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reports.



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

## COMMON COUNCIL MEETING AGENDA

TUESDAY, AUGUST 18, 2015  
AT 7:00 P.M.

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

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1. Call Meeting to Order / Roll Call
2. Pledge of Allegiance
3. Approval of Minutes: 8/3/15

### 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.*

4. **Official Map Amendment:** Consider a request by Lily Drive Developments to amend the official map for a portion (24,795 square feet) of the Southwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 16 (mapped, unimproved right-of-way between S. Lauree Ln., and S. Alisa Ln. (1<sup>st</sup> District).
5. **Ordinance:** Consider Ordinance No. 2771, amending Section 6.01 of the Municipal Code relating to a change in the official map for section sixteen.

### New Business

### MAYOR & COMMON COUNCIL

6. **Resolution:** Consider Resolution No. 11639-081815, approving a Storm Sewer Easement Agreement and a Right of Way Agreement by and between One West Drexel, LLC, and the City of Oak Creek. (2<sup>nd</sup> District)
7. **Motion:** Consider a motion to approve the Summary Report in the amount of \$2,622,282.28 (by Committee of the Whole).
8. **Resolution:** Consider Resolution No. 11641-081815, accepting the 2014 Financial Statement and Auditors' Report as prepared and presented by Baker Tilly Virchow Krause, LLP (by Committee of the Whole).
9. **Motion:** Consider a motion to accept the 2016 Budget Guidelines as recommended by the Finance Committee (by Committee of the Whole).

10. **Motion:** Consider a Resolution No. 11624-081815, a Resolution designating the park area at Drexel Town Square. (by Committee of the Whole)

## **TREASURER**

11. **Resolution:** Consider Resolution No. 11637-081815, a Resolution rescinding Resolution No. 11424-110513 and restating the policy on handling of delinquent personal property taxes for the City of Oak Creek.
12. **Resolution:** Consider Resolution No. 11638-081815, a Resolution rescinding Resolution No. 11559-111814 and restating the Internal Control Policy on Cash Handling and Receipting for the City of Oak Creek.

## **ENGINEERING**

13. **Resolution:** Consider Resolution No. 11640-081815 acquiring fee property (right-of-way), permanent easements, temporary easements and highway easements for the S. 5<sup>th</sup> Avenue relocation project from the intersection of STH 100 (Ryan)/STH32 (Chicago) to 5<sup>th</sup> Avenue/Ryan Road, and to send a payment in the amount of the Award of Damages to the affected property owners. (Project No. 12026) (4<sup>th</sup> District)
14. Consider a motion to concur with the recommendations of the Traffic and Safety Commission to approve the installation of a "NO LEFT TURN" sign on W. Hilltop Lane at the driveway of 9000 S. 27<sup>th</sup> Street. (6<sup>th</sup> District)
15. Consider a motion to enter into a contract with R.A. Smith National, Inc. for final design of the S. 20<sup>th</sup> Street extension north of W. Drexel Avenue for an estimated contract total of \$54,800. (Project No. 15023) (2<sup>nd</sup> District)

## **COMMUNITY DEVELOPMENT**

16. **Resolution:** Consider Resolution No. 11632-081815, approving a certified survey map for the property at 8040 S. 6<sup>th</sup> Street. (Tax Key No. 813-9034) (2<sup>nd</sup> District).
17. **Resolution:** Consider Resolution No. 11633-081815, approving a certified survey map for the property at 10304 S. Oakview Parkway. (Tax Key No. 955-1011-000) (5<sup>th</sup> District).
18. **Resolution:** Consider Resolution No. 11634-081815, approving a certified survey map for the property at 10551 S. Oakview Parkway. (Tax Key No. 955-1015-000) (5<sup>th</sup> District).
19. **Resolution:** Consider Resolution No. 11635-081815, approving a certified survey map for the property at 300 W. Oakview Parkway. (Tax Key No. 955-1012-000) (5<sup>th</sup> District).

## **LICENSE COMMITTEE**

The License Committee did not meet prior to the Council meeting. Tentative recommendations are as follows:

20. **Motion:** Consider a motion to grant an Operator's license to the following (*favorable background report received*):
  - Jordan Meyers, 6179 S. Barland Ave., Cudahy (Water Street Brewery)

- Jessica Laflin, 3364 S. 113<sup>th</sup> St., West Allis (Water Street Brewery)
- Peggy Williams, 10601 S. Nicholson Rd., Oak Creek (Kwik Trip)
- Matthew Gorniak, 3447 W. Colony Dr., Greenfield (Kwik Trip)
- Judith Schieble, 7115 S. 47<sup>th</sup> Pl, Franklin (Kwik Trip)
- Nicholas Piteros, 9007 S. Delaware Dr., Oak Creek (Kwik Trip)
- Carol English, 7944 S. Verdev Dr., Oak Creek (Kwik Trip)

21. **Motion:** Consider a *motion* to *grant* a change of agent for JC Stores, Inc. dba Oasis Mobile, 9510 S. 27<sup>th</sup> St. from Jane Studebaker-Harlan to Kelly Weber, 3554 Sheridan Rd., Kenosha (*favorable background report received*).
22. **Motion:** Consider a *motion* to *grant* a Class A Liquor – Cider only license to Ryan Road Oil dba Ryan Road Mobil, Greg Puetz, Agent, 9444 S. Chicago Rd. (*favorable background 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

TO BE PUBLISHED JULY 23 & 30, 2015

OFFICIAL NOTICE

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

**PURPOSE:** The purpose of this public hearing is to consider a proposal by Lily Drive Developments to amend the official map for a portion (24,795 square feet) of the Southwest ¼ of the Northwest ¼ of Section 16 (mapped, unimproved right-of-way between S. Lauree Lane and S. Alisa Lane).

