTEST:



City Clerk

VOTE: Ayes _____ Noes _____

REQUEST FOR CONVERSION OF FULL-TIME PUBLIC HEALTH SECRETARY TO
TWO (2) PART-TIME ADMINISTRATIVE SUPPORT POSITIONS
2013 BUDGET

Executive Summary

With the retirement of Janet Hansen (June 28, 2013), the health department is requesting converting the full-time public health secretary position into two (2) part-time administrative support positions. The new part-time positions would assist with very specialized health department duties and also be a part of the newly developed administrative support pool personnel when this transition occurs. While embracing this new concept of pool personnel here at City Hall, I believe this can work and be an effective way of utilizing personnel with cross training with most City Hall functions.

Administrative support personnel play a very integrated part in any organization and City Hall is no exception. However, as the times are changing very rapidly, managers must consider new ways of doing business. Cross training is one of the ways which allows personnel to grow in their profession and allows managers to be fiscally responsible.

Background

The proposed part-time administrative supportive public health positions job description is attached to this document.

Fiscal Impact

With the elimination of one (1) full-time public health secretary and hire two part-time administrative support positions there will be a cost savings of \$23,698 out of the Health Department 2013 Budget. With the full-time health department secretary retiring, all health insurance benefits would transfer to the full-time public health specialist position (see attached Fiscal Impact justification).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	May 1, 2013 HEALTH DEPARTMENT PROPOSAL												
2		Current	Wages	Annual	FICA	WRS	Wage	Health	LTD	Dental	Long		
3		Hours		Pay			Total	Ins					
4													
5													
6	Current Secretary Position	2,080	22.93	47,694	3,650	3,270	54,614	15,120	237.6	900	120		
7													
8													
9													
10	PROPOSED												
11		1125	12	13,500	1,033	925	15,458						
12	2 PT Administrative Support	1125	12	13,500	1,033	925	15,458						
13	w/WRS						Total	30,916					
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
32	J. Price May 1, 2013												

54,614 (Janet's wages, FICA, WRS)
30,916: Minus for 2 PT Clerical
23,698 Total savings

CITY OF OAK CREEK

Class Title: Administrative Support Assistant

Location: City Hall

Department: Administrative Services/Health

Classification: Non-exempt Non-union

Summary Description

Under the supervision of the Public Health Officer and/or Administrative Support Supervisor with a primary focus in administrative services for all City Hall Departments. Will provide administrative support to department managers, customer service to the public and perform a variety of clerical duties.

Major Duties/Essential Functions

Provide effective call handling and in-person response to telephone and service counter inquiries and concerns from residents, customers, visitors and departmental staff.

Employee rotates between service counters, call centers and back office operations. This position provides opportunity for additional compensation and professional advancement based upon demonstrated skills and knowledge.

Provide support services as directed during emergency operations or upon activation of an emergency operation center.

Answer basic questions related to City Hall administrative services such as: property information and taxes, zoning and land use, licensing, public infrastructure projects, private property improvements, permit requirements, parks facility rentals and related fees, and health department operations.

Process and receipt payments including but not limited to, health services, property taxes, licensing, permits and other miscellaneous fees received in person, by mail, depository, lockbox or an outside source.

Process applications for plumbing, electrical, new building construction and renovations (well & septic), erosion control, public excavation, landfill and driveway approach permits; variances, rezoning, land divisions and other development related approvals, and health services.

Schedule and maintain calendars of appointments, professional organization activities, associated travel arrangements and contact contractors for service for elected and appointed officials, City Assessor, and City staff.

Maintain list of city officials, committees, and boards.

Assist with voter registration and absentee ballot process, organizing poll worker supplies, and inventory of election forms.

Assist in the compilation and distribution of reports and meeting packets for boards and commissions.

Basic data entry to state information systems, city software and/or spreadsheets to prepare and track multiple applications, licenses and forms. Maintain permit master list, monitor progress/status; prepare plans.

