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

## COMMON COUNCIL MEETING AGENDA

TUESDAY, SEPTEMBER 16, 2014  
AT 7:00 P.M.

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

1. Call Meeting to Order / Roll Call
2. Pledge of Allegiance
3. Approval of Minutes: 9/2/14

### Recognition

4. **Resolution:** Consider Resolution No. 11537-091614, Resolution of Appreciation to Diane M. Allard, retiring Account Clerk III (by Committee of the Whole).

### 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 a request to amend Sections 14.40(c) and 14.82 of the Municipal Code to specify a maximum of six parcels or outlots that may be divided by certified survey map for properties that are zoned for commercial, industrial or mixed use development.
6. **Ordinance:** Consider Ordinance No. 2734, amending Sections 14.40(c) and Section 14.82 of the Municipal Code to specify a maximum of six (6) parcels or outlots that may be divided by certified survey map for properties that are zoned for commercial, industrial, or mixed use development (by Committee of the Whole).

### New Business

### MAYOR & COMMON COUNCIL

7. **Motion:** Consider a motion to approve Professional Service Fee Revisions for Engberg Anderson, Inc., Bray Architects, and Chamberlin Group, LLC and to authorize the City Administrator to execute the contract revisions (by Committee of the Whole).
8. **Motion:** Consider a motion to approve the proposed Safety Manual and Policy and include the policy with other Personnel Policies (by Committee of the Whole).

9. **Motion:** Consider a *motion* to concur with the Mayor's appointment as follows:

Water & Sewer Utility Commission – 5 year term to expire 9/2019  
Edward Siira, 1500 W. Lois Ln.

10. **Motion:** Consider a *motion* to approve the 2014 Vendor Summary Report in the amount of \$916,928.90 (by Committee of the Whole).

### **ENGINEERING**

11. **Motion:** Consider a *motion* to concur with the Traffic and Safety Commission and approve the installation of pavement markings and pedestrian crossing warning signs on S. Pennsylvania Ave. at E. Belmont Pl. (3<sup>rd</sup> District).

### **STREETS, PARKS & FORESTRY**

12. **Resolution:** Consider a *Resolution* No. 11541-091614, approving a Memorandum of Understanding between City of Oak Creek, Oak Creek Franklin Joint School District, and Oak Creek Bleacher Bunch documenting cost-sharing pertaining to the replacement of the fencing around Abendschein Park baseball diamond (1<sup>st</sup> District).

### **LICENSE COMMITTEE**

The License Committee met on 9/9/14. Minutes are attached. Recommendations are being made as follows:

13. **Motion:** Consider a *motion* to grant an Operator's license to Jennifer Rames, 1225 Marquette Ave., South Milwaukee (Ryan Road Mobil).

The following items were received after the License Committee met. Tentative recommendations are as follows:

14. **Motion:** Consider a *motion* to grant an Operator's license to Mark H. Zapp, 9445 S. Regency Ct., (St. Matthew) (*favorable report received*).

### ***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

RESOLUTION 11537-091614

APPRECIATION TO  
DIANE M. ALLARD  
RETIRING ACCOUNT CLERK III

WHEREAS, DIANE M. ALLARD was hired part time as an instructor for the Recreation Department for the City of Oak Creek on October 22, 1988 and was appointed as a full time Account Clerk III for the City of Oak Creek on June 22, 1998; and

WHEREAS, DIANE M. ALLARD, Account Clerk III, is retiring effective September 5, 2014, after 25 years, 10 months, and 5 days of dedicated service to the City of Oak Creek; and

WHEREAS, over her 25 years, 10 months, and 5 days of service, DIANE M. ALLARD has witnessed and participated in the growth of the City of Oak Creek; and

WHEREAS, DIANE M. ALLARD, has witnessed and participated in the many changes in the Finance Department; and

WHEREAS, DIANE M. ALLARD has successfully reviewed, completed, and processed 404 payrolls with an estimated 330 employees paid each cycle for the City of Oak Creek; and

WHEREAS, DIANE M. ALLARD, has carried out her duties as an Account Clerk III in a professional and courteous manner and has always worked with the City department heads, employees and the public in a warm, friendly, and helpful manner; and

WHEREAS, DIANE M. ALLARD, has been an outstanding representative of the City of Oak Creek; and

WHEREAS, DIANE M. ALLARD, will be truly missed by all with whom she has had contact with over the last 25 years, 10 months, and 5 days, and the City of Oak Creek has benefitted tremendously from DIANE M. ALLARD'S tireless dedication and many contributions, having devoted countless hours to the City each year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council of the City of Oak Creek, for and on behalf of the citizens of the City of Oak Creek, that sincere appreciation and gratitude be extended to DIANE M. ALLARD for her many years of dedicated and faithful service to the City of Oak Creek and that the best wishes for good health and happiness be extended to DIANE M. ALLARD and her family on her retirement.

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and that the City Clerk is hereby directed to transmit a suitable copy thereof to DIANE M. ALLARD.

Passed and adopted this 16th day of September, 2014.

\_\_\_\_\_  
President, Common Council

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Vote: Ayes \_\_\_\_\_ Noes \_\_\_\_\_

OFFICIAL NOTICE

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

**PURPOSE:** The purpose of this public hearing is to consider the amendment of Sections 14.40(c) and 14.82 of the Municipal Code to specify a maximum of six parcels or outlots that may be divided by certified survey map for properties that are zoned for commercial, industrial or mixed use development.

**Hearing Date:** Tuesday, September 16, 2014  
**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 sections specify a maximum of six (6) parcels or outlots that may be divisible by certified survey map within properties that are zoned for commercial, industrial or mixed use development, subject to the applicable provisions of the Municipal Code and Wisconsin Statutes.

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: August 28, 2014  
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: September 16, 2014

Item No.: 6

**Recommendation:** That the Council adopt Ordinance No. 2734, amending Sections 14.40(c) and Section 14.82 of the Municipal Code to specify a maximum of six (6) parcels or outlots that may be divided by certified survey map for properties that are zoned for commercial, industrial or mixed use development.

**Background:** Section 236.34 of the Wisconsin Statutes was recently amended to allow municipal discretion in the use of certified survey maps in the conveyance of property. Specifically, the statutes now allow municipalities to enact an ordinance (or resolution) that specifies a maximum number of parcels divisible by CSM. Prior to this change, the maximum number of parcels divisible by CSM was 4.

The statute reads:

**Recording of certified survey map; use in changing boundaries; use in conveyancing.**

236.34(1)(1) DESCRIPTION AND USES.

236.34(1)(am)(am) *A certified survey map of not more than 4 parcels of land, or such greater maximum number specified by an ordinance enacted or resolution adopted under par. (ar) 1., consisting of lots or outlots may be recorded in the office of the register of deeds of the county in which the land is situated.*

236.34(1)(ar) (ar)

236.34(1)(ar)1.1. *Notwithstanding s. 236.45 (2) (ac) and (am), a municipality, town, or county that has established a planning agency may enact an ordinance or adopt a resolution that specifies a maximum number of parcels that is greater than 4 into which land that is situated in the municipality, town, or county and zoned for commercial, industrial, or mixed-use development may be divided by certified survey map.*

236.34(1)(ar)2. *2. Before the enactment of an ordinance or the adoption of a resolution under subd. 1., the governing body of the municipality, town, or county shall receive the recommendation of its planning agency and shall hold a public hearing on the ordinance or resolution. Notice of the hearing shall be given by publication of a class 2 notice, under ch. 985. Any ordinance enacted or resolution adopted shall be published in a form suitable for public distribution.*

236.34(1)(ar)3. *3. Notwithstanding subd. 1., an ordinance enacted or resolution adopted under subd. 1. by a municipality may specify the number of parcels into which land within the extraterritorial plat approval jurisdiction of the municipality, as well as land within the corporate limits of the municipality, may be divided by certified survey map if the municipality has the right to approve or object to plats within that area under s. 236.10 (1) (b) 2. and (2).*

236.34(1)(ar)4. *4. If more than one governing body has authority to enact an ordinance or adopt a resolution under subd. 1. with respect to the same land and those governing bodies enact ordinances or adopt resolutions with conflicting provisions, any certified survey map affecting that land must comply with the most restrictive provisions.*

While the maximum number of divisible parcels falls to the discretion of the municipality, staff felt that six allowed reasonable flexibility without unnecessarily weakening the requirements of the subdivision ordinance.

The new code language would read as follows (amended language **bold and underlined**):

SEC. 14.40(c). Certified Survey. Any division of land other than a subdivision as defined in Sec. 236.02(8), Wis. Stats., shall be surveyed and a certified survey map prepared as provided in Sec. 236.34, Wis. Stats. **and in compliance with all applicable City regulations**, subject to approval of the Common Council.

SEC. 14.82 REQUIREMENTS FOR CERTIFIED SURVEY MAPS.

(a)Map Preparation. A certified survey map prepared by a registered land surveyor shall be required for all land divisions not created by a subdivision plat. It shall comply in all respects with the applicable requirements of Sec. 236.20, Wis. Stats., and this Chapter.

(b)Required Improvements. The provisions of Sections 14.100 to 14.115 shall be applicable to certified survey maps.

(c)Other Requirements. All certified survey maps shall be subject to all other applicable provisions set forth in this Chapter for subdivision plats.

(d)Dedication of Streets and Granting of Easements. As a condition of approving a certified survey map, the City may require the dedication of public streets as shown on the Official Map and the granting of easements for public utilities or public facilities.

**(e) Maximum Number of Parcels Divisible by Certified Survey Map. A maximum of six parcels or outlots may be divisible by certified survey map within properties that are zoned for commercial, industrial or mixed use development subject to the applicable provisions of this Chapter and Wisconsin Statutes.**

The Plan Commission reviewed the proposed amendments on August 12, 2014, and has recommended that the amendments be approved.

**Fiscal Impact:** This amendment allows more flexibility and efficiency in the subdivision of property for commercial, industrial or mixed use development. In cases such as these, the ultimate boundaries of parcels within a business park (such as OakView) or mixed use development (such as Drexel Town Square) are not always known. The ability to convey via a CSM instead of a subdivision plat is far more efficient and allows owners and developers to respond quickly to changing development conditions without having to go through a subdivision platting process.

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. 2734

BY: \_\_\_\_\_

AN ORDINANCE TO AMEND SECTION 14.40(c) AND SECTION 14.82 OF THE MUNICIPAL CODE TO ALLOW A MAXIMUM OF SIX (6) PARCELS OR OUTLOTS TO BE DIVISIBLE BY CERTIFIED SURVEY MAP WITHIN PROPERTIES THAT ARE ZONED FOR COMMERCIAL, INDUSTRIAL OR MIXED USE DEVELOPMENT

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

SECTION 1: Section 14.40(c) of the Municipal Code is amended to read as follows:

Certified Survey. Any division of land other than a subdivision as defined in Sec. 236.02(8), Wis. Stats., shall be surveyed and a certified survey map prepared as provided in Sec. 236.34, Wis. Stats. and in compliance with all applicable City regulations, subject to approval of the Common Council.

SECTION 2: Section 14.82 of the Municipal Code is amended to read as follows:

(e) Maximum Number of Parcels Divisible by Certified Survey Map. A maximum of six parcels or outlots may be divisible by certified survey map within properties that are zoned for commercial, industrial or mixed use development subject to the applicable provisions of this Chapter and Wisconsin Statutes.

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 from and after its passage and publication.

Introduced this 16th day of September, 2014.

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
President, Common Council

Approved this \_\_\_\_ day of \_\_\_\_\_, 2014.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

VOTE: Ayes\_\_ Noes \_\_\_\_\_

# City of Oak Creek Common Council Report

Meeting Date: September 16, 2014

Item No.: 7

**Recommendation:** Approve Professional Service Fee Revisions for Engberg Anderson, Inc. Bray Architects, and Chamberlin Group, LLC, and authorize the City Administrator to execute the contract revisions.

**Background:** As part of its continuing commitment to keep the Council apprised of the progress on the Library, City Hall, and Fire Station No. 1 building construction progress, Owners Representative Steve Chamberlin and the City Administrator will update the Common Council on the status of these projects. They will seek Council approvals and revisions to Professional Service Contracts from percentage to Lump Sum Fees and provide current construction schedules for the projects.

## Construction Schedules

The City's building construction contracts with Corporate Contractors, Inc. (CCI) provided 11 month and 13 month construction completion schedules from the City's Notice to Proceed. These notices were provided as follows:

<u>Building Project</u>	<u>Notice to Proceed</u>	<u>Construction Completion</u>
Fire Station #1	7/8/2014	6/9/2015
City Hall, Library	7/8/2014	8/7/2015

## Construction Activities

Some unexpected conditions have been encountered on both sites. This required the removal of unsuitable soils, concrete infill, and the removal of underground concrete foundations. The documented cost received to date is \$138,000. Fortunately, there was a savings (credit) of \$117,000 related to an exterior material specification issue that will offset the majority of these costs. Other changes related to revision drawings are under review.

Contracts for furnishings and technology are being developed. Cost reductions in the amount of \$650,000 for Library furnishings, technology, and equipment are being made to align with the projected fundraising levels. Items can be added if fundraising improves or other revenues are identified from savings, or some other services. The recommended contract awards will be presented to the Council upon review by the Library Board.

Meetings with the contractor, architect, owners representative, and City of Oak Creek are occurring every two weeks on a planned basis and as needed as issues arise. A monthly project report on construction activities is provided to the Library Board and Common Council. The most recent project report is attached.

## Professional Services Contracts

The City has entered into professional service contracts with Bray Architects, Engberg Anderson, Inc. and Chamberlin Group, LLC for assistance in design and construction of the buildings, furniture, fixtures, and equipment, and technology. These contracts contained



provisions for fees based upon a percentage of costs as follows: Bray, 4.75%, Chamberlin, 1.35%, Engberg Anderson, 5.25%, other services such as costing estimates, technology, design, commissioning, 1.36%. Now that the project has progressed and conditions and pricing of work has become more clear, it is recommended that professional services contracts be amended as follows:

- Engberg Anderson: lump sum fee of \$92,400, redesign fee of \$5,200, post bid update to drawings \$3,900, document revisions \$4,400 for total of \$105,900.
- Bray Architects: City Hall/Library lump sum fee of \$926,250, redesign fee of \$33,392, reimbursable allowance of \$25,000, and FVM estimating services of \$30,000; total \$1,014,642. Fire Station lump sum fee of \$212,563, reimbursable allowance of \$10,000, FVM estimating services of \$12,000, and specialty sub consultant, \$8,000; total \$242,563.
- Chamberlin Group LLC: City Hall/Library lump sum fee of \$305,219, photography \$8,000; total \$313,219. Fire station lump sum fee of \$66,230, photography, \$2,000; total \$68,330.