**Hearing Date:** August 18, 2015  
**Time:** 7:00 p.m.  
**Place:** Oak Creek City Hall  
8640 South Howell Avenue  
Oak Creek, WI 53154  
Common Council Chambers

The Common Council has scheduled other public hearings for August 18, 2015 at 7:00 PM. This hearing may begin at 7:00 PM or as soon as possible following the conclusion of other public hearings.

A copy of the proposed map amendment is available for review at the Department of Community Development.

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

Date of Notice: July 16, 2015

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: August 18, 2015

Item No.: 5

**Recommendation:** That the Council adopt Ordinance No. 2771, which would amend the official map for a portion (24,795 square feet) of the Southwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 16 (mapped, unimproved right-of-way between S. Lauree Lane and S. Alisa Lane).

**Background:** Lily Drive Development is currently in the process of dividing the properties at 8821 S. Lauree Lane and 400 E. Lily Drive for development of single-family residential lots as well as stormwater infrastructure. A Certified Survey Map and Preliminary Subdivision Plat have been reviewed and approved by the Plan Commission. This request is to remove the officially mapped street pattern between S. Lauree Lane and S. Alisa Lane. The road connection between S. Alisa Lane and E. Lily Drive would be completed as part of the proposed development.

When considering a proposal to amend the Official Map, the Commission considers the impact on the ability to logically develop adjacent properties in accordance with the existing Official Map. Nearby property owners may have an interest in maintaining certain aspects of an Official map if it provides them the future opportunity to subdivide their property in a cost-effective manner. If a person is proposing to remove this opportunity, or to alter it, they need to demonstrate that any adverse effects on the property owners involved would be offset by the benefit to the neighborhood. In other words, a property owner should not be able to amend the Official Map to maximize the development potential of his or her property at the detriment of surrounding properties.

Previous attempts to purchase surrounding properties and coordinate the construction of the officially mapped street pattern have been unsuccessful. As part of the current development plan, the applicant has worked closely with the City Engineering Department on the stormwater management for the area. It was determined that there would be a mutual benefit for the existing and future residents of this area to have a stormwater pond on one of the lots (Outlot 7 on Preliminary Plat). This pond will be constructed by the applicant and dedicated to the City, who would install stormwater pipes for proper discharge and storm sewer connections. A 20-foot-wide storm sewer easement will provide access to the pond from Alisa Lane. Access to the remaining undeveloped land will be via Lauree Lane. Existing parcels adjacent to the affected area are currently developed with access via E. Forest Hill Avenue.

The Fire Department has reviewed this request and prefers access via connected roads. This proposal would remove the existing gravel connection between S. Lauree Lane and S. Alisa Lane. A right-of-way vacation for the unused portions of Lily Drive will also be required.

The Plan Commission has reviewed this request and has recommended that the Common Council amend the official map as proposed.

**Fiscal Impact:** There would not be any direct fiscal impact associated with the proposed amendment to the official map.

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. 2771

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

AN ORDINANCE TO AMEND SECTION 6.01 OF THE MUNICIPAL CODE OF THE CITY OF OAK CREEK RELATING TO A CHANGE IN THE OFFICIAL MAP FOR SECTION SIXTEEN (16)

(1<sup>st</sup> Aldermanic District)

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

SECTION 1: Section 6.01 of the Municipal Code of the City of Oak Creek enacted and adopted pursuant to Section 62.23(6)(b), Wisconsin Statutes, creating the official map of the City of Oak Creek, is hereby amended so as to establish the exterior lines of planned new streets, highways, parkways, parks and playgrounds and to widen, narrow, extend and close existing streets, highways, parkways, parks and playgrounds, as more fully shown on the map attached hereto and declared to be a part thereof (EXHIBIT "A"), the same affecting the Section 16, in the City of Oak Creek, County of Milwaukee, State of Wisconsin.

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

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

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 18<sup>th</sup> day of August, 2015.

Passed and adopted this 18<sup>th</sup> day of August, 2015.

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

Approved this 18<sup>th</sup> day of August, 2015.