Process outgoing mail; open, date stamp and sort incoming mail.

Prepare daily correspondence of form letters/notices and proof to insure that they meet minimum organizational standards for spelling, punctuation and grammar.

File, copy/scan, compile, reproduce & distribute documents.

Prepare and process purchase orders in accordance with City policies.

Research and gather information for ownership, tax, assessment and open records requests, returned mail, property status letters, surveys, reports and problematic items.

Obtain background information and documents from various departments for city licensing.

Prepare, distribute, and retrieve ordinances, resolutions, public hearing notices, public meeting packets, meeting minutes, agendas; transcribe common council, commission and committee and board meeting minutes and post notices for public meetings. Post maps, plats & charts, and city calendar. Maintain file of decisions made at common council, committee and board meetings. Attend commission, board and committee daytime/evening meetings: Act as secretary - take & transcribe minutes.

Maintain confidentiality when required.

Provide support to other staff for lunches and vacations.

Other clerical duties as assigned.

Supervision

Accountable to the Public Health Officer and/or Administrative Support Supervisor; no supervisory duties.

Knowledge

Modern office methods and procedures; office equipment and filing systems; business letter and report-writing techniques; proofreading; statistical and record keeping principles and procedures.

Skill/Ability

Ability to speak and understand the English language fluently and use proper grammar, punctuation, and spelling. Perform responsible secretarial and clerical work requiring independent judgment with speed and accuracy; learning, interpreting and applying organizational policies, laws, rules and regulations; word processor typing accurately at a speed of 50 words per minute; making basic arithmetic calculations with speed and accuracy; meeting the public tactfully, and courteously answering questions in person and over the telephone; communicating with all segments of the community and government. Ability to research and obtain pertinent information through various resources. Ability to use networked personal computer equipment to process, access, retrieve, or input information using Windows, word processing and spreadsheet software or other standardized software common to the work unit or as assigned. Ability to understand and apply principles of personal computer input and output capabilities. Possess and maintain a valid drivers license.

Education/Experience

Must have a high school diploma or G.E.D.; Three years clerical and cashiering experience required.

Physical Demands

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

While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required to use hands to type, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet and would be representative of a business office.

Tools and Equipment Used

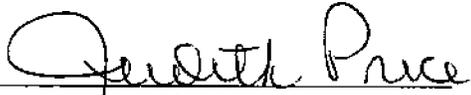
The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personal computer, including spreadsheet and word processing software; network computer system; telephone; 10-key calculator; typewriter; copy machine; TDD machine, mail equipment, FAX machine, and various printers.

Selection Guidelines

This job is covered by a process that includes, but is not limited to the completion of a formal application, the rating and verification of education and experience, oral interviews and a reference check. Job related tests may be required as determined by the city. All applicants may be required to submit to a stringent medical examination prior to appointment consistent with requirements of the position. All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.


Public Health Officer and/or
Administrative Support Supervisor

5-1-13
Date


City Administrator

5/1/2013
Date

City of Oak Creek Common Council Report

Meeting Date: May 21, 2013

Item No.: 9

Recommendation: Approve Resolution #11364-052113 which opposes Assembly Bill 23 and directs a copy of the resolution to be sent to Senator Larson, Representative Honadel, and the League of Wisconsin Municipalities.

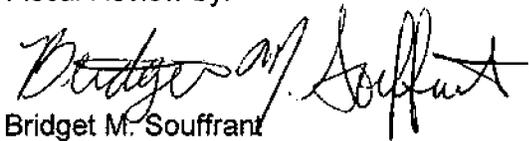
Background: Recently, Assembly Bill 23 was introduced. The bill prohibits local governments from providing post-retirement health care benefits to any employees hired after January 1, 2014, unless the cost of the benefit is fully funded in a segregated account on an actuarial basis.