**Fiscal Impact:**

Fiscal Review by:



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

Prepared and Submitted by:



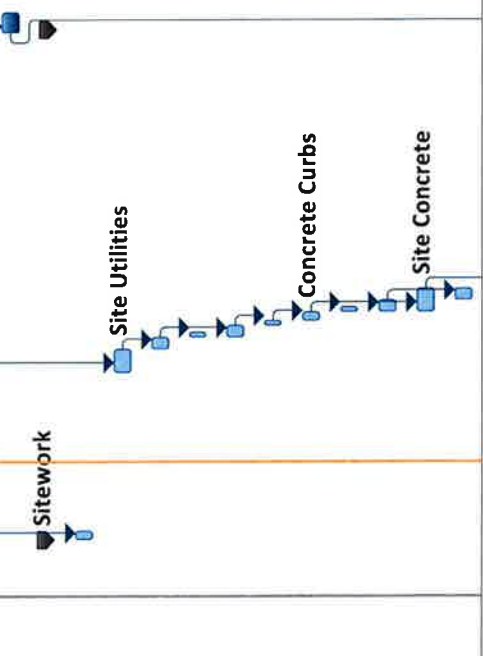
Gerald R. Peterson, ICMA-CM  
City Administrator

**Oak Creek Fire Station Construction Schedule 8.29.14**

ID	Task Name	Duration	Start	Finish	Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter										
					May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1																				
2	<b>Submittals/Shop Drawings</b>	<b>45 days</b>	<b>Tue 6/10/14</b>	<b>Mon 8/11/14</b>																
3	Rebar Shop Drawings	12 days	Tue 6/10/14	Wed 6/25/14																
5	Steel Drawings	2.6 wks	Tue 6/10/14	Thu 6/26/14																
8	Precast Plank Drawings - Basement	2 wks	Tue 6/10/14	Mon 6/23/14																
11	Precast Plank Drawings - 2nd Floor	4 wks	Tue 6/10/14	Mon 7/7/14																
9	Precast Plank Approval - Basement	1 wk	Tue 6/24/14	Mon 6/30/14																
4	Rebar fabrication	1 wk	Thu 6/26/14	Wed 7/2/14																
6	Steel Drawing Approval	2 wks	Fri 6/27/14	Thu 7/10/14																
10	Precast Plank Fabrication - Basement	2.2 wks	Tue 7/1/14	Tue 7/15/14																
12	Precast Plank Approval - 2nd Floor	2 wks	Tue 7/8/14	Mon 7/21/14																
7	Steel Fabrication	4 wks	Fri 7/11/14	Thu 8/7/14																
13	Precast Plank Fabrication - 2nd Floor	3 wks	Tue 7/22/14	Mon 8/11/14																
14	<b>Building Construction</b>	<b>249 days</b>	<b>Tue 6/10/14</b>	<b>Fri 5/22/15</b>																
40	Elevator install	6 days	Tue 6/10/14	Tue 6/17/14																
15	Sitework/Building Excavation	18 days	Wed 6/18/14	Fri 7/11/14																
16	Concrete Foundations	17 days	Mon 7/14/14	Tue 8/5/14																
17	Basement Drain tile/Waterproofing	3 days	Mon 8/4/14	Wed 8/6/14																
20	CMU - Basement	3 days	Wed 8/6/14	Fri 8/8/14																
18	Partial Foundation Backfill	2 days	Thu 8/7/14	Fri 8/8/14																
21	CMU - 1st Floor	4 wks	Mon 8/11/14	Fri 9/5/14																
49	Precast Floor Plank - Basement	1 day	Mon 8/11/14	Mon 8/11/14																
19	Underground Plumbing Office Areas	4 days	Thu 8/14/14	Tue 8/19/14																
50	Precast Floor Plank - 2nd Floor	3 days	Thu 9/11/14	Mon 9/15/14																
48	CMU - 2nd Floor	2 wks	Tue 9/16/14	Mon 9/29/14																
47	Stone Veneer	3 wks	Tue 9/30/14	Mon 10/20/14																
51	Steel Erection	3 wks	Tue 9/30/14	Mon 10/20/14																
22	Underground Plumbing	2 wks	Thu 10/16/14	Wed 10/29/14																
46	Brick Veneer	4 wks	Tue 10/21/14	Mon 11/17/14																
52	Roofing	2 wks	Tue 10/21/14	Mon 11/3/14																
23	Interior Concrete Floors	2 wks	Mon 10/27/14	Fri 11/7/14																
44	Overhead Doors	1 wk	Mon 11/3/14	Fri 11/7/14																

Oak Creek Fire Station Construction Schedule 8.29.14

ID	Task Name	Duration	Start	Finish	Quarter																			
					May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug				
45	Aluminum Storefronts/Windows	2 wks	Mon 11/3/14	Fri 11/14/14																				
24	Wall Framing	3 wks	Tue 11/4/14	Mon 11/24/14																				
25	Electrical Rough-in	30 days	Fri 11/14/14	Thu 12/25/14																				
26	Plumbing Rough-in	12 days	Fri 11/14/14	Mon 12/1/14																				
27	HVAC Rough-in	20 days	Fri 11/14/14	Thu 12/11/14																				
28	Sprinkler Rough-in	10 days	Tue 11/25/14	Mon 12/8/14																				
29	Carpentry Rough-in	5 days	Tue 12/2/14	Mon 12/8/14																				
30	Drywall	10 days	Fri 12/26/14	Thu 1/8/15																				
31	Drywall Tape and Finish	12 days	Fri 1/9/15	Mon 1/26/15																				
32	Paint	10 days	Tue 1/27/15	Mon 2/9/15																				
35	Electrical Finish	60 days	Wed 2/4/15	Tue 4/28/15																				
33	Acoustical Ceilings	4 days	Tue 2/10/15	Fri 2/13/15																				
36	Plumbing Finish	15 days	Tue 2/10/15	Mon 3/2/15																				
39	Carpentry Finish	15 days	Tue 2/10/15	Mon 3/2/15																				
41	Cabinets and Countertops	10 days	Tue 2/10/15	Mon 2/23/15																				
34	Sprinkler Finish	10 days	Mon 2/16/15	Fri 2/27/15																				
37	HVAC Finish	20 days	Mon 2/16/15	Fri 3/13/15																				
38	Ceiling Tile	5 days	Wed 4/1/15	Tue 4/7/15																				
43	Flooring	8 days	Wed 4/29/15	Fri 5/8/15																				
42	Inspections/Punchlist	2 wks	Mon 5/11/15	Fri 5/22/15																				
53	<b>Sitework</b>	<b>217 days</b>	<b>Mon 7/14/14</b>	<b>Tue 5/12/15</b>																				
54	Rough Grading/Detention Pond	1 wk	Mon 7/14/14	Fri 7/18/14																				
58	Site Utilities	2 wks	Tue 10/21/14	Mon 11/3/14																				
55	Parking Lot Grading	1 wk	Tue 11/4/14	Mon 11/10/14																				
57	Brick Pavers	3 days	Tue 11/11/14	Thu 11/13/14																				
64	Underground Electric	1 wk	Tue 11/11/14	Mon 11/17/14																				
59	Concrete Sidewalks	3 days	Tue 11/18/14	Thu 11/20/14																				
56	Concrete Curbs	3 days	Fri 11/21/14	Tue 11/25/14																				
61	Topsoil	3 days	Wed 11/26/14	Fri 11/28/14																				
63	Landscape - Planting Beds	1 wk	Wed 11/26/14	Tue 12/2/14																				
65	Site Concrete	2 wks	Wed 11/26/14	Tue 12/9/14																				
62	Landscape - Seeding	1 wk	Wed 12/3/14	Tue 12/9/14																				



**Oak Creek Fire Station Construction Schedule 8.29.14**

ID	Task Name	Duration	Start	Finish	Quarter																		
					May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug			
66	Finish Grade & Stone	4 days	Wed 12/10/14	Mon 12/15/14																			
60	Asphalt Binder	3 days	Tue 12/16/14	Thu 12/18/14																			
68	Spring Landscape	1 wk	Thu 4/30/15	Thu 5/7/15																			
67	Asphalt Surface	2 days	Mon 5/11/15	Tue 5/12/15																			
69																							
70	Contract Completion	1 day	Mon 6/8/15	Mon 6/8/15																			

Asphalt Binder

Asphalt Surface

Contract Completion 6/8

Oak Creek City Hall Library Construction Schedule 9.3.14

ID	Task Name	Duration	Start	Finish
1	Notice to Proceed	1 day	Tue 7/8/14	Tue 7/8/14
2	Building Construction	290 days	Wed 7/9/14	Tue 8/18/15
3	City Hall - Area C&D Concrete Basement	78 days	Wed 7/9/14	Fri 10/24/14
4	Survey building pad, laydown area, erosion control	1 day	Thu 7/10/14	Thu 7/10/14
5	Install erosion control	1 day	Thu 7/10/14	Thu 7/10/14
6	Building pad sub grade, stone road and laydown area	5 days	Thu 7/10/14	Wed 7/16/14
7	Drill geothermal wells	57 days	Mon 7/14/14	Tue 9/30/14
9	Excavate underground parking	6 days	Wed 7/16/14	Wed 7/23/14
10	Basement footings and walls	33 days	Mon 7/21/14	Wed 9/3/14
13	Partial waterproofing / Drain tile	10 days	Thu 8/14/14	Wed 8/27/14
14	Partial backfill foundation	4 days	Tue 8/26/14	Fri 8/29/14
11	CMU - underground parking area	4 days	Fri 8/29/14	Wed 9/3/14
12	Precast installation	7 days	Fri 9/5/14	Mon 9/15/14
15	Backfill foundation	3 days	Tue 9/16/14	Thu 9/18/14
16	Plumbing rough in	10 days	Tue 9/16/14	Mon 9/29/14
19	HVAC rough in	10 days	Tue 9/16/14	Mon 9/29/14
20	Electric rough in	10 days	Tue 9/16/14	Mon 9/29/14
8	Precast concrete topping 1st floor	3 days	Wed 9/24/14	Fri 9/26/14
17	SOG concrete basement	10 days	Thu 10/2/14	Wed 10/15/14
18	CMU - underground parking area	7 days	Thu 10/16/14	Fri 10/24/14
21	Clock Tower - Area E	245 days	Mon 8/11/14	Fri 7/17/15
22	Excavate footings & walls	6 days	Mon 8/11/14	Mon 8/18/14
23	Concrete footings & walls	7 days	Thu 9/4/14	Fri 9/12/14
24	Backfill walls	4 days	Tue 9/16/14	Fri 9/19/14
28	Under slab plumbing rough in	5 days	Mon 9/22/14	Fri 9/26/14
29	Under slab electrical rough in	5 days	Mon 9/22/14	Fri 9/26/14
30	1st floor SOG concrete	3 days	Mon 9/29/14	Wed 10/1/14
36	Interior wall framing	15 days	Thu 10/2/14	Wed 10/22/14
38	Electrical rough in	50 days	Thu 10/2/14	Wed 12/10/14
40	Fire Sprinkler rough in	15 days	Thu 10/2/14	Wed 10/22/14
25	Structural steel erection	22 days	Wed 10/8/14	Thu 11/6/14
39	HVAC rough in	20 days	Thu 10/9/14	Wed 11/5/14
41	Low voltage/data/fire alarm rough in	25 days	Thu 10/9/14	Wed 11/12/14
37	Carpentry rough in	10 days	Thu 10/16/14	Wed 10/29/14
27	Roof spire	2 days	Fri 11/7/14	Mon 11/10/14
31	2nd floor concrete	2 days	Fri 11/7/14	Mon 11/10/14
33	Exterior wall framing	10 days	Fri 11/7/14	Thu 11/20/14
26	Roof copper shingle & flashing	7 days	Tue 11/11/14	Wed 11/19/14
32	3rd floor concrete	1 day	Tue 11/11/14	Tue 11/11/14
45	Paint tower steel	5 days	Wed 11/12/14	Tue 11/18/14
34	Exterior glass install	15 days	Fri 11/14/14	Thu 12/4/14
35	Tower clock	2 days	Fri 12/5/14	Mon 12/8/14
42	Hang drywall	15 days	Fri 12/5/14	Thu 12/25/14
43	Drywall finish	20 days	Fri 12/19/14	Thu 1/15/15



Oak Creek City Hall Library Construction Schedule 9.3.14

ID	Task Name	Duration	Start	Finish
44	Paint	20 days	Fri 1/9/15	Thu 2/5/15
48	Carpentry finish	25 days	Fri 1/30/15	Thu 3/5/15
50	Plumbing finish	15 days	Fri 1/30/15	Thu 2/19/15
46	Ceiling grid	15 days	Fri 2/6/15	Thu 2/26/15
47	Electrical finish	35 days	Fri 2/20/15	Thu 4/9/15
49	HVAC finish	15 days	Fri 2/20/15	Thu 3/12/15
51	Fire sprinkler finish	15 days	Fri 2/20/15	Thu 3/12/15
52	Low voltage/data/fire alarm finish	30 days	Fri 2/20/15	Thu 4/2/15
54	Flooring	15 days	Fri 6/26/15	Thu 7/16/15
53	Punchlist	1 day	Fri 7/17/15	Fri 7/17/15
85	<b>Library - Area A&amp;B</b>	<b>247 days</b>	<b>Mon 9/8/14</b>	<b>Tue 8/18/15</b>
86	Excavate footings & walls	3 days	Mon 9/8/14	Wed 9/10/14
87	Concrete footings & walls	10 days	Wed 9/10/14	Tue 9/23/14
89	Elevator CMU	10 days	Thu 9/11/14	Wed 9/24/14
88	Backfill walls	2 days	Wed 9/24/14	Thu 9/25/14
92	Under slab plumbing rough in	7 days	Mon 9/29/14	Tue 10/7/14
93	Under slab electrical rough in	7 days	Mon 9/29/14	Tue 10/7/14
96	1st floor SOG concrete	10 days	Wed 10/8/14	Tue 10/21/14
90	Structural steel erection	24 days	Mon 11/3/14	Thu 12/4/14
98	Exterior wall framing	20 days	Fri 12/5/14	Thu 1/1/15
91	Roof	15 days	Mon 12/15/14	Fri 1/2/15
99	Exterior glass install	20 days	Fri 1/2/15	Thu 1/29/15
97	2nd floor concrete	3 days	Fri 1/30/15	Tue 2/3/15
94	Plumbing rough 2nd floor	5 days	Wed 2/4/15	Tue 2/10/15
95	Electrical rough 2nd floor	5 days	Wed 2/4/15	Tue 2/10/15
100	Interior wall framing	20 days	Wed 2/4/15	Tue 3/3/15
102	Electrical rough in	50 days	Wed 2/4/15	Tue 4/14/15
103	HVAC rough in	20 days	Wed 2/4/15	Tue 3/3/15
105	Fire sprinkler system rough in	15 days	Wed 2/4/15	Tue 2/24/15
101	Carpentry rough in	15 days	Wed 2/11/15	Tue 3/3/15
106	Low voltage / data / fire alarm rough in	40 days	Wed 2/11/15	Tue 4/7/15
104	Plumbing rough in	20 days	Mon 2/23/15	Fri 3/20/15
107	Hang drywall	20 days	Wed 3/25/15	Tue 4/21/15
108	Elevator install	15 days	Wed 4/15/15	Tue 5/5/15
109	Drywall finish	20 days	Wed 4/15/15	Tue 5/12/15
110	Paint	20 days	Wed 5/6/15	Tue 6/2/15
111	Ceiling grid	15 days	Wed 5/27/15	Tue 6/16/15
114	Carpentry finish	25 days	Wed 5/27/15	Tue 6/30/15
116	Plumbing finish	10 days	Wed 5/27/15	Tue 6/16/15
112	Fireplace	10 days	Wed 6/3/15	Tue 6/16/15
113	Electrical finish	40 days	Wed 6/10/15	Tue 8/4/15
115	HVAC finish	15 days	Wed 6/10/15	Tue 6/30/15
117	Fire sprinkler finish	15 days	Wed 6/10/15	Tue 6/30/15
118	Low voltage / data / fire alarm finish	30 days	Wed 6/10/15	Tue 7/21/15