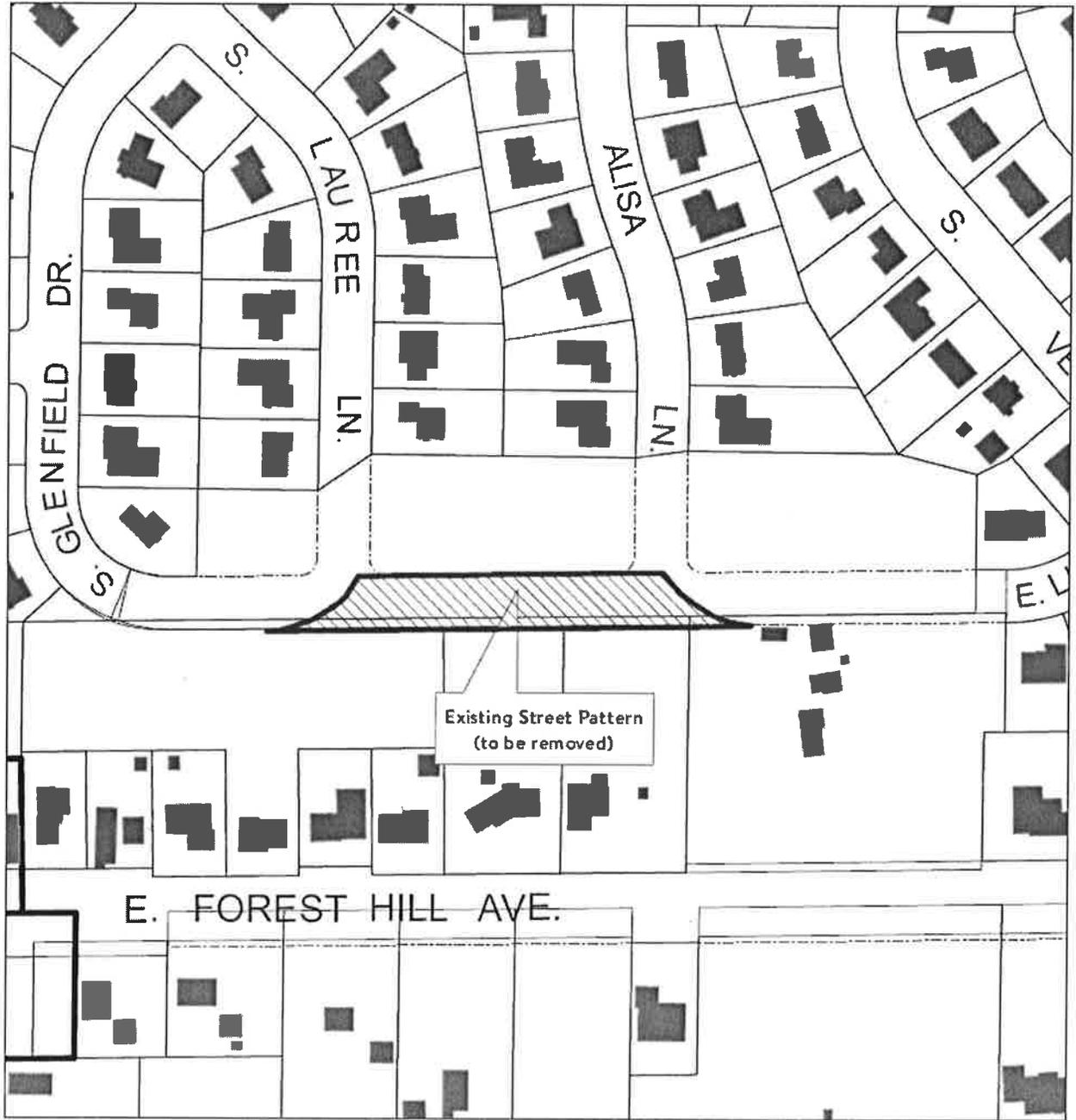
\_\_\_\_\_  
Mayor

ATTEST:

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

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

EXHIBIT "A"



# City of Oak Creek Common Council Report

**Meeting Date:** 8/18/15

**Item No.:** 6

**Recommendation:** That the Common Council adopt Resolution No. 11639-081815, a Resolution Approving a Storm Sewer Easement Agreement and a Right of Way Agreement by and between One West Drexel, LLC, and the City of Oak Creek.

**Background:** As part of the development of Drexel Town Square, HSA is purchasing Lot 11 for construction of a medical facility and a parking garage by Froedtert at Drexel Town Square. As part of that development, the City is requiring a 30 foot Storm Sewer Easement and a 30.5 foot Right of Way Agreement over the same lot. The Easements are drafted and as executed implement this proposal. They are attached.

**Fiscal Impact:** The City is not compensating HSA, OWD or Froedtert for these Easements. The Easements are being granted as part of the Certified Survey Map approval process.

Prepared by:



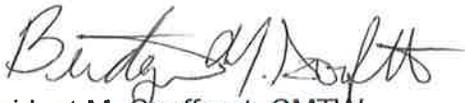
Melissa L. Karls  
City Attorney

Respectfully submitted,



Gerald R. Peterson, ICMA-CM  
City Administrator

Fiscal Review by:



Bridget M. Souffrant, CMTW  
Finance Director / Comptroller

Approved by:



Michael Simmons  
City Engineer

## STORM SEWER EASEMENT AGREEMENT

THIS STORM SEWER EASEMENT AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between One West Drexel LLC, a Wisconsin limited liability company ("Grantor"), and the City of Oak Creek, a Wisconsin municipal corporation ("Grantee").