As indicated in the attached memo from the League of Wisconsin Municipalities, the League Board is concerned that the cost of compliance for some municipalities, given strict levy limits, will be burdensome and may necessitate eliminating the benefit or reducing other services in order to cover the mandated new costs. Additionally, even if a municipality wanted to drop post-retirement health coverage for new employees, it could not unilaterally do so for police and fire since these employees retain full collective bargaining rights. Municipalities would need to bargain the issue with represented public safety employees. Moreover, there is no evidence that any Wisconsin municipality funding such benefits on a pay as you go basis, as almost all do, has failed to pay its retired employees the benefits promised.

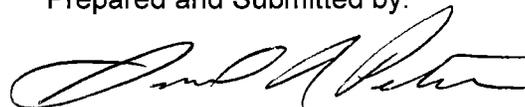
As recommended by the Personnel Committee, attached is a Resolution which opposes Assembly Bill 23.

Fiscal Impact: This bill would increase the City's costs for retiree health insurance, which for 2013 is approximately \$2.1 million.

Fiscal Review by:


Bridget M. Souffrant
Finance Director/Comptroller

Prepared and Submitted by:


Gerald R. Peterson, ICMA-CM
City Administrator

RESOLUTION NO. 11364-052113

BY: _____

A RESOLUTION OPPOSING ASSEMBLY BILL 23

WHEREAS, Assembly Bill 23 proposes to prohibit local governments from providing post-retirement health care benefits to any employees hired after January 1, 2014, unless the cost of the benefit is fully funded in a segregated account on an actuarial basis; and

WHEREAS, post-retirement health care benefit expenses have a profound impact on the City of Oak Creek's budget; and

WHEREAS, the Personnel Committee agrees with the League's position that the cost of compliance, given strict levy limits, may be burdensome and may necessitate eliminating the benefit or reducing other services in order to cover the mandated new costs; and

THEREFORE, BE IT RESOLVED by the Common Council of the City of Oak Creek that the City of Oak Creek does hereby oppose Assembly Bill 23.

Passed and adopted this 21st day of May, 2013.

Passed and adopted this _____ day of May, 2013.

President, Common Council

Approved this _____ day of May, 2013.

Mayor

Attest:

City Clerk

Vote: Ayes _____ Noes _____



122 W. Washington Avenue
Suite 300
Madison, Wisconsin 53703

608/267-2380
800/991-5502
Fax: 608/267-0645

E-mail: league@lwm-info.org
www.lwm-info.org

To: Assembly Committee on Urban and Local Affairs
From: Curt Witynski, Assistant Director, League of Wisconsin Municipalities
Date: March 18, 2013
Re: AB 23, Requiring Pre-funding of Post-Retirement Health Benefits

At the March 12th public hearing on AB 23 I testified for information purposes only because our Board had not yet had an opportunity to determine the League's position on the bill. I'm writing to inform you that our Board voted on Friday, March 15, to oppose AB 23. The bill prohibits local governments from providing post-retirement health care benefits to any employees hired after January 1, 2014, unless the cost of the benefit is fully funded in a segregated account on an actuarial basis. An amendment, which we appreciate, delays the effective date until January 1, 2015.

Our Board is concerned that the cost of compliance for some municipalities, given strict levy limits, will be burdensome and may necessitate eliminating the benefit or reducing other services in order to cover the mandated new costs. Moreover, even if a municipality wanted to drop post-retirement health coverage for new employees, it could not unilaterally do so for police and fire since these employees retain full collective bargaining rights. Municipalities would need to bargain the issue with represented public safety employees. In addition, there is no evidence that any Wisconsin municipality funding such benefits on a pay as you go basis, as almost all do, has failed to pay its retired employees the benefits promised.

I've attached the results of a survey we conducted of our 45 Urban Alliance members (communities exceeding 10,000 in population). We received responses from 22 communities. Of those 22, thirteen provide post-retirement health benefits to at least some new employees. Nine do not. All thirteen communities fund the cost of post-retirement benefits on a pay as you go basis. The level of the benefit these communities provide covers a broad range.