Oak Creek City Hall Library Construction Schedule 9.3.14

ID	Task Name	Duration	Start	Finish	September 11	May 1	January 21	June 1	October 11
120	Flooring	15 days	Wed 7/22/15	Tue 8/11/15					
119	Punchlist	1 day	Wed 8/5/15	Wed 8/5/15					
121	Final testing & Occupancy inspections	5 days	Wed 8/12/15	Tue 8/18/15					
122	<b>Exterior</b>	<b>221 days</b>	<b>Wed 10/1/14</b>	<b>Wed 8/5/15</b>					
123	Site utilities	20 days	Wed 10/1/14	Tue 10/28/14					
124	Parking lot grading	5 days	Wed 10/29/14	Tue 11/4/14					
125	Stone parking lot	5 days	Wed 11/5/14	Tue 11/11/14					
126	Exterior stone veneer	60 days	Mon 3/23/15	Fri 6/12/15					
132	Composite Wall Panel	3 wks	Mon 5/11/15	Fri 5/29/15					
127	Exterior concrete work	25 days	Mon 6/1/15	Fri 7/3/15					
128	Site grading	5 days	Mon 7/6/15	Fri 7/10/15					
129	Parking lot pavers	10 days	Wed 7/8/15	Tue 7/21/15					
131	Landscaping & Irrigation	10 days	Wed 7/22/15	Tue 8/4/15					
130	Punchlist	1 day	Wed 8/5/15	Wed 8/5/15					
55	<b>City Hall - Area C &amp; D</b>	<b>205 days</b>	<b>Fri 10/17/14</b>	<b>Thu 7/30/15</b>					
56	Structural steel erection	26 days	Fri 10/17/14	Fri 11/21/14					
57	Roof	15 days	Mon 11/24/14	Fri 12/12/14					
58	Plumbing rough 1st floor	5 days	Mon 11/24/14	Fri 11/28/14					
59	Electrical rough 1st floor	5 days	Mon 11/24/14	Fri 11/28/14					
63	Exterior wall framing	20 days	Mon 11/24/14	Fri 12/19/14					
64	Exterior glass install	20 days	Mon 12/8/14	Fri 1/2/15					
60	2nd floor concrete	3 days	Mon 1/5/15	Wed 1/7/15					
61	Plumbing rough 2nd floor	5 days	Thu 1/8/15	Wed 1/14/15					
62	Electrical rough 2nd floor	5 days	Thu 1/8/15	Wed 1/14/15					
65	Interior wall framing	20 days	Thu 1/8/15	Wed 2/4/15					
67	Electrical rough in	50 days	Thu 1/8/15	Wed 3/18/15					
68	HVAC Rough in	20 days	Thu 1/8/15	Wed 2/4/15					
70	Fire sprinkler rough in	15 days	Thu 1/8/15	Wed 1/28/15					
71	Low voltage/data/fire alarm rough in	40 days	Thu 1/15/15	Wed 3/11/15					
66	Carpentry rough in	15 days	Tue 1/27/15	Mon 2/16/15					
69	Plumbing rough in	20 days	Tue 1/27/15	Mon 2/23/15					
72	Hang drywall	20 days	Thu 2/26/15	Wed 3/25/15					
74	Drywall finish	20 days	Thu 3/19/15	Wed 4/15/15					
73	Elevator install	15 days	Wed 3/25/15	Tue 4/14/15					
75	Paint	20 days	Thu 4/9/15	Wed 5/6/15					
76	Ceiling grid	15 days	Thu 4/30/15	Wed 5/20/15					
78	Carpentry finish	25 days	Thu 4/30/15	Wed 6/3/15					
80	Plumbing finish	15 days	Thu 4/30/15	Wed 5/20/15					
77	Electrical finish	40 days	Thu 5/14/15	Wed 7/8/15					
79	HVAC finish	15 days	Thu 5/14/15	Wed 6/3/15					
81	Fire sprinkler finish	15 days	Thu 5/14/15	Wed 6/3/15					
82	Low voltage/data/fire alarm	30 days	Thu 5/14/15	Wed 6/24/15					
84	Flooring	15 days	Thu 7/9/15	Wed 7/29/15					
83	Punchlist	1 day	Thu 7/30/15	Thu 7/30/15					



**OAKCREEK**  
— WISCONSIN —

CITY  
ADMINISTRATOR'S  
OFFICE

July 8, 2014

Mr. Kevin Day  
Corporate Contractors, Inc.  
655 Third Street, Suite 101  
Beloit, WI 53511

RE: Notice to Proceed

Dear Mr. Day:

Please have this serve as a formal notice to proceed with general construction work for the following projects:

**City Hall & Library**  
8040 South 6<sup>th</sup> Street  
Oak Creek, WI 53154

**Fire Station #1**  
255 East Centennial Drive  
Oak Creek, Wisconsin 53154

Sincerely,



Gerald R. Peterson, ICMA-CM  
City Administrator

cc: Melissa Karls, Haskin & Karls  
Larry Haskin, Haskin & Karls  
Steven Chamberlin, Chamberlin Group  
Matt Wolfert, Bray Architects

**CHL - 395 days - August 7, 2015**  
**Fire Station - 335 days - June 9, 2015**





*Overall progress at both the City Hall/Library and Fire Station sites has been good, considering the ongoing rain, discovery of underground foundations and unsuitable soil conditions. The overall Drexel Town Square site continues to be very active with site utility work, roadway infrastructure, and Meijer property construction.*

*Key issues include the need to advance sitework before winter, the completion of below grade foundation work, and the finalization of key issues related to interior spaces.*

**City Hall & Library August Progress**

- Parking garage foundations substantially complete
- Geo thermal system well drilling 75% complete
- Excavation for connector building and library underway
- Underground foundations still being encountered
- Unsuitable soil conditions still being encountered
- Foundation footings for City Hall & library began
- Underground utilities underway
- Precast concrete began
- Roadways being established

**Fire Station August Progress**

- Foundations completed
- Exterior masonry walls
- Masonry mockup completed
- Precast concrete concrete set
- Interior masonry walls underway
- SOG grading and prep
- Site clearing and grading
- Partial backfilling at foundations

**City Hall & Library - Upcoming Activities (August)**

Work Activity	Week			
	9/1	9/8	9/15	9/22
Precast concrete	X	X	X	
Foundation backfilling			X	X
MEP rough in			X	X
Precast topping				X
Geothermal Well Drilling	X	X	X	X
Basement concrete slab prep			X	X
West foundations	X	X	X	X

**Fire Station - Upcoming Activities (August)**

Work Activity	Week			
	9/1	9/8	9/15	9/22
Precast - second floor		X	X	
Concrete Block - 2nd floor			X	X
Exterior masonry & steel	X	X		
Underground MEP	X	X	X	
Partial Backfill		X	X	
Stone veneer begins - 9/30				X
Steel framing begins				X



Entry to garage facing east



Entry to garage facing west



Garage Entry facing north



Retention Pond



Front facing southeast



Masonry mockup



**Geo thermal system drilling**



**Foundation facing northwest**



**Parking garage foundation facing north**



**Parking garage foundation at entry**



**Parking garage foundation entry facing east**



**Site facing southwest**

Architectural Fees	City Hall & Library		Fire Station		
Bray - 4.75% (Contracted fee %)	4.75%	\$19,500,000	\$926,250	\$4,475,000	\$212,563
June - Aug 2013 Re-design			\$33,392		
Reimbursable Expenses Allowance			\$25,000		\$10,000
FVM Estimating Services			\$30,000		\$12,000
Fire Station Consultant - Five Bugles					\$8,000
			<u>\$1,014,642</u>		<u>\$242,563</u>
<u>Owners Representative</u>					
Chamberlin Group - 1.35% (Contracted Fee %)	1.35%	\$23,345,189	\$315,160	\$5,054,811	\$68,240
Credit for fee on Architectural & O/R	1.35%	(\$1,329,000)	(\$17,942)	(\$297,000)	(\$4,010)
Interior Design, Furnishings, Technology Coordination			In Fee		
10-Month Extended Schedule			N/C		
Added Furnishings Design Services - Fire Station			N/C		
Added Project Re-design Services			N/C		
Photo Documentation Services			\$8,000		\$2,000
			<u>\$305,219</u>		<u>\$66,230</u>
<u>Furnishings Design</u>					
Engberg Anderson - 5.25% (Contracted Fee %)	5.25%	\$1,760,000	\$92,400		
Fall 2013 Re-design Services			\$5,200		
Post-bid update to drawings			\$3,900		
Document changes to allow cost reductions			\$4,400		
			<u>\$105,900</u>		
<u>Other Professional Fees</u>					
ZS Consulting - Building Envelope Specialist			\$11,000		\$4,500
Commissioning Engineer - Allowance			\$40,000		\$10,000
Other Professional Services - TBD			\$75,000		
Contingency for changes & additions			\$150,000		
			<u>\$276,000</u>		<u>\$14,500</u>
TOTAL			\$1,701,761		\$323,293

Combined Architectural & Owners Rep Fees - Industry Average	8.50%
City of Oak Creek Cost	6.10%
Savings	2.40%
TOTAL Savings below average	\$600,000

**Professional Services Contract Amendment**

TO: Gerald Peterson  
City of Oak Creek

BETWEEN the Owner: City of Oak Creek  
8640 S. Howell Avenue  
Oak Creek, WI 53154

and the Architect: Engberg Anderson, Inc.  
320 E. Buffalo, Suite 500  
Milwaukee, WI 53202

for the Project: New City Hall & Library

Base Contract Services

Base Contract Services - Based on the contracted fee percentage of 5.25%, convert the percentage fee to a Lump Sum fee based on \$1,760,000. Fixed fee shall be \$92,400

Additional Services

Provide redesign services related to Bray architectural changes in Fall/2013 - Fee of \$5,200

Provide drawing revisions to support City directed changes to modular furniture configurations, as of 9/3/14. To be billed hourly, at a rate of \$110/Hr, for a not-to-exceed amount of \$3,900

Provide drawing and/or document revisions to support City directed changes, for the purposes of cost reductions. To be billed hourly, at a rate of \$110/Hr, for a not-to-exceed amount of \$4,400

Provide additional services, if requested, to inventory and/or incorporate existing furnishings into plans and specifications. To be billed hourly, at a rate of \$110/Hr

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AGREED TO BY: Engberg Anderson, Inc.

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AGREED TO BY: City of Oak Creek

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(Signature)

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(Signature)

---

(Printed name & title)

---

(Printed name & title)

---

(Date)

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(Date)

**Professional Services Contract Amendment**

TO: Gerald Peterson  
City of Oak Creek

BETWEEN the Owner: City of Oak Creek  
8640 S. Howell Avenue  
Oak Creek, WI 53154

and the Architect: Bray Architects  
215 North Water Street, Suite 250  
Milwaukee, WI 53202

for the Project: New City Hall & Library

Based on the contracted fee percentage of 4.75%, convert the percentage fee to a Lump Sum fee based on \$19,500,000. Fixed fee shall be \$926,250

Provide additional services for re-design during the period of June 24, 2013 through August 23, 2013 for new building orientation and alternate site development. Incorporate new east entrance as directed by the City - Added Fee of \$33,392

\_\_\_\_\_  
**AGREED TO BY: Bray Architects**

\_\_\_\_\_  
**AGREED TO BY: City of Oak Creek**

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed name & title)*

\_\_\_\_\_  
*(Printed name & title)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Date)*

**Professional Services Contract Amendment**

**TO:** Gerald Peterson  
City of Oak Creek

**BETWEEN the Owner:** City of Oak Creek  
8640 S. Howell Avenue  
Oak Creek, WI 53154

**and the Owner's Representative:** Chamberlin Group, LLC  
1215 Brandywine Lane  
Brookfield, WI 53045

**for the Project:** New City Hall, Library, & Fire Station

Base Contract Services Fee

City Hall & Library - Based on the contracted fee percentage of 1.35%, convert the percentage fee to a Lump Sum based on total project cost, less design fees. Fixed fee shall be \$305,219.

Fire Station - Based on the contracted fee percentage of 1.35%, convert the percentage fee to a Lump Sum based on total project cost, less design fees. Fixed fee shall be \$66,230.

The Base Contract services fees above shall include the following:

- Provide coordination and support for Owner furnishings and equipment/technology purchasing and related activities.
- Additional 10 months of design phase services

Additional Services

Photo documentation services for Items #1 through #3 below – Fee of \$10,000

1. General Project Update Photos – Provide regular and ongoing coordination for City of Oak Creek personnel performing for bi-monthly project photography at CHL and Fire Station.
2. Documentation Photos - Provide exterior documentation photos approximately every 2 weeks during the duration of exterior framing and pre-enclosure phases. Provide interior documentation photos approximately every 2 weeks up through pre-enclosure phases. (Weekly if necessary just prior to wall enclosures). Provide organized photo archive files, referenced by date and specific project location.
3. Archive project team produced photos that are provided to Chamberlin Group for later reference.

Extended Duration – Extended services for the additional 10 months of Design & Bidding Phases shall be provided at no additional fee. For the Construction Phase, base fee shall apply to the planned 13-month duration, beginning June 1, 2014. Thereafter, the scheduled monthly Construction Phase fee shall be paid for each month beyond the 13-month period, up through project closeout and commissioning.

AGREED TO BY: Chamberlin Group, LLC

AGREED TO BY: City of Oak Creek

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name & title)

\_\_\_\_\_  
(Printed name & title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**Professional Services Contract Amendment**

TO: Gerald Peterson  
City of Oak Creek

BETWEEN the Owner: City of Oak Creek  
8640 S. Howell Avenue  
Oak Creek, WI 53154

and the Architect: Bray Architects  
215 North Water Street, Suite 250  
Milwaukee, WI 53202

for the Project: New Fire Station

Based on the contracted fee percentage of 4.75%, convert the percentage fee to a Lump Sum fee based on \$4,475,000. Fixed fee shall be \$212,563

AGREED TO BY: Bray Architects

AGREED TO BY: City of Oak Creek

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed name & title)*

\_\_\_\_\_  
*(Printed name & title)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Date)*



# City of Oak Creek Common Council Report

**Meeting Date:** September 16, 2014

**Item No.:** 8

**Recommendation:** That the Council concur with the City's Safety Committee and approve the proposed Safety Manual and Policy and include the policy with other Personnel Policies.

**Background:** Over the years the City has considered and approved a number of policies to address any number of matters which might arise in City Operations. These policies have been assembled into a City of Oak Creek Departmental Administrative Policies and Procedures Manual.


Attached to this report is a Safety Program Policy which has been developed, reviewed and recommended for approval by the City's Safety Committee. The policy manual will provide guidance to employees, supervisors and department managers on ways to correct, identify, and evaluate proper safety processes and issues. Its purpose is to help provide a safe and healthy workplace, free from recognized hazards, harmful conditions, and to incorporate employee involvement in the decision-making process relating to safety in the workplace.

**Fiscal Impact:** Adherence to the concepts contained in this policy should reduce workplace injuries.

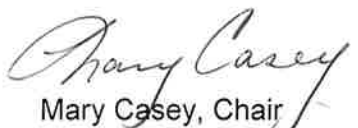
Fiscal Review by:

  
Bridget Souffrant, CMTW  
Finance Director / Comptroller

Prepared and Submitted by:

  
Gerald R. Peterson, ICMA-CM  
City Administrator

## Safety Committee

  
Mary Casey, Chair  
Ted Johnson  
Mike Kressuk  
David Laehn  
Jeff Lynch  
David Maier  
Christa Miller  
Doug Schwartz  
Steve York  
Joe Laeser, CVMIC Rep



**OAKCREEK**

— WISCONSIN —

# SAFETY MANUAL

Revised 9/1/14

<b>Oak Creek Policy</b>	<b>TITLE:</b> Safety Manual
<b>ISSUE DATE:</b> <<Date>>	<b>LAST UPDATE:</b> <<Date>>
<b>POLICY SOURCE:</b> <<Human Resources, Safety, Risk Office>>	<b>AUDIENCE:</b> Applies to all Employees
<b>Original Committee Approval Date:</b> <<Date>>	<b>Original Oak Creek Council Approval Date:</b> <<Date>>

## Oak Creek Safety Policy Statement

The City of Oak Creek recognizes the risks inherent in providing necessary public services to the citizens of our community. The City of Oak Creek is committed to dealing with these risks in a proactive manner in order to maintain a safe and healthy working environment for all employees.

The City of Oak Creek has established a Safety Program to assist departments with the development of policies, procedures and training related to occupational safety and risk management. Every reasonable effort will be taken to reduce the potential and severity of accidents or injuries related to employment.

Safety will be given a high priority by all departments in all activities and functions of Oak Creek Government. Employees and supervisors must also be aware that safety will take precedence over expediency in performing daily work assignments.

The City reserves the right in its discretion to supplement, alter, modify, amend or rescind these rules from time to time as necessary. It is not intended that these rules will modify, amend or in any way contravene the provisions of any labor agreement or policy. Any grievance arising out of the discharge, disciplinary action and/or interpretation of these rules are subject to standard grievance procedures.

All employees share the responsibility of maintaining a safe and healthy working environment. It is critical for all employees, at all levels of our organization, to work cooperatively toward this goal. Therefore, it is the responsibility of all City of Oak Creek employees to read, understand and support this policy and work cooperatively toward its goal of providing a safe and productive work environment.

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- #1 Employee Acknowledgement Certification
- #2 Motor Vehicle Use Policy
- #3 Employee Incident Report
- #4 Supervisor Review of Injury or Illness

**Additional informational summaries on various safety best practices  
can be found on the City's intranet.**

## **SECTION 1: PURPOSE & SCOPE**

The purpose of this Safety Manual is to outline and/or establish those policies, programs and procedures necessary to comply with federal, state and local regulations, to prevent accidents, to reduce the potential and severity of injury to Oak Creek employees and to provide a safe and healthy workplace. This manual and the procedures outlined herein apply to all departments, boards and commissions, and agencies of the City of Oak Creek. Failure to follow the procedures and policies contained herein may result in disciplinary action up to and including termination, with repeated violations, even if "minor", resulting in greater levels of discipline as appropriate.