### RECITALS

WHEREAS, Grantor is the owner of a certain parcel of real property situated in the City of Oak Creek, County of Milwaukee, Wisconsin, and more particularly described on EXHIBIT 1 attached hereto (the "Grantor Parcel");

WHEREAS, Grantor desires to convey and Grantee desires to accept a perpetual easement through and under a portion of the Grantor Parcel, as more particularly set forth on EXHIBIT 2 attached hereto (the "Easement Area"), to construct, maintain, operate and reconstruct where necessary a storm water drainage system and appurtenances thereto (the "Public Storm Sewer System"), and to address certain matters related to the future use and maintenance of the Public Storm Sewer System and other issues relating to the Grantor Parcel as set forth herein.

### WITNESSETH

NOW, THEREFORE, in consideration of one dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency which are hereby acknowledged, the parties hereby agree as follows:

1. Subject to the terms and conditions of this Agreement, Grantor hereby grants and conveys to Grantee, and Grantee hereby accepts from Grantor, a perpetual, non-exclusive easement through and under the Easement Area for the purpose of continuing to use and operate the existing Public Storm Sewer System and to permit the conveyance of storm water and other natural waters through and under the Grantor Parcel (the "Easement"). This Easement shall include the right by Grantee and its agents to access those parts of the Grantor Parcel, as necessary, for the purpose of inspecting, repairing, maintaining, and replacing the Public Storm Sewer System, upon no less than 24 hours prior written notice to Grantor (unless there is an emergency, in which event, no prior written notice shall be required) and during such time, that such maintenance and repair will not adversely impact or interfere with Grantor's or its tenants' use of Grantor Parcel.

2. Grantee, at its sole cost and expense and in a timely fashion, shall maintain the Public Storm Sewer System in good working order and shall make any improvements, repairs, replacements, or alterations to the Public Storm Sewer System (collectively the "Improvements") as deemed necessary by Grantee. If Improvements are needed or determined necessary, Grantee will (i) not unreasonably interfere with the business operations of Grantor or its tenants, (ii) make said Improvements with a minimum disruption to the Grantor Parcel and as expediently as

reasonably possible, (iii) return, repair and restore the Easement Area to the condition it was in immediately prior to the commencement of any Improvements, and (iv) not damage or adversely affect any other improvements located on the Grantor Parcel.

3. Grantor reserves the right to use the land within the Easement Area for any purpose consistent with the rights granted herein to Grantee including, without limitation, for driveway purposes. Notwithstanding the forgoing, Grantor shall place no permanent structures or obstructions of any kind in the Easement Area that conflict with the terms of this Agreement or that conflict with Grantee's use of the Easement; provided however, Grantor expressly reserves the right to relocate the Public Storm Sewer System and Easement Area in the event Grantor desires to further develop the Grantor Parcel in such a manner that would interfere with or disrupt Grantee's operation of the Public Storm Sewer System. Notwithstanding the foregoing, the parties agree that driveway paving, asphalt and concrete are permitted to be in the Easement Area. Any such relocation of the Public Storm Sewer System and Easement Area shall be as mutually agreed upon by Grantor and Grantee.

4. This Agreement shall run with the land and shall be binding on and shall inure to the benefit of the parties hereto and to the respective heirs, successors and assigns. This Agreement shall not operate to convey to Grantee the fee title to any part of the Easement Area or the Grantor Parcel.

5. If the Public Storm Sewer System is discontinued or abandoned for the purpose granted, the easement herein conveyed shall, without notice, demand or re-entry, revert to the Grantors, their heirs, personal representatives, successors and assigns. In such event, the City agrees to re-convey by quit claim deed to Grantors, their heirs, personal representatives, successors and assigns, the premises described herein.

6. The City shall and hereby does agree to indemnify and save harmless the Grantors, their heirs, personal representatives, successors and assigns, from any and all loss of damage to property or injury to or death of any and all persons, or from any suits, claims, liability or demand in connection therewith however caused, resulting directly or indirectly by reason of the installation, operation, maintenance, removal, use or existence of the aforesaid storm water sewer and appurtenances thereto.

7. If Grantee undertakes or makes any improvements to the Public Storm Sewer System and fails to uphold its repair and/or its restoration obligations with respect to the Easement Area, Grantor shall have the right, but not the obligation, to cure any such default upon first providing Grantee with ten (10) days prior written notice of such default. If Grantee fails to commence or cure the default during such ten (10) day period, then Grantor shall have the right to undertake such matters and to charge for and collect from Grantee all reasonable costs and expenses in connection with such default, which such costs and expenses shall be paid within thirty (30) days after Grantor's demand and invoices therefore. Any expenses and other amounts due Grantor thereunder which are not paid in good funds after thirty (30) days written notice shall bear interest at the rate of 12% per annum until paid.