The City of South Milwaukee has received cost estimates from its actuary that I've attached, which helps illustrate the fiscal impact of this bill on certain municipalities. South Milwaukee estimates that the annual cost of funding post-retirement health benefits on an actuarial basis for each new 25 year old employee hired in 2014 will range from \$3,862 to \$8,026, depending on whether the employee is general, elected, or protective. These costs will escalate over time.

The League urges you to vote against recommending passage of AB 23. Thanks for considering our comments.

STRONG COMMUNITIES MAKE WISCONSIN WORK

City of South Milwaukee
Annual costs of OPEB benefits for new hires

BC (1)	Sex	Age at hire	Annual cost (2)
1	M	25	5,170
3	M	25	8,026
5	M	25	3,862
1	M	30	6,441
3	M	30	8,538
5	M	30	4,869
1	M	35	7,940
3	M	35	9,422
5	M	35	6,295
1	M	40	9,907
3	M	40	11,052
5	M	40	8,455
1	M	45	12,951
3	M	45	13,970
5	M	45	11,752
1	F	25	4,547
3	F	25	8,875
5	F	25	4,275
1	F	30	5,836
3	F	30	9,447
5	F	30	5,392
1	F	35	7,376
3	F	35	10,306
5	F	35	6,893
1	F	40	9,417
3	F	40	11,924
5	F	40	9,130
1	F	45	12,577
3	F	45	14,899
5	F	45	12,546

Note 1 - The following are the BC codes:

- 1=General
- 3=Protective
- 5=Elected

Note 2 - Based on the same actuarial assumptions as the 1/1/11 GASB 45 valuation with the following exceptions:

- a. All employees are assumed to retire at age 60.
- b. The healthcare costs do not include the implied subsidy.

The funding method is individual level premium.

LRBs0021/2

PG&EVM:kjf:jm

2013 - 2014 LEGISLATURE

ASSEMBLY SUBSTITUTE AMENDMENT 1,
TO ASSEMBLY BILL 23

March 20, 2013 - Offered by Representative THIESFELDT.

1
2
3
4
5
6
7
8
9
10
11
12
1
2

AN ACT *to amend* 119.04 (1); and *to create* 38.12 (12), 66.0138
and 120.12 (28)
of the statutes; **relating to:** funding postretirement health
care benefits of local
government employees.

*The people of the state of Wisconsin, represented in senate and
assembly, do
enact as follows:*

SECTION 1. 38.12 (12) of the statutes is created to read:
38.12 (12) HEALTH CARE BENEFITS FOR RETIREES. (a) If the
district board provides
any health care benefits for use upon retirement, including
compensated absences
but excluding the implicit rate subsidy, to an employee hired on or
after January 1,
2015, the district board shall ensure that the cost of the benefits is
fully funded in
a segregated account, based on an actuarial study conducted at least
once every 4
years or other method that complies with generally accepted
accounting principles.
(b) If the district board dissolves a segregated account
established under par.
(a) or any portion of such a segregated account, the district board shall
provide for

the equitable distribution of the proceeds among the
employees who are beneficiaries
of the benefits funded from the segregated account or portion thereof

that is
dissolved.

SECTION 2. 66.0138 of the statutes is created to read:

66.0138 Health care benefits for retirees. (1) In this section, "political subdivision" means a city, village, town, or county.

(2) (a) If a political subdivision provides any health care benefits for use upon retirement, including compensated absences but excluding the implicit rate subsidy, to an employee hired on or after January 1, 2015, the political subdivision shall ensure that the cost of the benefits is fully funded in a segregated account, based on an actuarial study conducted at least once every 4 years or other method that complies with generally accepted accounting principles.

(b) If the political subdivision dissolves a segregated account established under par. (a) or any portion of such a segregated account, the political subdivision shall provide for the equitable distribution of the proceeds among the employees who are beneficiaries of the benefits funded from the segregated account or portion thereof that is dissolved.