## **SECTION 2: RESPONSIBILITIES**

### **2.01 Department Managers and Supervisors**

Department managers and supervisors are responsible for the safety of employees under their direction including the following:

- a. Ensuring compliance with the City of Oak Creek's Safety Programs.
- b. Ensuring that their employees receive proper safety instruction and training in the performance of their jobs which includes new-hire orientation or transferred employees.
- c. Developing budgets which support the safety effort.
- d. Conducting accident investigations, completing required reporting, and implementing necessary corrective actions.
- e. Inspecting the work premises and equipment therein for unsafe conditions.
- f. Ensuring compliance with applicable federal, state, and local laws.
- g. Responding to employee reports of unsafe conditions and acts.

### **2.02 Employees**

Each employee is responsible for performing their job with regard for their own safety and the safety of other employees as well as the public. All employees, regardless of position, are, as a condition of employment, required to obey all safety rules and general safe work practices that are set forth by these rules and other practices as directed. All employees shall be expected to abide by those safety standards that apply to the performance of their job including the following:

- a. Reading and following established safety rules and procedures.
- b. Wearing required personal protective equipment.
- c. Immediately reporting all accidents and injuries.
- d. Reporting unsafe conditions and acts to their supervisor.

## **SECTION 3: SAFETY COMMITTEES**

### **3.01 City Safety Committee**

This committee is made up of department heads, supervisors, or their designee from the following operational departments: Fire, Streets, Recreation and Forestry, City Clerk's Office, Engineering, Police, and Water Utility. The committee meets at least bi-annually and is chaired by the City Administrator designee. The function of this committee includes, but is not limited to, the following:

- a. To discuss policies concerning safety and health and make recommendations for necessary policy changes for presentation to the City Administrator and governing body, as appropriate.
- b. To review loss experience by department, cost analysis figures (loss runs), and accident reports for all areas of exposure, including worker's compensation, fleet accidents, and general liability exposures.
- c. To evaluate the progress of the Oak Creek's Safety Program and make recommendations to the program to ensure that current needs are being met.
- d. To provide direction to other committees and departments as may be appropriate.
- e. To keep the City Administrator informed on the status of Oak Creek's Safety Program.

### **3.02 Departmental Safety Committees**

Departmental Safety Committees may be organized within any City of Oak Creek Department. Each departmental committee shall be made up of a logical combination of management and line personnel. The committees shall meet regularly. Meetings shall have an agenda with notes that are prepared for the meeting. The tenure of members should be established to help ensure all interested employees have the opportunity to serve. The function of these committees is primarily for:

- a. Discussing safety and health issues unique to their department in an effort to recommend necessary changes or improvements.
- b. Reviewing accidents within their department in an effort to determine how to prevent similar reoccurrences.
- c. Evaluating the progress of various departmental safety and health programs.
- d. Presenting topics, questions and recommendations to senior leadership.
- e. Disseminating information concerning occupational safety and health to employees.
- f. Performing safety audits and facility inspections.
- g. Other safety and/or loss duties as needed.

The following departments shall have a safety committee: Fire, Police, Utility and Streets, Parks and Forestry.

## **SECTION 4: HAZARD IDENTIFICATION, PREVENTION AND CONTROL**

### **4.01 Worksite Analysis**

Worksite analysis is a combination of systematic actions that provide information needed to recognize and understand existing and potential hazards. While these actions may appear complicated, they likely consist of activities that already are being performed. These actions may include: hazard identification, regular safety and health inspections, employee reports of hazards, injury, and illness trend analysis.

### **4.02 Hazard Identification**

To complete a hazard identification analysis, three components should be considered. First, an inventory of hazards is to be completed. This may best be performed by experts from outside the city who have a broad-based knowledge of our operations while applying concepts of safety and health management. The second component is to complete a change analysis each time there is a change of facilities, equipment, processes or materials. The intended change analysis should be conducted prior to new hazards being introduced. Finally, a routine job hazard analysis should be conducted. This analysis divides a job into tasks and steps and then analyzes the potential hazards associated with each step or task.

### **4.03 Regular Safety and Health Inspections**

General site and field inspections should be performed regularly. Those completing the inspections should be familiar with established policies and be able to recognize new hazards. A City designated employee should be involved whenever possible while conducting the site and field inspections. Regular reports of findings are to be communicated to both employees and managers.

### **4.04 Employee Reports of Hazards**

Employee involvement in the City's Safety Program is imperative. Employees are encouraged to provide suggestions to their immediate supervisor on how to safely and efficiently perform job tasks and duties. Timely follow-up by supervisors is expected.

### **4.05 Injury Trend Analysis**

It is useful to review past workplace injury trends to predict and, therefore, prevent future occurrences. Commonly, trends such as date of injury, mechanism of injury, body part, root cause, etc. are reviewed. Common or obvious trends should be addressed with priority. Injury trends can be completed at the department/division level or can be completed City-wide. Results of the analysis will be communicated with employees, managers and departmental safety committees for recommendations.

### **4.06 Hazard Prevention and Control**

Once major hazards have been identified, control and/or elimination of the hazards is required. Preference is given to elimination or substitution of the hazard whenever possible. However, given the nature of municipal functions, this is not always possible. Therefore, the City must look to controlling the hazards through effective engineering controls (e.g., ventilation), administrative controls (e.g., job rotation) and personal protective equipment controls (e.g., gloves and face

shield). Lastly, preventative maintenance is recognized as an important element to control and prevent most major hazards.

## **SECTION 5: INJURY/ILLNESS REPORTING**

The following procedures for filing occupational injuries will be followed by all Oak Creek employees and volunteers, including employees in federally funded staffing programs, summer help, college students, seasonal help and part-time help. Questions concerning the procedures and forms contained within this section should be forwarded to the Deputy City Clerk at 414-768-6510.

### **5.01 Reporting an Occupational Injury or Illness**

Report Filing: All injuries must be reported to the employee's supervisor no matter how insignificant the injury may seem. All injuries must be reported within **24-hours** of the occurrence or onset or the next business day. For each injury, an Oak Creek *First Report of Injury or Illness Form* (See Attachment 3) must be completed, following the appropriate procedures listed below. Failure to follow this reporting requirement shall result in appropriate discipline.

### **5.02 Emergency Medical Treatment**

For "**serious**" or "**critical**" injuries requiring immediate emergency medical treatment, call **9-1-1**. All medical reports completed by the ER Physician relative to the injury must be turned in to the supervisor, including Return-to-Work Recommendations. All subsequent visits for follow-up treatment must comply with "**Non-Emergency Medical Treatment**" section below.

### **5.03 Non-Emergency Medical Treatment**

For non-emergency work related injuries, employees must do the following: Notify the supervisor immediately of the injury and the need for medical treatment. Complete an Oak Creek *Report of Occupational Injury or Illness Form* and turn it in to the supervisor. Medical treatment should be sought at a City maintained health care clinic, a local Occupational Medicine Clinic, a local walk-in clinic, or the employee's private physician. Regardless of provider, treatment for the injury must be provided on the day of occurrence or as soon as practical. The provider must complete a full Return-to-Work Recommendations Form outlining the diagnosis, work limitations, duration of work limitations and any required follow-up. This form is to be turned in to the employee's supervisor immediately upon being discharged. *The employee will not be allowed to return to work without a release from the treating medical provider.* For work-related injuries occurring outside of normal business hours (e.g., late at night, weekends, holidays, etc.), employees should go to an Urgent Care Facility or local hospital emergency room for treatment. All subsequent visits for follow-up treatment must comply with this section.

### **5.04 Transporting an Injured Employee for Medical Treatment**

If the injury is "**serious**" or "**critical**" in nature such that the employee cannot wait to be treated, call **9-1-1** immediately. Emergency Medical Services staff then takes command of treatment and subsequent transportation of the injured employee. Employees are not to transport other employees if a serious condition is suspected (e.g. chest pain). For all other

injuries (e.g., small scrapes, bumps, bruises) the employee should seek treatment as needed at the nearest City maintained on-site health clinic, walk-in clinic, hospital or emergency facility. If needed, the supervisor or designee shall arrange for transportation of the injured employee for medical treatment. For all follow-up medical treatment or medical treatment outside of normal business hours, the employee (or a friend/relative) will be responsible for transportation.

### **5.05 Injury Investigation**

Following an injury, a supervisory assessment shall be conducted by the appropriate management personnel. It is critical that fault and blame are not topics of the assessment. Rather, an in-depth objective review and assessment of the unsafe acts, conditions or combination thereof, that resulted in the incident shall be performed. An injury assessment report shall be generated using a *Supervisor Review of Injury or Illness Form* (see Attachment 4). The report's recommendations shall be communicated and implemented to the extent possible seeking to avoid future occurrences. Employees may be disciplined for failure to comply with established City or safety work procedures, reporting requirements, or work rules.

**SECTION 6: LIGHT DUTY/RETURN TO WORK** – See the City Personnel Manual for information regarding Light Duty.

### **SECTION 7: EMERGENCY ACTION GUIDELINES**

The following are guidelines that should be used in the event of an emergency. Refer to your facility Emergency Action Plan for specific procedures and refuge areas. Additionally, emergency procedures and places of refuge must be established for "on-road" personnel (Police, Fire, Utility, and Streets, Parks, and Forestry, etc.). Drills shall be conducted at least annually for all facilities.

#### **7.01 Fire**

These general procedures should be followed in the event of a **fire emergency**:

- a. Activate fire alarm (use of pull station, etc.).
- b. Immediately exit your work area using the assigned emergency exit route.
- c. Meet for head count at pre-determined rendezvous point(s).
- d. Re-enter only if/when authorized by Fire Department staff.

#### **7.02 Severe Weather**

These general procedures should be followed in the event of a **severe weather emergency**:

- a. Monitor weather radio for emergency broadcasts.
- b. If severe weather warning is issued covering your area, listen to recommended action from the National Weather Service.
- c. If recommended by the severe weather/tornado warning, seek shelter in lowest level of the building or other area with **no** windows that is centrally located within the building.

- d. Seek shelter under tables, desks, or other structures that will provide protection and cover your head with your hands.

Note: Each department/facility may have specific severe weather protocols to follow.

### 7.03 Bomb Threat

These general procedures should be followed in the event of a **bomb threat**:

1. If you receive a bomb threat via the phone:
  - a. **DO NOT HANG UP THE PHONE**; the call will be disconnected after it is traced.
  - b. Listen to what is said, background noises, etc. **and take notes.**
  - c. Notify Supervisor immediately.
2. If you find a suspicious object or note:
  - a. Do not touch or move the object.
  - b. Notify Supervisor immediately.
3. If notified to check your area:
  - a. Search your workspace for any object that looks suspicious or any object that is not normally in your area.
  - b. Notify Supervisor immediately if anything suspicious is found.
4. You may be notified to evacuate in one of the following ways:
  - a. Through use of fire alarm.
  - b. Announcement by management.

### 7.04 Medical Emergency

These general procedures should be followed in the event of a **medical emergency**:

- a. Call Emergency Medical Services (EMS) – **9-1-1**.
- b. Administer first aid/CPR and AED as instructed under the guidance or as instructed by the dispatch center and continue until EMS arrives.
- c. Report situation to your Supervisor and stay with the afflicted person until help arrives.
- d. Supervisor is to report situation to the Clerk's Office.

### 7.05 Workplace Violence/Shelter-in-Place

These general procedures should be followed in the event of a **workplace violence emergency**:

No City of Oak Creek employee is expected to tolerate vulgar or physically intimidating behavior. If you feel a person has exceeded these bounds, these steps should be followed:

- a. Attempt to place physical barriers between yourself and the other person and seek assistance from a co-worker in the area.

- b. Ask the individual to leave the premises and immediately inform your Supervisor.
- c. If threat level warrants and if individual continues to refuse to leave, call **9-1-1** or initiate silent alarm, if available.
- d. Wait for police to arrive.
- e. If situation escalates or becomes physically combative, initiate a Shelter-in-Place.

#### Shelter-in Place

- a. Initiate a shelter-in-place announcement through the Public Announcement (P. A.) system (where available) and call **9-1-1**.
- b. Employees are to close and lock office doors and turn off the lights.
- c. Employees are to retreat to a secure area within their office and lock the doors.
- d. Employees are to stay quiet and out of sight until an all clear from police is given.

#### **7.06 Abandoned Materials**

Materials such as chemicals, pesticides, refuse, construction debris, etc. are occasionally deposited on city owned property. If city staff discovers such materials, the following procedure must be followed:

- a. **Do NOT go near, touch or otherwise disturb materials in chemical containers that are suspected to contain chemicals or look suspicious.**
- b. Call your supervisor immediately.
- c. Isolate the area using cones, caution tape, etc. and do not let anyone near the dumped materials.
- d. Supervisor is to notify the Fire Department (non-emergency number).
- e. If abandoned material is suspected to be chemical in nature, the Supervisor or his/her designee is to call Milwaukee County Emergency Management to investigate.
- f. Follow Milwaukee County's recommendations.

### **SECTION 8: TRAINING**

#### **8.01 All Employees**

All employees are responsible for reading, understanding and familiarizing themselves with the contents of this manual as soon as practical after its adoption. Training provided by the City will be documented with records maintained for the duration of employment. Training documentation shall include at least the date, name of the trainer, topics covered and names and signatures of attendees.

#### **8.02 New Hires**

All new hires will be instructed how to access this manual online as part of their employee orientation. Additional department training is encouraged and will be supported by the City's management. Employees have a responsibility to seek safety training as well as the City's responsibility to provide training.

#### **8.03 Task and Equipment Specific Training**

More elaborate and job specific training (in addition to this manual) may be required depending



on the job function. Additional training requirements are outlined in Oak Creek's specific health and safety programs (i.e. Bloodborne Pathogens, etc.). Also, departmental specific procedural and use training shall be conducted for employees to safely perform their job functions (e.g., operating and using equipment).

## **SECTION 9: GENERAL SAFETY RULES**

### **9.01 Horseplay**

Horseplay of any kind is prohibited.

### **9.02 Smoking**

No person shall smoke in any city-owned building or vehicle (per Wisconsin Act 12).

### **9.03 Power tools and equipment**

All power tools and equipment shall be shut off when unattended or not in use.

### **9.04 Reporting damage or problems with tools or equipment**

Employees shall report to their supervisor immediately if tools, vehicles, equipment or machinery they are required to operate are not working properly. Employees shall be held accountable for damage to tools, equipment, vehicles, etc. that result from misuse, negligent operation, intentional damage, abuse, failing to report problems, etc.

### **9.05 Wearing apparel and jewelry**

Standards for apparel and jewelry shall be consistent with the City personnel manual, departmental safety standards/policies and the requirements of the job in order to provide safe working conditions.

### **9.06 Alcoholic beverages and controlled substances**

The drinking of alcoholic beverages of any kind during working hours is prohibited. No employee shall report for work or work under the influence of alcohol or controlled substances as defined by Chapter 961 of the Wisconsin Statutes. If an individual's ability to perform his/her job has been impaired, he/she may be disciplined and/or taken home without pay (see Drug Free Workplace Policy and Police, Fire and CDL drug/alcohol policies).

### **9.07 Working in the street**

When working in the street, employees shall wear (as appropriate) approved American National Standards Institute (ANSI) 107/207 retro-reflective clothing as required by Wisconsin Department of Safety and Professional Services (SPS) 332.39 [1] and use the warning lights mounted on vehicles or equipment. Barricades which are used at night must have appropriate retro-reflective properties. A minimum of ANSI Class 2 retro-reflective clothing is required. ANSI Class 3 retro-reflective apparel is recommended for nighttime work and work in high speed roadways.

### **9.08 Vehicle and equipment operation**

All individuals who operate vehicles or equipment on a public roadway shall possess a valid operator's license and any endorsement or certification that may be required for certain types of vehicles or classifications of employment. This license must be carried on the employee's person at all times when working. In the event an employee's driving privileges are suspended or revoked, he/she shall immediately inform his/her supervisor. Such employees are prohibited from operating any vehicle or equipment until such time as their license is restored. "Immediately" shall be interpreted to mean not later than the beginning of the next workday.

### **9.09 Dispute resolution**

In the event a dispute should arise concerning safety, the Oak Creek City Administrator or his/her Designee shall be the final deciding authority.

### **9.10 Radio/stereo headphones**

No radio/stereo headphones or earphones shall be worn when operating any vehicle or equipment or at any other time while working. This includes, but is not limited to MP3 players, IPODS, Discmans or any other audio device designed to transmit sound to the ears. Appropriate hearing protection shall be available and used by employees to perform all job tasks.

### **9.11 Protecting the public**

The public shall be kept away from all work areas that could expose them to a hazard.