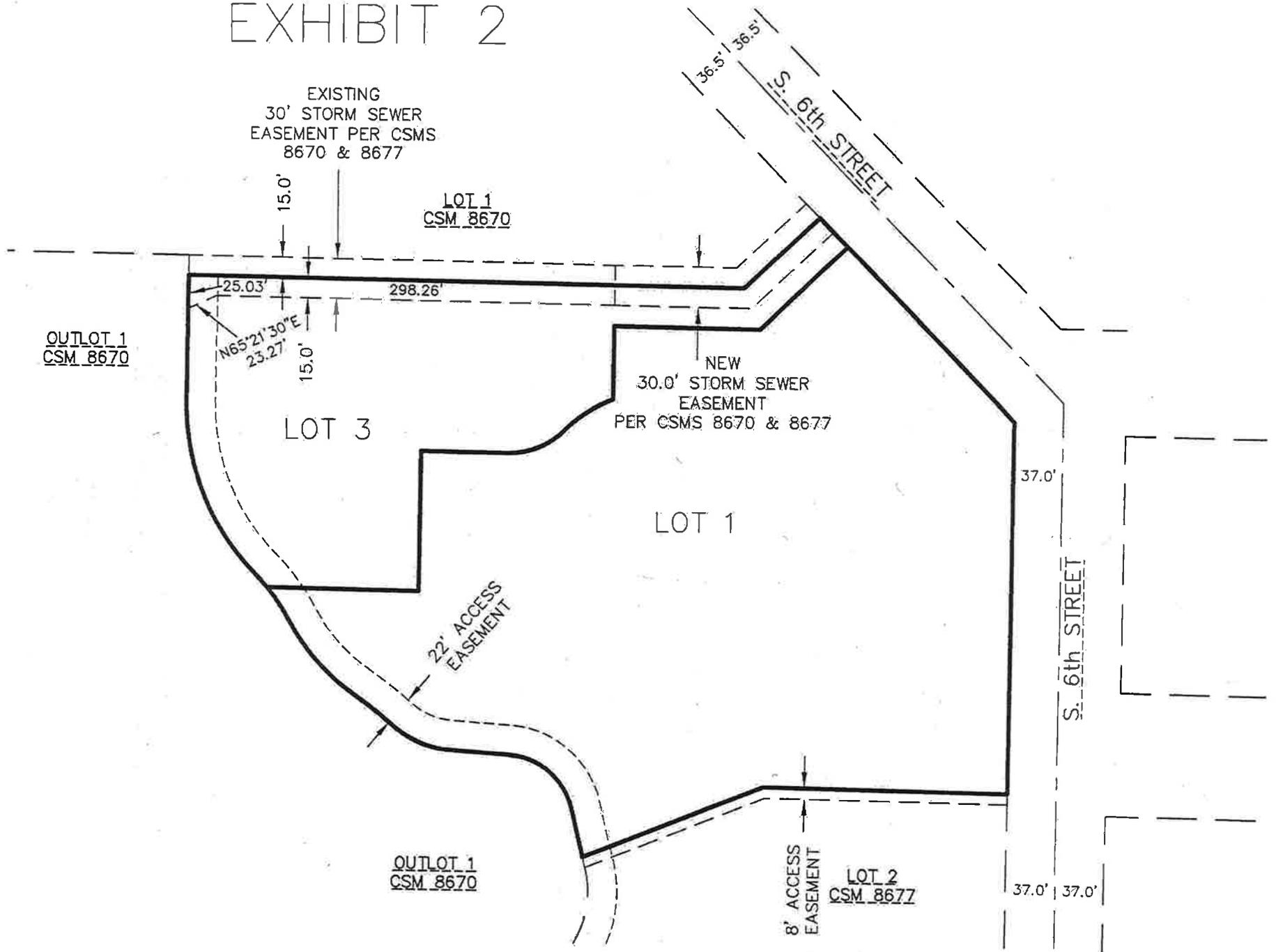


## EXHIBIT 1

Lot 1 of Certified Survey Map No. 8670, being a part of the Northwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 17, Town 5 North, Range 22 East, in the City of Oak Creek, Milwaukee County, Wisconsin.



# EXHIBIT 2



## RIGHT OF WAY AGREEMENT

This Right of Way Agreement (the "Agreement") is made as of the \_\_\_\_ day of \_\_\_\_\_, 2015, by and between One West Drexel LLC, a Wisconsin limited liability company ("OWD"), and the City of Oak Creek, a Wisconsin municipal corporation (the "City")

### RECITALS

- A. OWD owns that certain real property situated in the City of Oak Creek, County of Milwaukee, Wisconsin, and more particularly described on EXHIBIT 1 (the "OWD Property");
- B. The OWD Property is contained within a larger commercial development known as Drexel Town Square ("DTS");
- C. The parties desire a vehicle ingress and egress access right of way over and across a certain section of the OWD Property as described on the attached EXHIBIT 2 (the "Vehicle Right of Way Area") for members of the public.
- D. The foregoing recitals are incorporated herein and made part of this Agreement.