SECTION 3. 119.04 (1) of the statutes is amended to read:

119.04 **(1)** Subchapters IV, V and VII of ch. 115, ch. 121 and ss. 66.0235 (3) (c), 66.0603 (1m) to (3), 115.01 (1) and (2), 115.28, 115.31, 115.33, 115.34, 115.343, 115.345, 115.363, 115.365 (3), 115.38 (2), 115.415, 115.445, 118.001 to 118.04, 118.045, 118.06, 118.07, 118.075, 118.076, 118.10, 118.12, 118.125 to 118.14, 118.145 (4), 118.15, 118.153, 118.16, 118.162, 118.163, 118.164, 118.18, 118.19, 118.20, 118.223, 118.225, 118.24 (1), (2) (c) to (f), (6), (8), and (10), 118.245, 118.255, 118.258, 118.291, 118.292, 118.293, 118.30 to 118.43, 118.46, 118.51, 118.52, 118.55, 120.12

(2m), (4m), (5), and (15) to ~~(27)~~ (28), 120.125, 120.13 (1), (2) (b) to (g), (3), (14), (17) to (19), (26), (34), (35), (37), (37m), and (38), 120.14, 120.21 (3), and 120.25 are applicable to a 1st class city school district and board.

SECTION 4. 120.12 (28) of the statutes is created to read:

120.12 (28) HEALTH CARE BENEFITS FOR RETIREES. (a) If the school board provides

6 any health care benefits for use upon retirement, including
7 compensated absences
8 but excluding the implicit rate subsidy, to an employee hired on or
9 after January 1,
10 2015, ensure that the cost of the benefits is fully funded in a
11 segregated account,
12 based on an actuarial study conducted at least once every 4 years or
13 other method
14 that complies with generally accepted accounting principles.

15 (b) If the school board dissolves a segregated account
16 established under par. (a)
17 or any portion of such a segregated account, the school board shall
18 provide for the
19 equitable distribution of the proceeds among the employees who are
20 beneficiaries of
21 the benefits funded from the segregated account or portion thereof
22 that is dissolved.

(END)

City of Oak Creek Common Council Report

Meeting Date: 5/21/13

Item No.: 10

Recommendation: That the Council accept the bid of the Milwaukee Journal Sentinel (Oak Creek Now) to serve as the official City newspaper for the next 12 months.

Background: One of the state requirements we have as a third class city is an annual bid process for an official City newspaper. An official notice was published inviting bids to be publicly opened on May 7, 2013. The only bid received was from the Milwaukee Journal Sentinel.

The rates are as follows, and are the same as those in 2012:

	<u>1st insertion per line</u>	<u>2nd insertion per line</u>
Council Proceedings	\$0.61	\$0.50
Legal Notices	\$0.61	\$0.50

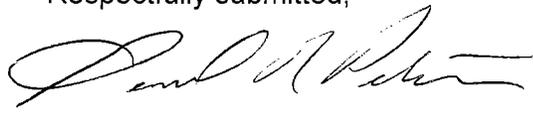
	<u>1st Insertion per column inch</u>	<u>2nd Insertion per column inch</u>
Display ads, sample ballots and other matter set in display format	\$5.20	\$4.77
Affidavit	\$1.00	

Fiscal Impact: Funds to cover the cost of official notices for 2013 have been budgeted in the General Government-Legal Notices Account.

Prepared by:


Christa J. Miller
Deputy City Clerk

Respectfully submitted,


Gerald Peterson
City Administrator

Fiscal Review by:


Bridget M. Souffrant
Finance Director / Comptroller

City of Oak Creek Common Council Report

Meeting Date: May 21, 2013

Item No.: | |

Recommendation: That the Common Council approve payment of the obligations as listed on the May 15, 2013 Vendor Summary Report.