### **9.12 Flotation devices**

U. S. Coast Guard approved flotation devices shall be worn at all times while working over water or operating any type of watercraft.

### **9.13 Exposure to human blood and body fluids**

Any employee exposed to human blood, body fluids or other potentially infectious materials must immediately report the incident to their supervisor. Employees whose duties involve exposure to human blood, body fluids or potentially infectious materials are required to use personal protective equipment as required by the Oak Creek Bloodborne Pathogens policy and Department of Commerce regulations.

### **9.14 Hand washing & personal hygiene**

Hand washing is critical to minimizing the spread of germs, disease, and to wash away dirt, oil and other contaminants from your hands..

### **9.15 Sun safety and protection**

It is the responsibility of each employee to consult their physician for questions regarding sun safety and the SPF coverage appropriate for their individual needs. Employees should be sure to drink plenty of water prior to, during and after their shift when working in the sun.

## **SECTION 10: HOUSEKEEPING**

### **10.01 Work area**

It is the responsibility of each employee to keep his/her work area neat and clean and to return all tools, equipment and material to the proper storage location.

### **10.02 Floors & aisles**

All floors, aisles and work and storage spaces shall be kept clean and orderly. Any object that would present a trip/fall hazard, such as electrical cords, boxes, etc., shall be properly stored, secured, etc. Marked walkways shall be provided in storage areas and shall not be used for storage.

### **10.03 Spills/wet floors**

Any substance spilled or observed on the floor that would cause the floor to become slippery or create a trip hazard shall be cleaned up immediately. When floors become wet as a result of weather conditions or cleaning activity, "wet floor" signs shall be placed to warn employees and the public.

### **10.04 Rag storage**

Oily and greasy rags shall be stored in an approved covered metal container provided for that purpose.

### **10.05 Compressed air**

Compressed air shall not be used for cleaning purposes except where reduced to less than 30 PSI and then only with effective chip guarding and personal protective equipment. Compressed air shall never be used to clean oneself.

## **SECTION 11: TOOLS AND EQUIPMENT**

### **11.01 General responsibilities**

It is important to keep all tools and equipment in good working condition. Employees shall inspect all tools and equipment prior to use and report any damaged or defective tools to their supervisor immediately. Always use the right tool for the job and use each tool only for that which it is intended. It is the responsibility of each employee to keep his/her work area neat and clean and to return all tools to the proper storage location.

### **11.02 Maintenance/repair**

When performing maintenance or repair functions, use only approved insulated tools and equipment. When working around energized electrical circuits or equipment, all work shall be performed consistent with the Oak Creek Lockout/Tagout policy.

### 11.03 Grinder operation

When operating a grinder:

- a) No wheel shall be operated without properly installed guards.
- b) The top (tongue) guard shall be adjusted to within 1/4 inch of the grinding wheel. The tool rest shall be adjusted to within 1/8 of an inch of the wheel, but no adjustment shall be made while the wheel is in motion.
- c) Grinding on the flat side of the wheel is prohibited.
- d) Out-of-round wheels shall be dressed before use.
- e) Face shield and safety glasses shall be worn.
- f) Any time the grinding wheel is removed or replaced, it must be ring tested prior to installation.
- g) Stand to the side when the grinder is turned on and grinding wheel is building RPMs.

### 11.04 Mowing/trimming

When mowing or trimming:

- a) ANSI Z87.1 approved safety glasses with side shields or impact goggles must be worn.
- b) Inspect area and remove all debris.
- c) Cut with discharge chute pointed down and in opposite direction of buildings, vehicles play areas and pedestrians.
- d) Always shut engine off before attempting to refuel the engine, clean the discharge chute or make any adjustments to the mower.
- e) Wear steel toe or composite safety shoes or toe guards.
- f) Wear long pants while string/power trimming; shorts are optional when operating riding mowers.
- g) Wear appropriate hearing protection.
- h) Do not use standard mowing equipment on steep slopes. Generally, special attention should be given to any slope greater than 15 degrees.
- i) Approved hearing protection must be worn.

Tree trimming:

When trimming trees or using chain saws: (**NOTE:** All tree work and/or use of chainsaws shall be done in accordance with the provisions of ANSI Z133.1. and/or the most recent safety requirements for arboricultural standards.)

- a) Except in cases of emergency, aerial tree work shall not be performed when trees are wet or during high winds.
- b) Ropes of suitable strength shall be used for lowering of limbs.
- c) Climbing ropes or safety line shall not be used for lowering of limbs.
- d) Remove all tools, hangers and ropes from trees before you leave the job site.
- e) No person shall be grounded with vehicle when working around wires.
- f) Never walk with saw blade in motion.

- g) Walk with guide bar pointing to rear.
- h) Maintenance and refueling shall not be done when saw is running.
- i) Approved hard hats, eye, ear, foot protection and cut resistant chaps shall be worn.
- j) Spectators shall be kept clear of the working area and all streets and sidewalks shall be properly barricaded before work commences.

### **11.05 Lockout and tagging of equipment**

Stop and lockout machinery before attempting servicing, maintenance or placing any body part into the point of operation of any machine or piece of equipment. Never remove a danger sign, lock or tag unless you put it there originally to make repairs. Always check to see if everyone is in a safe position before removing the lockout device, tag and moving, re-energizing or restarting the equipment. Use appropriate signs, locks and lockout devices. All work shall be performed in accordance with Oak Creek's Lockout/Tagout Policy.

### **11.06 Training**

Do not operate, repair or test any machinery, apparatus, tools or other equipment unless you have been properly trained and are authorized to do so. Use required protective equipment. If unfamiliar with a piece of equipment or a procedure, ask for proper instruction on the equipment and/or procedure.

### **11.07 Inspection of vehicles, equipment and tools**

All employees are required to immediately report to their supervisor any unsafe working conditions, procedure or equipment. No vehicle, equipment, tool, etc. shall be operated or used with any safety equipment or device disabled or removed. Remember, until a problem is identified, it cannot be corrected. **NOTE:** Daily inspections of commercial vehicles are required by federal motor carrier laws. A daily inspection is required prior to use of a vehicle or piece of equipment. Employees shall not be allowed/required to use any vehicle or piece of equipment that is unsafe.

### **11.08 Guards**

Never operate machinery or equipment when it is not adequately guarded or when guards are removed.

### **11.09 Gas cylinder storage**

Oxygen, air or any other compressed gas cylinders must be placed in racks or must be secured at all times and properly identified. Compressed gas cylinders must be protected from the weather, heat source and from impact by vehicles or equipment. Oxygen cylinders in storage shall be separated a minimum of 20 feet from fuel gas cylinders unless separated by an appropriate fireproof wall. All lines between cylinders and points of use shall be adequately identified.

### **11.10 Proper grounding**

All electrical equipment must be properly grounded. Never disconnect the ground wire or use an adapter that would negate the effect of the ground.

### **11.11 Extension cords and trouble lights**

When using extension cords, make sure they are UL approved, in good condition, properly grounded and of the proper size to handle the amperage. Trouble lights shall be equipped with globe guards and non-metallic sockets. Extension cords shall not be used in place of permanent wiring.

### **11.12 Operating drills and drill presses**

- a) Avoid wearing loose gloves, clothing or jewelry.
- b) Always wear ANSI approved eye and hearing protection..
- c) Material shall be clamped or otherwise fastened to the drill press bed, not held in the hand.

## **SECTION 12: MOTOR VEHICLE USE, FLEET SAFETY AND OPERATION**

### **12.01 General responsibilities**

All employees and volunteers driving City-owned vehicles, those using their personal vehicles for City business, or operating heavy construction equipment must comply with the Motor Vehicle Use Policy, all applicable state and local laws, and department safety and work rules.

See City of Oak Creek Motor Vehicle Use Policy: Attachment #2

### **12.02 Seat belt/shoulder harness use**

Seat belts and shoulder harnesses shall be worn while operating or riding in Oak Creek owned commercial and fleet vehicles, personal vehicles while on duty and when operating large turf and construction-type equipment that has been equipped with a manufacturer's installed seat belt and a rollover protection (ROP) feature. Inoperative or missing seat belts and/or harnesses shall immediately be reported to the supervisor. The vehicle or equipment shall not be operated until the repairs have been made.

### **12.03 Use of prescribed medications**

Employees taking medication, or with a medical condition which may adversely affect their ability to perform their job in a safe manner, are required to immediately inform their supervisor. The City of Oak Creek has the right to require that the employee provide medical information that describes, to the city's satisfaction, any limitations or side effects affecting employment.

### **12.04 Driver responsibility**

The driver/operator of a vehicle or heavy construction equipment is responsible for:

- a) Keeping the interior of the vehicle clean and free of trash, dirt, mud, papers or any type of debris, etc.
- b) Promptly reporting any problems that could affect the safe or proper operation of any vehicle or equipment and completing necessary forms.

## 12.05 Reporting accidents

**NOTE: Do not discuss the accident with anyone other than a representative of Oak Creek or the Police. Do not admit liability or indicate that Oak Creek will take responsibility or will pay any bills. If a citizen wishes to file a claim against the City of Oak Creek, they should be referred to the City Clerk's Office.**

### Employee Responsibility

- a) Contact Police Department, follow the direction of Police Department staff.
- b) Request medical assistance, if necessary.
- c) Notify supervisor

### Supervisor Responsibilities

- a) If major property damage or medical attention is needed, contact Police Department
- b) If minor property damage only
  - 1) Take photos
  - 2) Complete detailed written report of incident
    - a) Obtain statements from parties involved
    - b) Obtain witness statements
  - 3) If a tow is involved, contact the Deputy Clerk immediately (and/or City Administrator and/or Police Department)
- c)
  - 1) If a privately-owned building is involved, contact the Police Department and Deputy Clerk
  - 2) If a city-owned building is involved, contact the Deputy Clerk

### Supervisor Responsibility to Report

- a) In case of a non-personal injury accident involving equipment, ensure that the appropriate accident report is forwarded to the Deputy Clerk's Office within twenty-four (24) hours (next business day for weekends and holidays) of the accident.
- b) In cases involving an accident with personal injuries, the Deputy Clerk or his/her designee shall be telephoned immediately.
- c) Personal injury accidents shall be reported by the Police Department. In addition, accident reports must be forwarded to the Deputy Clerk's Office as described above.

## 12.06 Use of Oak Creek owned vehicles and equipment for personal use

Oak Creek employees shall not use any Oak Creek owned or leased vehicle or equipment for personal use without the verbal or written permission of the Oak Creek City Administrator. Misuse may result in disciplinary action up to and including termination.

## 12.07 Parking vehicles

When parking conventionally equipped vehicles or equipment, the driver shall abide by the law.

### **12.08 Backing vehicles and equipment**

Whenever possible avoid backing a vehicle or piece of equipment. However, when a backing maneuver is necessary the employee must: 1) use a spotter to guide them, or 2) use the get-out-and-look (G.O.A.L) technique and physically walk around the vehicle or equipment to look for obstacles and/or backing hazards prior to maneuvering the vehicle. Drivers are always accountable for backing maneuvers.

## **SECTION 13: FIRE SAFETY/FLAMMABLE LIQUIDS**

### **13.01 Emergency fire/evacuation plans**

Each facility must have and post a fire/emergency evacuation plan. The plan must include: adequate warning measures for alerting all persons in the area of the existence of a fire or other emergency; rapid reporting to the fire department; evacuation of affected personnel and visitors from areas involved in a fire; procedures for containing the fire insofar as it is safe to do so and, particularly only to the extent that it is possible to maintain safe exit for personnel so engaged; instruction of personnel who regularly work there concerning the location and proper use of fire extinguishers and in the duties they are to perform in given fire situations; and adequate fire extinguishing equipment that is annually inspected by a responsible authority.

### **13.02 Emergency exits**

Exits shall not be locked (chained or otherwise) so as to impede proper evacuation. Exits shall be marked/illuminated in accordance with applicable state statutes and local ordinances.

### **13.03 Storage of fire equipment**

Fire extinguisher/hoses shall be prominently displayed, labeled for usage and kept clear for easy access at all times.

### **13.04 Discharged fire extinguishers**

Discharged fire extinguishers shall not be returned to their storage site. Discharged extinguishers shall be tagged and reported to the supervisor at once so that they can be recharged or replaced.

### **13.05 Vehicle fire extinguishers**

Designated vehicles (including powered industrial trucks) and equipment shall be equipped with portable fire extinguishers.

### **13.06 Reporting equipment problems**

If an employee notices a fire extinguisher with a low pressure gauge reading or an expired inspection tag, they shall notify their supervisor at once so that the proper maintenance and testing can be performed.

### **13.07 Monthly inspections**

The department manager or his/her designee shall ensure that fire extinguishers are inspected monthly and documented on extinguisher tags.



### **13.08 Use of fire extinguishers**

In case of fire, be sure to activate the alarm, get others out and call the fire department before attempting to extinguish the fire. Employees shall not use a portable fire extinguisher unless properly trained.

### **13.09 Storage of flammable liquids**

Flammable liquids shall be stored in accordance with the Flammable Liquids Code NFPA 30 AND 30A and the directives of the fire department. No storage of flammable or combustible materials shall be allowed in furnace or boiler rooms.

### **13.10 Use of safety containers**

Gasoline and other flammable liquids shall be kept in approved safety containers, stored in a flammable liquid storage cabinet and be properly labeled.

### **13.11 Use of non-flammable cleaners**

Gasoline or other solvents shall not be used to clean hands or parts. A non-flammable cleaner will be furnished and must be used.

### **13.12 Smoking**

Smoking or open flames are absolutely prohibited in areas where flammable liquids are present.

### **13.13 Use of artificial lights**

No artificial lights, except UL approved electric flashlights, shall be used near escaping gasoline or other flammable vapors. (**NOTE:** Entry to a confined space must be done in compliance with the confined space entry procedures.) If you are unsure about the safety of the atmosphere, stay out of the area and call your supervisor and the fire department; they will check the atmosphere.

### **13.14 Burning**

Burning shall be done in strict compliance with local ordinances. Caution must be observed.

## **SECTION 14: MATERIAL HANDLING**

### **14.01 Lifting**

When lifting:

- a) Lift heavy objects with legs, not with the back. Bend your knees and pivot your feet keeping your back straight when changing direction.
- b) Maintain proper balance while keeping the back as straight as possible. Keep elbows close to body.
- c) If the object is too heavy to handle safely alone, get help.
- d) If the load obscures your vision, check the area to ensure that your intended path is free of obstructions.

#### **14.02 Stacking material**

When piling materials make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high (use shoulder height as a guideline). Keep aisles clear and with adequate space to work in them.

#### **14.03 Suspended loads**

Employees shall never work under a suspended load or leave equipment unattended with a suspended load.

#### **14.04 Riding on a hoisting device**

Employees shall never ride on a cable, sling, chain or other hoisting device, or on material being moved by means of a crane.

#### **14.05 Use of chemicals, pesticides, herbicides and fungicides**

**NOTE:** All chemicals must be used in strict compliance with manufacturer's instructions and applicable Federal, State and local laws, regulations and ordinances. Read and follow manufacturer's directions and Safety Data Sheets (SDS). Wear protective clothing as recommended by the manufacturer and consistent with the Oak Creek's PPE assessment, which might include: gloves, boots, hats, goggles, long sleeve shirt, apron pants, face protection and a respirator.

- a) Mix only what you need. Excess chemicals must be disposed of or marked and stored as recommended by the manufacturer.
- b) Notify your supervisor at once of any spillage of chemicals.
- c) Dispose of containers in accordance with State and Federal regulations.

### **SECTION 15: PERSONAL PROTECTIVE EQUIPMENT**

Employees are required to use personal protective equipment (PPE) whenever they may be exposed to a hazard that could cause bodily injury through hazardous processes, environments, chemical hazards, radiological hazards, or mechanical irritants through absorption, inhalation, or physical contact. Employees must maintain their PPE according to manufacturer requirements. Additional specific PPE requirements are outlined in Oak Creek's PPE policy.

### **SECTION 16: CONSTRUCTION SAFETY**

#### **16.01 Digger's hotline**

Employees are required to contact their supervisor prior to any excavating, installing a sign or post or auguring a hole and must follow all established practices within the department. The location of underground wires and utilities shall be determined by calling "Digger's Hotline" at **(800) 242-8511**. In situations where the work is being done on Oak Creek property, the location of all private utilities shall be located (i.e. cable, water).