### GRANT OF RIGHT OF WAY

- A. OWD hereby grants to City and to the public a perpetual, non-exclusive right of way, without charge, for vehicle access, ingress and egress, on and over the Vehicle Right of Way Area so as to allow the public to travel freely thereon between the adjoining parcels within DTS and the roadways serving DTS.

### MAINTENANCE OF RIGHT OF WAY AREAS

The City shall, at its own expense, be responsible for removal of snow and ice from the Vehicle Right of Way Area and shall maintain and keep in good repair the Vehicle Right of Way Area. Neither party shall erect or permit any obstruction on that party's property which will in any way interfere with any rights granted herein; provided, however, that reasonable portions of the Vehicle Right of Way Area may be closed or restricted for such reasonable periods as may be required for repair or maintenance.

### INSURANCE

Each Party shall carry its own comprehensive general liability insurance for the Vehicle Right of Way Area and each party shall be responsible for damages or costs arising from its use of the Vehicle Right of Way Area.

### TERM AND NATURE OF RIGHT OF WAY

The rights created herein, together with the obligations herein imposed, are irrevocable, appurtenant to and running with the land, and shall inure to the benefit of and be binding on OWD, the City and the public and their respective successors, grantees and assigns and all

parties claiming by, through or under them, including but not limited to, all present and future owners, purchasers, mortgagees, tenants and occupants of, and any persons acquiring any interest in, the OWD Property or any part or portion thereof, and the tenants, customers, employees, agents and business invitees. Reference to this Agreement in any deed of conveyance, mortgage or other evidence of any obligation shall be sufficient to create and reserve all of the rights, benefits, burdens, duties and obligations contained herein to the respective grantees, mortgagees, or obligees of the OWD Property, or any part or portion thereof, as fully and completely as if the same were fully recited and set forth in their entirety in such document.

### **MODIFICATION OF AGREEMENT**

Any modification of this Agreement or additional obligations assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by an authorized representative of each party.

IN WITNESS WHEREOF, this instrument has been duly executed as of the day and year first above written.

**GRANTOR:**

**ONE WEST DREXEL, LLC**

By:

Jerold P. Franke, Manager



# EXHIBIT 1

Lot 1 of Certified Survey Map No. 8670, being a part of the Northwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 17, Town 5 North, Range 22 East, in the City of Oak Creek, Milwaukee County, Wisconsin.

# EXHIBIT 2

Part of Lot 1 of Certified Survey Map No. 8670, being a part of the Northwest 1/4 of the Northeast 1/4 of Section 17, Town 5 North, Range 22 East, in the City of Oak Creek, Milwaukee County, Wisconsin, bounded and described as follows:

Beginning at the Southeast corner of said Lot 1; thence South 46°31'49" West along the South line of said Lot 78.03 feet to a point; thence North 89°07'12" West along said South line 416.59 feet to a point in the East line of Outlot 1 of Certified Survey map No. 8670; thence North 00°52'25" East along said East line 15.00 feet to a point; thence South 89°07'12" East 410.47 feet to a point; thence North 46°31'49" East 71.75 feet to a point in the Westerly line of South 6th Street; thence South 44°07'01" East along said Easterly line 15.00 feet to the point of beginning.