Background: Of note are the following payments:

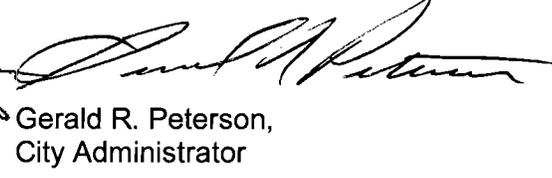
1. \$7,725.00 to American Signal Corporation (pg #1) for emergency warning signal Ryan Road.
2. \$44,064.10 to Baycom (pg #3) for APX portable radios.
3. \$93,540.00 to Bray Associates Architects Inc. (pg #3) for city hall/library/fire station architectural services.
4. \$25,149.40 to Godfrey & Kahn S.C. (pg #8) for March legal services.
5. \$16,750.00 to Graef (pg #9) for Drexel Town Square MMSD BMPs.
6. \$63,509.00 to Holz Motors, Inc. (pg #10) for police vehicles.
7. \$5,402.73 to Industrial Marketing (pg #11) for vehicle maintenance #67.
8. \$34,850.00 to John's Disposal Service, Inc. (pg #11) for April disposal service.
9. \$12,756.00 to Johnson's Nursery, Inc. (pg #11) for trees.
10. \$50,542.20 to JPMorgan Chase Bank (pgs #11-17) for equipment/supplies, travel/training, March Verizon charges, computer hardware/software, street lighting equipment, and logo unveiling charges.
11. \$8,129.68 to Milwaukee County Treasurer (pg #19) for February & March court fines.
12. \$6,202.43 to Minnesota Life Insurance Co. (pgs #19-20) for group life insurance.
13. \$9,280.98 to National Insurance Company (pgs #20-21) for disability insurance.
14. \$10,851.00 to Cory C. Savage of Savage Solutions (pg #23) for consulting services.
15. \$6,230.00 to Tyler Technologies, Inc. (pg #26) for assessment consulting services.
16. \$23,000.00 to U S Marshals Service (pg #26) for seized money.
17. \$6,152.50 to Western Culvert & Supply (pgs #26-27) for culvert supplies.
18. \$25,630.24 to WI Court Fines & Surcharges (pg #27) for February & March court fines.
19. \$7,837.00 to WE Energies (pg #27) for street lighting.

Fiscal Impact: Total claims paid of \$558,393.85.

Prepared by/Fiscal Review by:

Respectfully submitted,


Bridget M. Souffrant
Finance Director/Comptroller


Gerald R. Peterson,
City Administrator

City of Oak Creek Common Council Report

Meeting Date: May 21, 2013

Item No.: 12

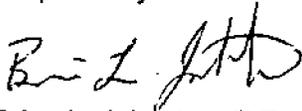
Recommendation: That the Common Council adopt Resolution No. 11362-052113, acquiring fee property (right-of-way), and temporary easements for the S. Howell Avenue Wisconsin Department of Transportation maintenance project from Oakwood Road to Grange Avenue, and to send payments in the amounts of the Award of Damages to the affected property owners (Project No. 12025) (1st, 2nd, 3rd, 5th, & 6th Aldermanic Districts).

Background: The acquisition (approved with Resolution No. 11298-110712) of real estate and easements is necessary for construction of sidewalks along the Howell Avenue corridor. The required acquisitions have been determined to be agreeable by the affected property owners. The City has hired MSA Professional Services to handle all of the real estate acquisitions for this project. This City has to acquire TLE and PLE on 63 parcels. The Council approved payment for 27 parcels previously. The acquisitions acquired at this time are listed below.