### **16.02 Work zone protection**

- a) All work zones in the roadway, on the right-of-way, in designated parking areas or on a sidewalk shall have the proper warning signs and be barricaded in accordance with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) and Wisconsin supplement.
- b) If you are unsure of the proper method for barricading and signing a work zone, you must contact your supervisor immediately.
- c) ANSI 107/207 approved retro-reflective clothing shall be worn as required by SPS 332.39.
- d) The cab of each vehicle that is involved in work zones shall contain the most recent version of the "*Work Zone Safety*" laminated handbook and most recent version of the "*Flagger's Handbook*" (if conducting flagging operations).

Should there be a dispute as to whether or not a job site in the street, parkway or sidewalk is adequately marked, the supervisor shall be the deciding authority. All signs or devices that are not needed shall be removed or covered. All work zone setups shall be documented.

### **16.03 Trenching & excavations**

- a) Excavations and trenches of up to five (5) feet in depth in hard or compact soil shall be adequately sloped. Those in excess of five (5) feet in depth or those in unstable or soft material where employees will be working or in all excavations in which employees are exposed to danger from unstable ground, shall have the sides supported by a protective system per Occupational Safety and Health Administration (OSHA) 29 CFR 1926.650-652 and SPS 332.38. All trench excavation operations shall be conducted as prescribed in the Oak Creek's Excavation and Trenching Program. For additional information, refer to the Oak Creek Water and Sewer Utility Excavation Program.

### **16.04 Slippery conditions**

When weather or water main breaks cause slippery conditions, sand or salt shall be used to improve traction in the work area.

## **SECTION 17: WORKING IN CONFINED SPACES**

### **17.01 Confined space entry**

Any employee required to enter a manhole or other confined space shall be properly trained, thoroughly familiar with and obey provisions of OSHA 29 CFR 1910.146, SPS 332.28, 332.29 (Wisconsin Department of Safety and Professional Services), and the appropriate departmental Confined Space Entry Program (Utility/Fire). A confined space is one that is so enclosed that dangerous air contamination therein cannot be prevented by natural ventilation through openings in the enclosure. Examples would be closed storage tanks, storage bins, duct work, sewers, tunnels, vaults, manholes, valve chambers and even open pits. For additional information, refer to the appropriate department's Confined Space Entry Policy.

## **SECTION 18: LADDERS, STEP STOOLS AND SCAFFOLDING**

Refer also to the City of Oak Creek's Fall Protection Policy.

### **18.01 Use around electrical circuits**

Never use a metal ladder when working around electrical circuits, wires, changing light bulbs, etc.

### **18.02 General provisions**

Never stand on or above the second step from the top of a stepladder or the third rung from the top of a straight ladder. Wood ladders shall not be painted. Ladders shall have approved non-skid feet.

### **18.03 Weight rating**

Always check the weight rating of the ladder to ensure the ladder can safely carry your weight plus the load you are carrying. Type II (commercial grade) ladders are recommended rather than household Type II ladders. No more than one person shall be on a ladder at a time.

### **18.04 Scaffolding**

Scaffolding four feet to ten feet high, that have a minimum horizontal dimension in either direction of less than 45 inches and scaffolding over ten feet high, shall have toe boards, midrails and handrails.

### **18.05 Equipment inspection**

Always check ladders, step stools and scaffolding thoroughly before use. Check for broken or loose rungs, side rails or braces. Never use makeshift ladders or scaffolding.

### **18.06 Placement and securing of ladders**

When using ladders, set them on a firm, dry base at the proper angle. The distance between the foot of the ladder and the wall it rests against should be equal to about 1/4 the distance to the support point of the ladder. Ladders should extend three feet past the support point. When possible, secure ladders in place with ropes, hooks, spikes or other anti-slip devices. Always be careful of the placement of the ladder. Avoid placing ladders within the arc of a swinging door (unless the door is locked), near blind corners or where it could be in the path of vehicles or equipment. Use signs or barricades to alert others.

## **SECTION 19: FIRST AID**

### **19.01 First aid supplies/reporting of injuries**

The City of Oak Creek provides first aid supplies for the temporary treatment of minor injuries such as cuts, scratches, etc. All employees should know the location and use of the supplies. All injuries, however small, shall be treated to prevent infection. Report all injuries to your supervisor. As first aid supplies are used, replacements should be requested. The department head or his/her designee shall ensure that all first aid kits are inspected and restocked on a monthly basis. First aid kits shall be stocked with items designed to deal with the specific injuries expected to be encountered at the work site as required by ANSI Z308.1.

## **SECTION 20: OFFICE SAFETY**

### **20.01 Housekeeping**

It is each employee's responsibility to keep their workstation and work area neat and free from clutter. Furniture such as tables, desks and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc. Report any loose or rough floor covering. Worksites should be kept free of materials and conditions that may cause injury.

### **20.02 File drawers**

All file, desk or table drawers shall be kept closed when not in use. Never open more than one file cabinet drawer at the same time. Never overload top file cabinet drawers. File cabinets must be secured to a wall; multiple, free-standing cabinets should be bolted together.

### **20.03 Ladders**

Never use chairs, desks, tables or other office furniture in place of a ladder or step stool.

### **20.04 Chairs**

Employees should not recline in office chairs that are not intended for that purpose. Only 5-caster chairs should be used.

### **20.05 Ergonomics**

A "one size fits all" policy is not sound practice when establishing an office workstation. Be sure to keep all frequently used items within arm's reach. Also, set up the workstation to avoid reaching overhead repeatedly to retrieve items. Computer monitors are generally kept at an arm's length distance away, keeping the head and neck in a neutral posture. Keyboards and mouse units should be height adjustable. Chairs should be comfortable and adjusted for proper posture. Lastly, a headset or modified handset is advisable for heavy phone usage. Refer to Oak Creek's Ergonomics Policy for more information.

### **20.06 Doors and blind corners**

Be cautious when approaching a door that can be pushed toward you. Use caution when pushing a door open and slow down when approaching a blind corner.

### **20.07 Paper cutters and office hazards**

Care should be exercised when using and storing scissors, paper cutters, razor blades, etc. Keep the blades of paper cutters closed when not in use. Also make sure paper cutters are equipped with awareness guards.

### **20.08 Electrical cords**

Electrical cords shall be placed to avoid creating a trip hazard. If a cord must cross a pedestrian walkway, it should be enclosed in an appropriate track and secured to the floor. Frayed, worn or broken electrical cords shall not be used and reported immediately to your supervisor. Extension cords shall not be used in place of permanent wiring.

### **20.09 Electrical plugs**

When removing an electrical plug from a receptacle, pull by the plug not the wire.

### **20.10 Portable Heaters**

Use of a portable heater must be approved by the department manager or supervisor. Portable heaters shall be UL listed, properly grounded, and have tip-over protection. Do not store anything within three feet of the unit and keep stacks of paper, wood or other combustibles such as drapes or clothing away from the unit. Care must be given to ensure that heaters are turned off and unplugged at the end of each work day.

### **20.11 Candles**

Burning candles or using hot plates is prohibited.

## **SECTION 21: WELDING**

### **21.01 General requirements**

All welding, cutting and brazing shall be performed in a manner consistent with SPS and OSHA 29CFR 1910.251-.255 regulations.

### **21.02 Personal protective equipment**

Welder's safety equipment suitable for the materials being used is required. This includes, but is not limited to, flame resistant clothing, respirators, face shield and goggles.

### **21.03 Fire protection**

All work shall be performed in compliance with National Fire Protection Association (NFPA) Standard 51B. The welding area is to be inspected before and after completion of work for fire or other hazards. Immediate access to an approved type of portable fire extinguisher is required.

### **21.04 Shields**

The work area must be surrounded with approved shields when persons in surrounding areas could be affected and to protect adjacent combustible materials. Shields shall not seriously impede required ventilation.

### **21.05 Ventilation**

Adequate general or local ventilation must be maintained.

### **21.06 Work in confined spaces**

Welding, cutting or brazing in confined spaces requires air replacement with respirable air to replace withdrawn air or the use of NIOSH approved air-line respirators or hose masks. All work in confined spaces shall be performed in compliance with the Oak Creek Water and Sewer Utility Confined Space Entry Program.

### **21.07 Approved lighters**

Only approved type of lighter may be used to light the blowpipe.

### **21.08 Flash back valves**

All acetylene tanks shall be equipped with flash back valves and acetylene tanks shall not be used if the pressure exceeds 15 pounds.

### **21.09 Hot work permit**

When welding in a confined space or near hazardous chemicals, a Hot Work Permit must be completed.

### **21.10 Equipment storage**

Compressed gas cylinders used for welding must be sufficiently bled of any pressure to the regulator and/or lines and must be completely turned off when not in use.

## **SECTION 22: POWERED INDUSTRIAL TRUCKS**

Only authorized, trained and certified personnel shall operate powered industrial trucks or vehicles with fork attachments used to carry, lift, load or stack. Re-certification shall be conducted at least every three years. Refer to Oak Creek's Forklift Policy for details.

## **SECTION 23: ELECTRICAL WORK**

### **23.01 Electrical work**

All electrical work shall be in compliance with the most recent edition of the National Electric Code (NEC) and SPS 316.

### **23.02 Trained employees**

Only employees with skills and knowledge related to the construction and operation of electrical equipment and installations and who have received safety training to recognize and avoid the hazards involved shall do electrical work.

### **23.03 Working "live"**

Electrical equipment and lines shall always be considered to be "live" unless they are positively known to be de-energized and are grounded or are verified as "not live" with testing equipment. Working on live equipment shall be limited to the extent possible. **When live work must be conducted, as in the case of troubleshooting, NFPA 70E protocol/procedures and associated PPE shall be worn.**

### **23.04 Energized equipment**

Energized equipment or wires shall never be left unguarded.

### **23.05 Lockout/Tagout**

All employees must follow the Oak Creek Lockout/Tagout Policy.

## **SECTION 24: AERIAL BUCKET USE**

### **24.01 Conducting work**

All work shall be conducted as if the truck, boom and aerial bucket were not electrically insulated.

### **24.02 Aerial bucket operator**

Operators of aerial buckets shall exercise extreme caution when operating such devices in close proximity to energized lines or equipment.

### **24.03 Before starting work**

Before starting work the operator shall ensure that all ground level and bucket controls are in proper working order.

### **24.04 Maneuvering the bucket**

When the boom must be maneuvered, the bucket operator shall always face in the direction in which the bucket is being moved.

### **24.05 Employee positioning**

Work shall only be done while standing on the floor of the bucket.

### **24.06 Entering/leaving bucket**

Employees shall not enter or leave the bucket by walking the boom.

### **24.07 Authorized and trained operator**

Only trained and authorized employees shall be allowed to operate the controls and be carried aloft in the aerial bucket.

### **24.08 Work zone protection**

The vehicle's warning lights shall be used at all times while work is being done on road right-of-way. A work zone that meets the MUTCD guidelines must be established when working in roadways and their right-of-ways.

### **24.09 Travel**

No employee shall be transported more than 100 feet while in the bucket. The bucket must be in a stowed position and the driver may not travel more than five miles per hour. Employee must be in a personal fall protection system that restrains the employee in the bucket.

### **24.10 Body harness**

Employees in the bucket shall wear a full body harness at all times that is tied off to a lanyard that is connected to an anchor point.

## **SECTION 25: CRANES AND HOISTS**

### **25.01 Trained employees**

Only trained, designated employees shall operate cranes and hoists.



**25.02 No riding on equipment**

No person shall be permitted to ride the hook, sling or load of any equipment.

**25.03 Hoist and rail load limits**

Hoist load limits, as specified by the manufacturer, shall be clearly marked and shall not be exceeded under any circumstances. Hoist rail load rating shall be conspicuously marked.

**25.04 Under a load**

No one shall be under a suspended load or inside the angle of a winch line.

**25.05 No unattended loads**

Suspended loads shall not be left unattended without permission of the supervisor.

**25.06 Inspection**

A thorough, monthly, written inspection report shall be completed on each crane and hoist. In addition, prior to each use, all control mechanisms, safety devices, attachments and brake systems shall be checked. Each crane shall be professionally inspected annually.

**25.07 Designated observer**

An employee shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.

**25.08 Tag line**

When guiding a suspended load into position, a non-conductive rope or tag line shall be used to permit maintenance of a safe distance from the drop zone. Also, a tag line can assist in case a suspended load should fall or contact an electrical power source.

**SECTION 26: SLINGS, ROPES AND CHAINS****26.01 Load limits**

Load limits as specified by the manufacturer shall not be exceeded under any circumstance. In addition, load limits as specified in 29 CFR 1910.184 shall not be exceeded. Each sling will have a permanently attached, durable tag stating the size, grade, rated capacity and reach.

**26.02 Wire Rope Slings**

Wire rope slings shall be immediately removed from service if any of the following conditions are present:

- a) Ten randomly distributed broken wires in one rope lay or five broken wires in one strand in one rope lay.
- b) Wear or scraping of one-third the original diameter of outside individual wires.

- c) Kinking, crushing, bird caging or any other damage resulting in distortion of the wire rope structure.
- d) Evidence of heat damage.
- e) End attachments that are cracked, deformed or worn.
- f) Hooks that have been opened more than 15 percent of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook.
- g) Corrosion of the rope or end attachments.

When working with wire rope and applying U-clips, remember to “Never Saddle a Dead Horse”. This means the U-bolt goes around the “dead-end” of the wire rope while the saddle of the U-clip goes around the live end. Torque to manufacturer’s recommendations.

### **26.03 Inspection**

Each day before use, all slings, lifting apparatus and equipment shall be inspected for damage or defects. Damaged equipment shall immediately be removed from service. Hooks shall be in good working condition with positive means of closure unless designed otherwise from the manufacturer.

### **26.04 Appearance of rope**

The outward appearance of rope shall not be accepted as proof of its condition. The rope shall be untwisted at various places and inspected for poor fiber and dry rot.

### **26.05 Unrated chains**

Unrated chains shall not be used for hoisting or lifting anything overhead. Only Grade 8 rated chain or better shall be used for lifting. Unrated chains shall be removed from service.

### **26.06 Repair of slings and chains**

Only the manufacturer shall repair and proof-test slings and chains. Welding or any other modification of chain, wire rope or hooks is prohibited. Makeshift links or fasteners formed from bolts or rods, or other such attachments, shall not be used.

### **26.07 Suspended loads**

Do not place any part of your body under a suspended load.

### **26.08 Storage**

All slings shall be stored in a clean, dry area to prevent corrosion. Additionally, slings must never be stored on the floor or in any other area where physical damage is possible.

## **SECTION 27: FALL PROTECTION**

For details, refer to Oak Creek’s Fall Protection Policy.

### **27.01 Fall arrest equipment**

#### **I. General**

When exposure to an elevated fall hazard cannot be prevented through engineering controls, personal fall arrest equipment shall be used to control the fall. Refer to the Oak Creek Fall Protection Policy for details.

#### **II. Use**

Personal fall arrest equipment shall be rigged such that an employee can neither free fall six feet, nor contact any lower level. Fall arrest systems are to be installed and used in accordance with OSHA 29 CFR 1926.502 and manufacturer's recommendations.

### **27.02 Fall protection systems**

Fall protection systems (railings) shall be used whenever there is potential to fall four feet or more.

### **27.03 Surfaces**

All surfaces shall be free of debris, holes, loose boards, protruding fasteners and liquids and shall allow for free movement of traffic and pedestrians, as is practical and reasonable.

### **27.04 Lanyards, ropes, positioning device systems and lifelines**

All lanyards, ropes, positioning device systems and lifelines shall be inspected in accordance with the manufacturer's recommendations prior to use. The inspection shall be documented and damaged equipment shall be removed from service immediately.

### **27.05 Training**

Employees required to wear fall protection equipment shall be trained on the safe and proper use of the equipment prior to use.



**OAK CREEK**  
— WISCONSIN —

**CITY OF OAK CREEK  
SAFETY MANUAL  
EMPLOYEE ACKNOWLEDGEMENT CERTIFICATION  
(Return to Supervisor)**

I, \_\_\_\_\_ hereby certify that I have been provided with a copy or have access to the City's Safety Manual and that it is my responsibility to thoroughly read and understand the contents of Manual, its rules, restrictions and provisions. I further understand that failure to comply with the rules, restrictions and provisions contained herein may result in disciplinary action up to and including termination and potential serious injury to myself, co-workers and the public.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

Questions for Supervisor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Questions addressed from above? If so, sign below.**

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

City of Oak Creek  
Motor Vehicle Use Policy

- I. Purpose: This policy is established to create a uniform standard governing the privilege of operating vehicles and/or equipment within the scope of employment.
  