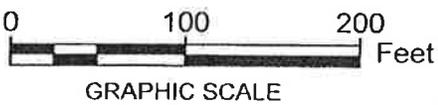
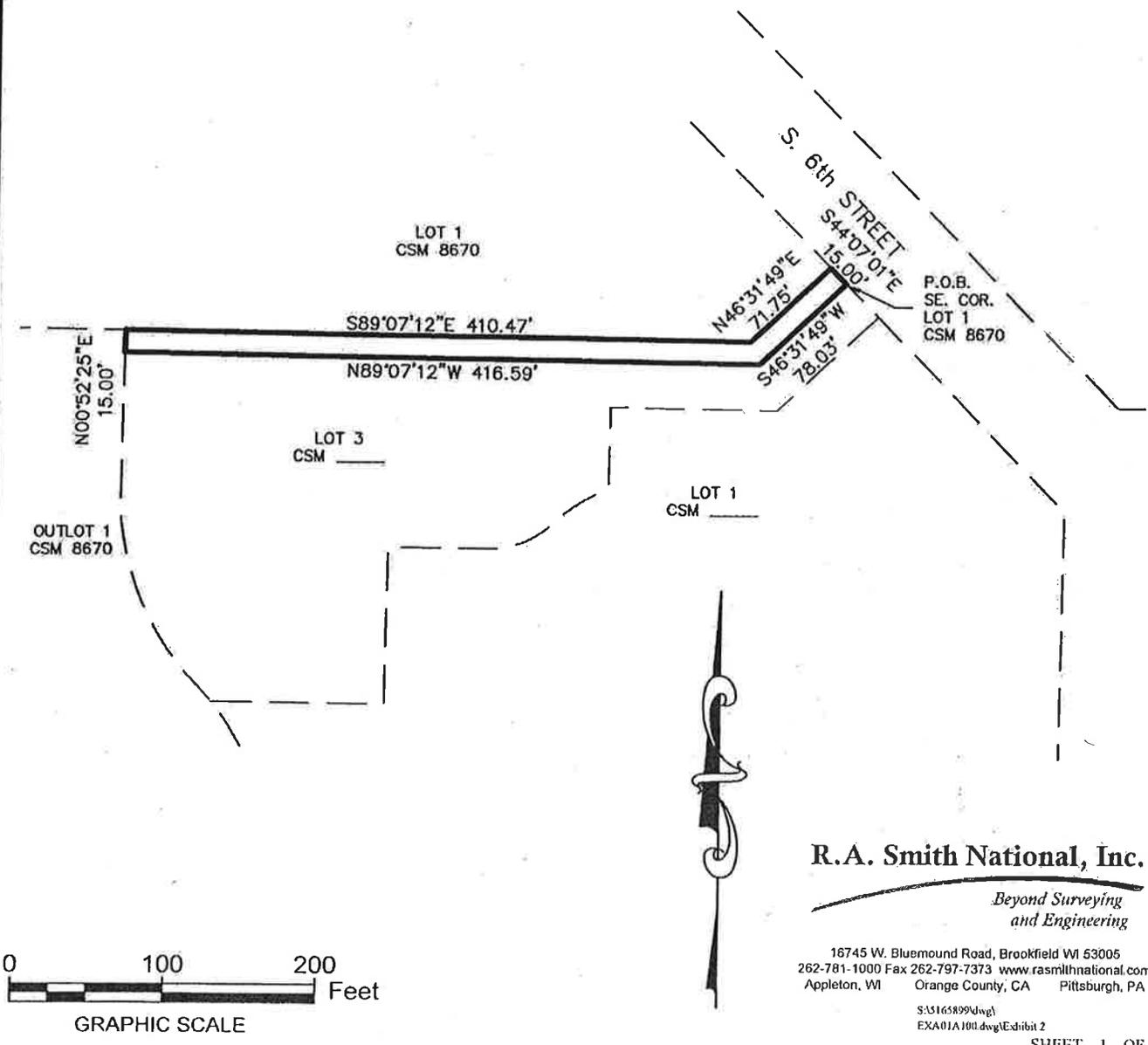
Said lands contains 7,326 square feet.

August 4, 2015

City of Oak Creek

Drawing No. 165899-RMK

R.A. Smith National, Inc.



**R.A. Smith National, Inc.**

*Beyond Surveying  
and Engineering*

16745 W. Bluemound Road, Brookfield WI 53005  
262-781-1000 Fax 262-797-7373 www.rasmithnational.com  
Appleton, WI Orange County, CA Pittsburgh, PA

S:\165899\dwg\ EXA01A100.dwg Exhibit 2



RESOLUTION NO. 11639-081815

RESOLUTION APPROVING A STORM SEWER EASEMENT AGREEMENT AND A  
RIGHT OF WAY AGREEMENT BY AND BETWEEN ONE WEST DREXEL, LLC,  
("OWD") AND THE CITY OF OAK CREEK ("CITY")  
(HSA Development)  
(Drexel Town Square)  
(2<sup>nd</sup> Aldermanic District)

BE IT RESOLVED that the Storm Sewer Easement Agreement and the Right of  
Way Agreement by and between One West Drexel, LLC and the City of Oak Creek be  
and the same are hereby approved.

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

BE IT FURTHER RESOLVED that the Easement is subject to technical  
corrections approved by the City Administrator and the City Attorney.

Introduced at a regular meeting of the Common Council of the City of Oak Creek  
held this 18<sup>th</sup> day of August, 2015.

Passed and adopted this 18<sup>th</sup> day of August, 2015.

Approved this 18<sup>th</sup> day of August, 2015.

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

ATTEST:

\_\_\_\_\_  
Mayor Stephen Scaffidi

\_\_\_\_\_  
Catherine A. Roeske, City Clerk

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

# City of Oak Creek Common Council Report

Meeting Date: August 18, 2015

Item No.: 7

**Recommendation:** That the Common Council approves payment of the obligations as listed on the August 12, 2015 Invoice GL Distribution Report.