Owner	Property Address	Tax Key Number	Parcel No.	Acquisition Type	Amount
Corazalla	105 E. Fitzsimmons Road	923-0001	27	TLE	\$150
Union Building Corporation	7435 S. Howell Avenue	765-9014	61	TLE	\$1,650
McAdams Graphics, Inc.	7200 S. 1 st Street	765-9052	68	TLE	\$600
Wickman	7266 & 7328 S. Howell Avenue	766-0014 & 766-0015	71	PLE, TLE & 5 apple trees	\$4,000
JNW Building Corp	6830 S. Howell Avenue	733-9996	92	TLE, 7 shrubs, 1 tree & planting beds	\$4,400
Harvest Community Church	6610 & 6612 S. Howell Avenue	719-9004 & 719-9003	101	TLE	\$150
6349-6479 Howell Ave., LLC	6349, 6365, 6377 & 6475 S. Howell Avenue	718-9970, 718-9972, 718-9969, 718-9962	104	TLE	\$4,100

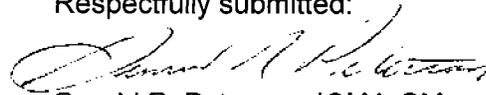
Fiscal Impact: The total cost of this action is \$15,050, and is to be paid from CIP funds reserved in Project No. 12025.

Prepared by:



Brian L. Johnston, P.E.
Development Engineer

Respectfully submitted:



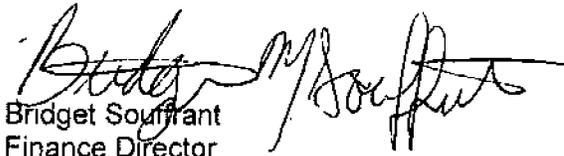
Gerald R. Peterson, ICMA-CM
City Administrator

Approved by:



Michael C. Simmons, P.E.
City Engineer

Fiscal review by:



Bridget Souffrant
Finance Director

RESOLUTION NO. 11362-052113

BY: _____

**RESOLUTION ACCEPTING FEE PROPERTY, AND TEMPORARY EASEMENTS FOR
THE HOWELL AVENUE RECONSTRUCTION PROJECT**

(PROJECT NO. 12025)

(1st , 2nd , 3rd , 5th , & 6th ALDERMANIC DISTRICTS)

WHEREAS, the City of Oak Creek decided that public necessity demands the construction of sidewalk with the Wisconsin Department of Transportation maintenance project (2060-15-71); and

WHEREAS, the acquisition of fee simple title, and temporary easements were approved with Resolution No. 11298-110712, and

WHEREAS, the plat and relocation order for this project, with State I.D. 2060-15-21, have been approved and filed with the County Clerk for Milwaukee County, and

WHEREAS, the property owners listed below have agreed to land acquisition and grant easements to the City,

Owner	Property Address	Tax Key Number	Parcel No.	Acquisition Type	Amount
Corazalla	105 E. Fitzsimmons Road	923-0001	27	TLE	\$150
Union Building Corporation	7435 S. Howell Avenue	765-9014	61	TLE	\$1,650
McAdams Graphics, Inc.	7200 S. 1 st Street	765-9052	68	TLE	\$600
Wickman	7266 & 7328 S. Howell Avenue	766-0014 & 766-0015	71	PLE, TLE & 5 apple trees	\$4,000
JNW Building Corp	6830 S. Howell Avenue	733-9996	92	TLE, 7 shrubs, 1 tree & planting beds	\$4,400
Harvest Community Church	6610 & 6612 S. Howell Avenue	719-9004 & 719-9003	101	TLE	\$150
6349-6479 Howell Ave., LLC	6349, 6365, 6377 & 6475 S. Howell Avenue	718-9970, 718-9972, 718-9969, 718-9962	104	TLE	\$4,100

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Oak Creek that the attached land acquisition and easements be approved and the same is hereby accepted; and

BE IT FURTHER RESOLVED, the Finance Director is hereby authorized and directed to prepare a check(s) in the amount(s) and to the owner(s) shown above for a closing to be scheduled and upon closing MSA is hereby authorized and directed to record the same in the Office of the Register of Deeds in and for Milwaukee County, Wisconsin.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 21st day of May, 2013.

Passed and adopted this 21st day of May, 2013.

President, Common Council

Approved this 21st day of May, 2013.

Mayor

ATTEST:

City Clerk

VOTE: Ayes _____ Noes _____