- II. Policy: All employees and volunteers driving City-owned vehicles and those using their personal vehicles for City business, must comply with all applicable state and local laws, as well as City and department safety and work rules.
  - a. Use of Personal Vehicles on City Business
    - i. Use of personal vehicles requires prior approval of the department head.
    - ii. Employees must maintain an approved and valid driver's license at all times, as well as a satisfactory driving record.
    - iii. Proof of insurance:
      - 1. Minimum acceptable liability insurance limits can be found in the Ordinance Establishing Automobile Liability Insurance Policy Limits. Alternatively, employees can provide an umbrella policy with coverage limits equal to or greater than the stated amounts.
      - 2. Acceptable proof of insurance must be provided to the Human Resources office on or before January 31st of each year or within 10 days of any request. Employees must continue to provide the HR department with a new insurance certificate each time their auto policy is renewed.
      - 3. In the event an employee has an accident in a personal vehicle on City time or in the course of City business, the employee's insurance is primary.
      - 4. It is the employee's responsibility to inform their insurance carrier of the circumstances under which the vehicle is operated.
    - iv. Any employee, officer or elected official that receives a car allowance shall use his or her personal vehicle exclusively for City business and shall not use City owned vehicles for City business unless authorized by the City Administrator, or designee.
    - v. The right to operate a motor vehicle on City business may be withdrawn at the discretion of the City.
    - vi. Employees required to provide their own vehicle will be reimbursed on a per mile basis per the IRS rate. All maintenance, operating, insurance and other expenses of the employee's vehicle are the responsibility of the employee. It is the employee's responsibility to maintain their vehicle in such a manner as to ensure safe operation.
    - vii. It is the employee's responsibility to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on City business. Failure to comply with this requirement shall result in disciplinary action, up to and including termination.
    - viii. Failure to comply with City policy, loss of driving privileges, or

fraudulent reporting of vehicle use could result in disciplinary action and/or loss of the privilege to operate a vehicle on City business. Loss of driving privileges will be reviewed on a case-by-case basis. The City will, on a periodic basis, review the driving record of all employees that are required to drive in the course of their employment.

b. Use of City-Owned Vehicles

- i. The operation of a City-owned vehicle is a privilege which may be withdrawn at any time at the sole discretion of the City. In order to operate a City vehicle of any type, an employee must comply with the following:
  1. Maintain an approved and valid driver's license at all times as well as any endorsement or certification that may be required. The license must be carried at all times.
  2. Immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on City business. Failure to comply with this requirement shall result in disciplinary action, up to and including termination.
  3. Maintain a satisfactory driving record.
  4. Drivers shall familiarize themselves with operations and use of the City vehicles and shall review the safety checklist for operation of the vehicle.
  5. The windows and interior of all vehicles shall be kept clean at all times. The driver of the vehicle is responsible for ensuring that the interior of the vehicle is free of litter and other debris at the end of each day.
  6. Supervisors may inspect vehicles on a random basis.
  7. City employees are not authorized to allow non-employees to ride in or on any City vehicle without approval of the Department Head.
  8. Drivers shall report to their supervisor in writing if vehicles are damaged or not working properly. Drivers shall be responsible for any damage to vehicles that result from misuse, negligent operation, intentional damage, or failing to report problems with the vehicle.
  9. Consumption of alcoholic beverages or controlled substances prior to or during the operation of a City vehicle is prohibited.
  10. Backing of vehicles which do not have a clear rear view will be done with the assistance of a guide, if available. If a second person is in the vehicle, he/she will get out and guide the vehicle back using appropriate hand and voice signals. If the driver is alone, he/she will get out of the vehicle and inspect the area before backing.
  11. While working on or near public roadways, employees shall use the warning lights mounted on vehicles.

12. No radio headphone or stereo headphone or earphones shall be used when operating any vehicle, including MP3 players, iPods, Discmans or other similar audio devices.
  13. Seat belts and shoulder harnesses shall be worn while operating or riding in a City vehicle or personal vehicle while in the course of employment or volunteer duties. Inoperative or missing seat belts and shoulder harnesses shall immediately be reported to the supervisor and the vehicle shall not be operated until repairs are made.
  14. When possible, city vehicles should be fueled at the Streets Department fueling station rather than at a public gas station.
- c. Pre-Employment Driving Standards
- i. In order to meet the minimum requirements for employment with the City for a position which requires the operation of a motor vehicle, the applicant must be evaluated through the Driver Record matrix developed by the Safety Committee and must meet the requirements as set forth in the Driver Record Matrix.
- d. Vehicle/Equipment Operator's Orientation Checklist
- i. Supervisors are responsible for training new and existing employees regarding the proper use, maintenance and operation of City vehicles and equipment. No employee should be instructed to operate a vehicle which he/she has not been adequately trained to operate.
  - ii. Employees shall receive instructions on the following items during the employee orientation:
    1. Proper use of the vehicle or equipment (i.e. windows, turn signals, wipers, headlights, safety equipment, controls, attachments).
    2. Procedures for operating the vehicle or equipment on the roadway (i.e. operating characteristics, blind spots, maintenance requirements, braking, etc.).
    3. Backing procedures.
    4. City policy regarding the prohibition regarding non-employee passengers,
    5. Employee shall receive a demonstration of vehicle/equipment operation.
    6. Vehicle parking protocol.
    7. Approved uses of City vehicles.
    8. Procedures to be followed when involved in a vehicle accident.
    9. Procedures to be followed to report equipment defects.
    10. Procedures to be followed in the event of vehicle/equipment breakdown.
    11. Proper care and responsibility for vehicle and equipment maintenance.
  - iii. Road Test: Following the orientation the supervisor may conduct a road

# CITY OF OAK CREEK – EMPLOYEE’S FIRST REPORT OF INJURY OR ILLNESS

**EMPLOYEE**

Employee Name (First, Middle, Last)		Sex <input type="checkbox"/> M <input type="checkbox"/> F		Employee Home Telephone No. (     )	
Employee Home Street Address			City	State	Zip Code
Birth Date		Date of Hire	County and State where accident or exposure occurred		
Injury Date Mo / Day / Yr	Time of Injury <input type="checkbox"/> am <input type="checkbox"/> pm	Last Day Worked Mo / Day / Yr	Date Employer Notified Mo / Day / Yr	Shift working at time of incident (ie 7:00 – 4:00)	<input type="checkbox"/> Did you leave work? <input type="checkbox"/> Estimated Date of Return
Incident Number (OC PD / FD only)		Location where injury occurred – be as specific as possible.			

**INJURY INFORMATION**

Were you or do you anticipate being treated by a medical professional for this injury or illness?     Yes     No

Were you hospitalized for this injury or illness?     Yes     No

Name and address of medical professional and/or Hospital:

### AREA INJURED

1 <input type="checkbox"/> Head 2 <input type="checkbox"/> Eye            L <input type="checkbox"/> R <input type="checkbox"/> 3 <input type="checkbox"/> Back 4 <input type="checkbox"/> Shoulder        L <input type="checkbox"/> R <input type="checkbox"/> 5 <input type="checkbox"/> Arm              L <input type="checkbox"/> R <input type="checkbox"/> 6 <input type="checkbox"/> Elbow            L <input type="checkbox"/> R <input type="checkbox"/> 7 <input type="checkbox"/> Wrist            L <input type="checkbox"/> R <input type="checkbox"/> 8 <input type="checkbox"/> Hand             L <input type="checkbox"/> R <input type="checkbox"/>	9 <input type="checkbox"/> Finger: Specify  _____ 10 <input type="checkbox"/> Chest 11 <input type="checkbox"/> Abdomen 12 <input type="checkbox"/> Pelvis 13 <input type="checkbox"/> Hip              L <input type="checkbox"/> R <input type="checkbox"/> 14 <input type="checkbox"/> Leg              L <input type="checkbox"/> R <input type="checkbox"/>	15 <input type="checkbox"/> Knee            L <input type="checkbox"/> R <input type="checkbox"/> 16 <input type="checkbox"/> Ankle           L <input type="checkbox"/> R <input type="checkbox"/> 17 <input type="checkbox"/> Foot             L <input type="checkbox"/> R <input type="checkbox"/> 18 <input type="checkbox"/> Toe: Specify  _____ 19 <input type="checkbox"/> Other
---	---	--

### TYPE OF INJURY

1 <input type="checkbox"/> Abrasion 2 <input type="checkbox"/> Amputation 3 <input type="checkbox"/> Bite  _____ 4 <input type="checkbox"/> Bruise 5 <input type="checkbox"/> Burn 6 <input type="checkbox"/> Concussion	7 <input type="checkbox"/> Cut / Laceration 8 <input type="checkbox"/> Foreign Body 9 <input type="checkbox"/> Fracture 10 <input type="checkbox"/> Hearing Impaired 11 <input type="checkbox"/> Infection 12 <input type="checkbox"/> Pain  _____	13 <input type="checkbox"/> Puncture 14 <input type="checkbox"/> Rash / Dermatitis 15 <input type="checkbox"/> Respiratory 16 <input type="checkbox"/> Strain / Sprain 17 <input type="checkbox"/> Other  _____
---	---	---

**Injury Description:** Describe your activities when injury or illness occurred and what tools, machinery, objects, chemicals, etc. were involved. (Use additional page if necessary).

What happened to cause this injury or illness? (Describe how the injury occurred. Use additional page if necessary).

Describe your injury or illness. (State the part of body affected and how it was affected. Use additional page if necessary).

Additional Page(s) attached.

Witness(es) – Names of all employees and non-employees who witnessed your injury or illness. (Use additional page if necessary).

**SIGNATURES**

Employee Signature:			Date Signed
Supervisor Signature:			Date Signed
Report Submitted By:	Work Phone Number:	Position:	Date Submitted:



**CITY OF OAK CREEK - SUPERVISOR REVIEW OF INJURY OR ILLNESS**

Employee Name (First, Middle, Last)	Injury Date Mo / Day / Yr
-------------------------------------	------------------------------

*This form is to be completed by the employee's supervisor. Please provide information that will supplement the employee's report, noting circumstances which may have contributed to the injury or illness, such as weather conditions, use of protective safety equipment, etc. Be thoughtful and thorough, seeking to identify operations, procedures, use of equipment or modification that could help reduce future incidents.*

**UNSAFE ACT / CONDITION:**

- |  |   |
|--|---|
| <input type="checkbox"/> Housekeeping<br><input type="checkbox"/> Work Practices<br><input type="checkbox"/> Safeguarding devices<br><input type="checkbox"/> Physical and environmental stresses<br><input type="checkbox"/> Facility / design<br><br><input type="checkbox"/> Other: | <input type="checkbox"/> Materials / tools<br><input type="checkbox"/> Hazards not recognized<br><input type="checkbox"/> Protective equipment<br><input type="checkbox"/> Exceeding limits (speeds, strengths, etc.) |
|--|---|

**CONTRIBUTING FACTORS:**

- |  |  |
|--|--|
| <input type="checkbox"/> Equipment failure<br><input type="checkbox"/> Used wrong equipment<br><input type="checkbox"/> Housekeeping / Maintenance<br><input type="checkbox"/> Procedure Factors<br><input type="checkbox"/> Improper Body Mechanics (ie: Improper Lifting, carrying)<br><input type="checkbox"/> Slippery or defective floor / work surface<br><input type="checkbox"/> Knowledge / skills lacking<br><input type="checkbox"/> Substance abuse<br><br><input type="checkbox"/> Other: | <input type="checkbox"/> Repetitive Motion / Ergonomic<br><input type="checkbox"/> Work Station / Ergonomic<br><input type="checkbox"/> Failure to use protective equipment / devices<br><input type="checkbox"/> Safety Policy / Rule Violation<br><input type="checkbox"/> Unsafe Act<br><input type="checkbox"/> Environmental exposure to toxic substance, noise, etc.<br><input type="checkbox"/> Horseplay |
|--|--|

**CORRECTIVE ACTION (Attach additional pages, if necessary):**

Action to be Taken to Prevent Recurrence:	Responsible Party:	Completion Date:
1		
2		
3		

Supervisor Signature:	Date Signed
Department Manager Signature:	Date Signed

**Fire Check List:**

1. Notify your officer and on-duty B.C. \_\_\_\_\_
2. Fax Injury Report to Christa Miller: \_\_\_\_\_  
(768-9587) Date / Time
3. **Obtain Workers Compensation Claim Reporting Kit from your Officer.**
4. Fax or give to A.C. Rosandich: \_\_\_\_\_  
(if faxing, forward original to A.C. Rosandich)
5. Route to Chief Satula: \_\_\_\_\_

**Police:**

1. Supplemental memo completed by Supervisor, including photos Yes  No
2. Fax Injury Report to Christa Miller: \_\_\_\_\_  
(768-9587) Date / Time

# City of Oak Creek Common Council Report

Meeting Date: September 16, 2014

Item No.: 10

**Recommendation:** That the Common Council approves payment of the obligations as listed on the September 10, 2014 Vendor Summary Report.

**Background:** Of note are the following payments:

1. \$243,653.10 to Bucyrus Wisconsin Property LLC (pg #3) for developer agreement payment.
2. \$10,804.20 to Buelow Vetter Buikema Olson (pg #3) for August legal services pertaining to contract negotiations and personnel matters.
3. \$7,776.06 to DLT Solutions, Inc. (pg #4) for Autodesk infrastructure and design suite support.
4. \$29,393.39 to Gordon Flesch Company, Inc. (pg #5) for two copiers.
5. \$15,901.75 to Graef (pg #6) for March & May professional services on Oakview Business Park construction monitoring and erosion control inspection costs.
6. \$34,850.00 to John's Disposal Service, Inc. (pg #7) for August disposal service.
7. \$38,714.22 to JPMorgan Chase Bank NA (pgs #7-13) for travel/training, equipment/grounds maintenance, office supplies, July Verizon charges, street lighting supplies, books, legal notices, dues/publications, recreation equipment/supplies, and medical/safety supplies.
8. \$139,409.54 to Liberty Property Trust (pg #13) for developer agreement payment.
9. \$7,061.21 to Minnesota Life Insurance Co (pg #14) for group life insurance.
10. \$15,202.51 to Milwaukee Area Domestic Animal Control (pg #14) for 4<sup>th</sup> quarter operating costs/capital projects and 2<sup>nd</sup> payment for future capital building fund.
11. \$20,014.50 to R.A. Smith National (pg #18) for July DTS construction services.
12. \$110,903.40 to 2201 W Southbranch LLC (pg #18) for developer agreement payment.
13. \$22,300.00 to Tyler Technologies, Inc. (pg #18) for assessment services contract payment.
14. \$113,600.00 to Viking Land Mobile (pg #19) for fire department portable radios and chargers.
15. \$17,133.00 to Wheaton Franciscan Medical Group (pg #19) for July clinic services.
16. \$28,311.11 to WE Energies (pgs #19-20) for street lighting.

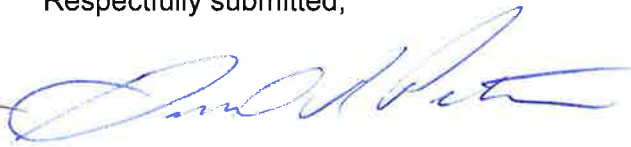
**Fiscal Impact:** Total claims paid of \$916,928.90

Prepared by/Fiscal Review by:

Respectfully submitted,



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller



Gerald R. Peterson, ICMA-CM  
City Administrator

# City of Oak Creek Common Council Report

Meeting Date: May 6, 2014

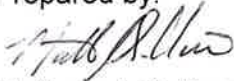
Item No.: 11

**Recommendation:** To concur with the recommendations of the Traffic and Safety Commission to approve the installation of pavement markings and pedestrian crossing warning signs on S. Pennsylvania Avenue at E. Belmont Place.

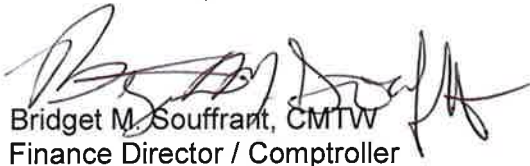
**Background:** Pavement Markings & Pedestrian Signs Pennsylvania – Approximately 15 citizens were present for this item. Citizens who spoke stated that speed and unidentifiable crossing location was the main concern. Citizens said that making drivers aware of a pedestrian crossing was a positive solution and good starting point. The commission agreed this was appropriate for the location, and recommended pavement markings be placed with appropriate pedestrian crossing signs.

**FISCAL IMPACT:** Street Department will construct and install signs and install pavement markings.

Prepared by:



Matthew J. Sullivan, P.E.  
Design Engineer  
Fiscal review by:

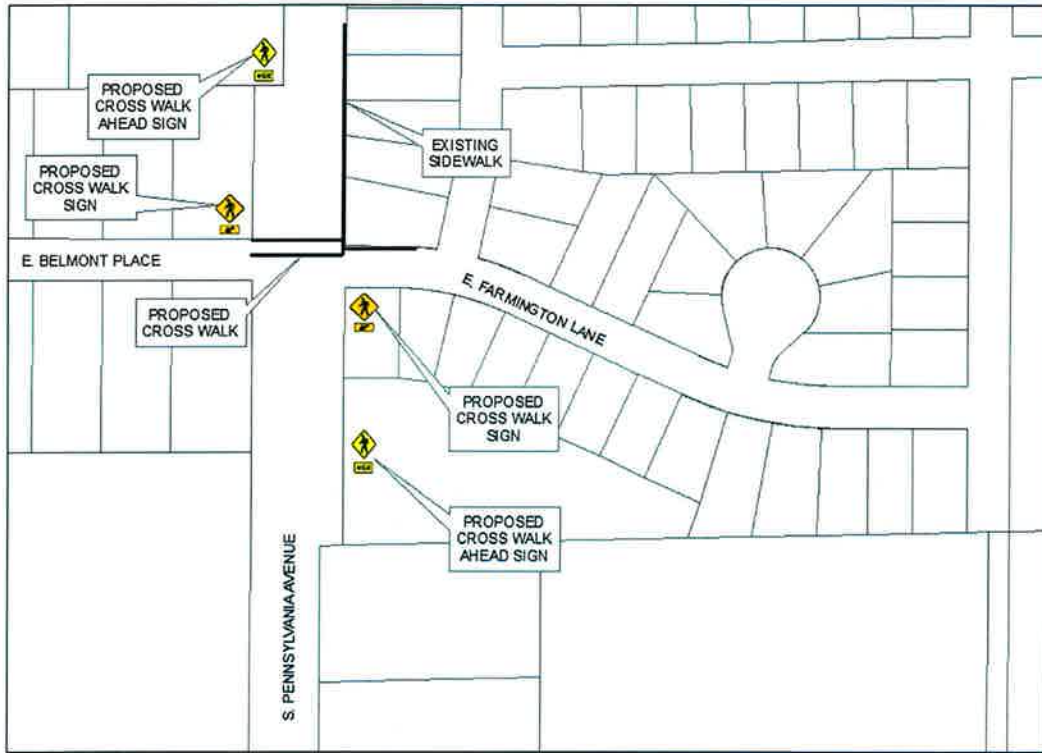


Bridget M. Souffrant, CMTW  
Finance Director / Comptroller

Respectfully submitted,



Gerald R. Peterson, ICMA-CM  
City Administrator



# City of Oak Creek Common Council Report

**Meeting Date:** September 16, 2014

**Item No.:** 12

**Recommendation:** That the Council adopts Resolution No. 11541-091614 approving a Memorandum of Understanding between the Oak Creek Franklin Joint School District, Oak Creek Bleacher Bunch, and the City of Oak Creek documenting cost-sharing pertaining to the replacement of the fencing around the baseball diamond located at Abendschein Park.

**Background:** Attached is a copy of the Memorandum of Understanding between the Oak Creek Franklin Joint School District, Oak Creek Bleacher Bunch, and the City of Oak Creek pertaining to proposed cost sharing to replace the fencing surrounding the baseball diamond at Abendschein Park. The cost sharing model in the proposed MOU is based on estimates agreed upon between the School District, Bleacher Bunch, and the City of Oak Creek for the local cost share.


The project will consist of removing the existing 30-year-old, five-foot fencing and replacing it with an eight-foot high black vinyl-coated fence. In addition, a fence cap, a new wind screen, and a bottom rail from the dugout to the outfield corners will be installed.

The installation of the new fence will increase player safety and reduce incidents where players who might run into the fence from experiencing whiplash as their bodies are typically taller than the existing fence.

Oak Creek's Parks, Recreation, & Forestry Commission recommended approval of this project at their meeting on May 8<sup>th</sup>.

**Fiscal Impact:** Total project cost is estimated at \$36,000. Oak Creek's estimated cost of \$12,000, a cost savings of 66 percent, will be funded by the Park Escrow Account.

Prepared by:



Ted Johnson,  
Director of Streets, Parks, & Forestry

Respectfully submitted,



Gerald Peterson, ICMA-CM  
City Administrator

Fiscal Review by:

Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

RESOLUTION NO.11541-091614

BY: \_\_\_\_\_

RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING  
BETWEEN CITY OF OAK CREEK AND  
OAK CREEK FRANKLIN JOINT SCHOOL DISTRICT AND  
OAK CREEK BLEACHER BUNCH  
(1<sup>st</sup> Aldermanic District)

WHEREAS, the City of Oak Creek, the Oak Creek Franklin Joint School District, and the Oak Creek Bleacher Bunch have worked cooperatively to maintain outdoor facilities located on City property so that these facilities can be best utilized by the citizens of the City of Oak Creek; and

WHEREAS, the Parks, Recreation & Forestry Commission having recommended a cost-sharing agreement between the Oak Creek Franklin Joint School District and Oak Creek Bleacher Bunch at its meeting on May 8, 2014, and the Common Council having reviewed the proposed Memorandum of Understanding as to the cost sharing with the Oak Creek Franklin Joint School District and Oak Creek Bleacher Bunch regarding replacement of the Abendschein Park baseball diamond fencing and having found such agreement to be reasonable.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Oak Creek that the Memorandum of Understanding between the City of Oak Creek, the Oak Creek Franklin Joint School District, and the Oak Creek Bleacher Bunch regarding cost-sharing for replacement of the Abendschein Park baseball diamond fencing, be and the same is hereby approved.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the same in behalf of the City of Oak Creek.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 16<sup>th</sup> day of September, 2014.

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
President, Common Council

Approved this \_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

VOTE: Ayes \_\_\_\_ Noes \_\_\_\_

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF OAK CREEK  
AND  
OAK CREEK FRANKLIN JOINT SCHOOL DISTRICT  
AND  
OAK CREEK BLEACHER BUNCH**

This Memorandum of Understanding ("MOU") is made by and between the City of Oak Creek ("City"), the Oak Creek Franklin Joint School District ("School District") and the Oak Creek Bleacher Bunch ("Bleacher Bunch").

WHEREAS, the existing fence at the Abendschein Park hardball diamond needs to be replaced ("Project"); and

WHEREAS, the School District has received a quote from Beacon Athletics for the materials to complete the Project, a copy of which is attached hereto as Exhibit A; and

WHEREAS, the Bleacher Bunch has received a proposal from Century Fence Company for the labor to complete the Project, a copy of which is attached hereto as Exhibit B; and

WHEREAS, the City maintains outdoor facilities located on City property for the use of its citizens; and

WHEREAS, the School District and Bleacher Bunch have committed in writing to contribute to the cost of the Project, a copy of which letters are attached hereto as Exhibit C; and

WHEREAS, it is beneficial to the City, School District and Bleacher Bunch to work cooperatively to coordinate the Project;

**NOW THEREFORE IT IS HEREBY AGREED:**

1. The term of this MOU shall be for a period of one year, commencing September 2, 2014 and terminating on September 2, 2015.
2. The City, School District and Bleacher Bunch shall be equally responsible for the costs of the Project, up to a cost of Twelve Thousand and no/100 (\$12,000.00) Dollars.
3. Whenever in this MOU it shall be required that notice be given by any party hereto to the other, such notice shall be given by first class mail addressed to the City of Oak Creek Streets, Parks & Forestry Department Superintendent, to the Superintendent of the Joint Oak Creek Franklin School District and to the President of the Bleacher Bunch.
4. This MOU may be amended by mutual consent of the Common Council of the City of Oak Creek, the Superintendent of the Joint Oak Creek Franklin School District and the President of the Bleacher Bunch.

In witness whereof, the Common Council of the City of Oak Creek, the Joint Oak Creek Franklin School District and the Oak Creek Bleacher Bunch have authorized this agreement to be signed by their appropriate officers.

**CITY OF OAK CREEK**

By: \_\_\_\_\_  
Stephen Scaffidi, Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Catherine Roeske, City Clerk

Date: \_\_\_\_\_

**OAK CREEK FRANKLIN JOINT SCHOOL DISTRICT**

By: *Sara Burmeister*  
Dr. Sara Burmeister, Superintendent

Date: 9-2-14

**OAK CREEK BLEACHER BUNCH**

By: *S. B. B.*  
Steve Bantch, President

Date: 9-3-14



## Quote

Beacon Athletics  
8233 Forsythia Street, #120  
Middleton, WI 53562

(800) 747-5985



visit our website at [beaconathletics.com](http://beaconathletics.com)

Order Number: 0246653  
Order Date: 6/4/2014  
Salesperson: 0000  
Customer Number: B53154E

## Sold To:

OAK CREEK-FRANKLIN JOINT SCHLS  
ACCOUNTS PAYABLE  
7630 SOUTH 10TH ST  
OAK CREEK, WI 53154

## Ship To:

STEVE BAUTCH  
OAK CREEK - FRANKLIN JOINT SCH  
3264 EAST LINDY LANE  
OAK CREEK, WI 53154

## Project name:

Customer P.O.	Ship VIA	F.O.B.	Terms			
	BEST		NET 30			
Item Number	Unit	Ordered	Shipped	Back Order	Price	Amount
125-515-259	EACH	4.0	0.0	0.0	179.0000	716.00
ECONOMY FENCE CAP, 250' ROLL						
AVAILABLE COLORS: STANDARD YELLOW #01162						
ZIPPER FREE WITH 1000 FT						
125-100-640						
125-515-249	EACH	1.0	0.0	0.0	115.0000	115.00
ECONOMY FENCE CAP, 100' ROLL						
AVAILABLE COLORS: STANDARD YELLOW #01160						
ZIPPER FREE WITH 1000 FT						
125-100-640						
125-515-029	EACH	4.0	0.0	0.0	28.0000	112.00
CABLE TIES, 19" LONG, 100/PK						
AVAILABLE COLORS:						
STANDARD YELLOW #01649						
STANDARD GREEN #02374						
BLACK #04451						
125-100-640	EACH	1.0	0.0	0.0	0.0000	0.00
FENCE CAP ZIPPER INSTALLATION TOOL						
- PLATED STEEL CONSTRUCTION						
155-245-919	EACH	1.0	0.0	0.0	3,116.0000	3,116.00
CUSTOM WINDSCREEN # W3865						
PANEL SIZES REQUIRED:						
[ 12 ] 7' 6" X 50' 0"						
MATERIAL: STANDARD MESH ( VCM 9 X 12 )						
COLOR: ROYAL BLUE						
EDGING: HEAT-SEALED EDGES WITH GROMMETS SPACED EVERY 18" ON ALL SIDES						
ADDITIONAL: GROMMETED LACING STRIP AT MID HEIGHT						
125-115-060	PACK	10.0	0.0	0.0	8.0000	80.00
CABLE TIE, 7" LONG, 50 LB. BLACK UV-RESISTANT						
100/PACK						
125-115-070	PACK	4.0	0.0	0.0	15.0000	60.00
CABLE TIE, 8" LONG, 120 LB. BLACK UV-RESISTANT						
100/PACK						

Sign up for the Beacon Newsletter to receive product information, sales and specials, field tips, demonstration videos and more.

Go to <http://beaconathletics.com/beacon-newsletter/> to sign up.

Net Order: 4,199.00  
Freight: 560.00  
Sales Tax: 0.00  
Order Total: 4,759.00

# CENTURY FENCE COMPANY



SINCE 1917 THE MARK OF PERMANENCE

262 547 3331 (O)  
800 558 0507 (O)  
262 691 3463 (F)  
262 993 5501 (C)  
komalley@centuryfence.com

P.O. Box 727, Pewaukee, WI 53072

6/9/2014

Phone: 414 388 5809 Fax:

## Proposal To:

OAK CREEK BASEBALL  
STEVE BAUTCH  
340 E PUETZ RD  
OAK CREEK, WI 53154

## Ship To:

OUTFIELD AND SIDELINE  
FENCE OPTIONS  
OAK CREEK, WI

Installed  Material Only  Prepaid Freight  Freight Collect **F.O.B. Job Site** **Delivery Schedule:**

### Description

*Remove and dispose of existing fence - Top cap and windscreen removal by others.*

*1030' Chain link fence without barbed wire, 8' high overall. Fabric shall be 2" mesh 9 gauge Vinyl coated wire. Line posts shall be 2 1/2" O.D. and spaced a maximum of 8' on centers.*

*Approx 60' of Vinyl coated fence at the dugouts.*

*The top rail shall be Vinyl coated rail (1-5/8" o.d.).  
The bottom rail, same as above for the sideline and dugout fence.  
7ga Vinyl coated bottom tension wire on the outfield fence*

*1 - 5' man gate- vinyl coated.*

*1 - 12' double gate- vinyl coated*

*3" SS40 vinyl coated steel pipe Terminal posts.*

*All posts set in concrete foundations.*

*Material and Labor: \$30,780.00*

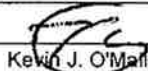
*Option #1 Add \$350.00 for private line locating*

*Excludes Windscreen and Top cap installation  
Excludes private line locating and rock or fill excavation*

**Acceptance:** This proposal when accepted in writing by purchaser and by Century Fence Company's Main Office becomes a contract between two parties. The conditions on the attached "Terms and Conditions" sheet are made a part of this contract.

**Terms of Payment: Net Cash upon receipt of invoice.**

Buyer's signature \_\_\_\_\_ Date \_\_\_\_\_

Submitted by  \_\_\_\_\_  
Kevin J. O'Malley



**Cathy Cramer**  
Director of Business Services  
c.cramer@ocfsd.org

7630 South 10<sup>th</sup> Street  
Oak Creek, Wisconsin 53154  
(414) 768-6140  
Fax: (414) 768-6151

August 25, 2014


Mr. Steve Bautch  
Bleacher Bunch  
3264 E. Lindy Lane  
Oak Creek, WI 53154

Dear Mr. Bautch:

This is to confirm the district's intent to support the replacement of the fence at Abendschein Park. Per our discussion, the district is willing to match the City of Oak Creek's contribution, up to 1/3 of the cost, not to exceed \$12,000. Formal approval will be provided after the City has taken action on this project.

The Bleacher Bunch's contributions and efforts to coordinate this project are greatly appreciated.

Sincerely,

  
Cathy Cramer  
Director of Business Services

C: Dr. Sara Burmeister, Superintendent  
Scott Holler, Athletic Director

*It all starts here.*



# Oak Creek Bleacher Bunch



The Bleach Bunch agrees to Split the cost of a new outfield fence at the Abenschein Park baseball diamond in 3rds with the Oak Creek School District and the City of Oak Creek

Steve Bautch  
President,  
Oak Creek Bleacher Bunch

**MINUTES  
LICENSE COMMITTEE  
Tuesday, September 9, 2014 at 8:30 A.M.**

This meeting was called to order at 8:35 a.m. Present were: Ald. Gehl and Ald. Kurkowski. Also in attendance were Assistant City Attorney Melissa Karls and Deputy City Clerk Christa Miller.

1. The Committee reviewed an Operator's license application submitted by Jennifer Rames, 1225 Marquette Ave., South Milwaukee (Ryan Road Mobil). Ms. Rames was in attendance.

On her application, Ms. Rames indicated that she no prior convictions.

The police record check showed a conviction in 2013 for Retail Theft in Greendale.

Ms. Rames was questioned as to why this conviction was not listed. She indicated that she knew she received a ticket/citation, but did not realize that this was considered a "conviction".

Ald. Gehl, seconded by Ald. Kurkowski, moved to grant an Operator's license to Jennifer Rames, 1225 Marquette Ave., South Milwaukee (Ryan Road Mobil). On roll call, all voted aye.

Ald. Gehl, seconded by Ald. Kurkowski, moved to adjourn this meeting at 8:41 p.m. On roll call, all voted aye.