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

1. \$89,064.40 to Advanced Disposal - Muskego (pg #9) for July curbside trash & recycle removal.
2. \$6,483.00 Arlington Computer Products (pg #10) for annual computer replacement and equipment in new building.
3. 19,960.00 Baker Tilly Virchow Krause, LLP (pg #10) for 2014 annual audit, TIF 8 and TIF 11 audit, and single audit services.
4. \$58,185.66 Benistar (pg #11) for retiree medical supplement payments.
5. \$35,700.00 Brasco International Inc. (pg #11) for bus shelters at Drexel Town Square.
6. \$10,700.00 to Buelow Vetter Buikema Olson (pgs #11-12) for legal services.
7. \$131,357.89 Core BTS, Inc (pgs #12-13) for fiber optic and VOIP phone system projects.
8. \$1,582,008.76 Corporate Contractors Inc. (pg #13) for City Hall, Library, and Fire Station payments.
9. \$16,028.56 Emergency Lighting & Electronics, LLC (pg #14) for replacement of lights and radio systems for battalion chief car.
10. \$14,819.98 Graef (pg #15) for professional services and Project#13054, Oak View Business Park roads/storm.
11. \$42,473.10 to JPMorgan Chase Bank (pgs #1-8) for Equipment and vehicle maintenance, travel and training, supplies, building maintenance, dues and publications, license fees, data lines, Verizon phone services, legal notices, and office supplies.
12. \$10,089.53 Kansas City Life Insurance (pg #17) for August disability insurance.
13. \$61,071.56 Knight-Barry Title, Inc. (pg #18) for project 12026, 9471 S 5<sup>th</sup> street.
14. \$7,298.21 Minnesota Life Insurance (pgs #18-19) for employee Life Insurance.
15. \$10,780.00 Professional Service (pg #21) for demo of city hall, library, and fire station.
16. \$46,099.45 Ramboll Environment (pg #8 & 21) for professional services relating to Lakeview Park, Lakefront Parkway, and North Bluff projects.
17. \$166,785.80 RLP Diversified, Inc (pgs #21-22) for Project#14035, North Bluff Construction.
18. \$11,868.00 Ruekert/Mielke (pg #22) for Project #15051, Lakefront Parkway/Pathway.
19. \$9,408.00 R.A. Smith National (pgs #22-23) for inspection service.
20. \$5,546.40 TBJ Consulting, LLC (pg #23) for IT consulting.
21. \$26,778.57 Temple Display (pg #23) for holiday decorations.
22. \$5,500.00 Tim Obrien Homes (pg #23) for grading bond escrow refund.
23. \$10,680.00 Tyler Technologies, Inc (pg #24) for assessing services.
24. \$28,303.45 Wheaton Franciscan Medical (pgs #24-25) for recruitment testing, pre-employment physicals, and health clinic contract.
25. \$129,930.00 WI Dept of Natural Resources (pg #25) for Project #15023, wetland conservation permit.
26. \$16,802.97 World Fuel Services, Inc (pg #25) for fuel inventory.

**Fiscal Impact:** Total claims paid of \$2,622,282.28

Prepared by/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:** August 18, 2015

**Item No.:** 8

**Recommendation:** That the Common Council adopt Resolution No. 11641-081815 accepting the 2014 Financial Statement and Auditors' Report as prepared and presented by Baker Tilly Virchow Krause, LLP.

**Background:** Annually, the Common Council formally accepts the financial statements completed by Baker Tilly Virchow Krause, LLP. Attached is a copy of the 2014 Financial Statements and Auditor's Report for the Common Council's review and approval.

Representatives from Baker Tilly Virchow Krause, LLP presented the financials to the Finance Committee at the last meeting.

Each year the auditor's report on weaknesses and deficiencies that may exist inside the organization. It is management's responsibility to correct these items each year to improve as the year's progress. The auditors reported that the process for setting up new employees in the computer system needs to be adjusted and Staff has already corrected this. They reported that the Emergency Medical Services Fund still has a deficit fund balance and it is being recommended that the City determine a plan to fund the deficit which we have and are working towards. The City transferred the \$397,142 from the General Fund to the EMS Fund per the Three Year Financial Plan in an effort to reduce the deficit in 2014. The auditors also reported that the City's Information Technology Department needs to formalize their policies and procedures in writing.

**Fiscal Impact:** Fees for the 2014 audit were contracted and paid out of the 2015 budget.

Prepared by:

  
Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

Respectfully submitted,

  
Gerald R. Peterson, ICMA-CM  
City Administrator

RESOLUTION NO. 11641-081815

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

A RESOLUTION ACCEPTING THE 2014 FINANCIAL STATEMENT  
AND AUDITORS' REPORT AS PREPARED BY BAKER TILLY VIRCHOW KRAUSE, LLP

WHEREAS, the City of Oak Creek has an annual audit performed in accordance with State Statutes; and

WHEREAS, the City had engaged the services of the accounting firm of Baker Tilly Virchow Krause, LLP to conduct the audit of the 2014 fiscal year; and

WHEREAS, the Common Council finds the statement and report to be acceptable and complete.

NOW, THEREFORE, BE IT RESOLVED that the City of Oak Creek accepts the 2014 Financial Statement and Auditors' Report as prepared and presented by Baker Tilly Virchow Krause, LLP.

Introduced at a regular meeting of the Common Council of the City of Oak Creek this 18<sup>th</sup> day of August, 2015.

Passed and adopted this 18<sup>th</sup> day of August, 2015.

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

Approved this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

# City of Oak Creek Common Council Report

Meeting Date: 08/18/2015

Item No.: 9

**Recommendation:** That the Common Council accept the 2016 Budget Guidelines as recommended from the Finance Committee.

**Background:** For the past few years the Finance Committee has taken the time to discuss objectives and goals that should be met and considered throughout the City of Oak Creek budget process. Attached you will find the 2016 Budget Guidelines as recommended by the Finance Committee. During this year's discussion, the Committee spoke about increasing the way we seek citizen participation in the budget by using social media. Additionally, the Committee spoke about item number 8. We are currently projecting an increase in revenue of \$200,000 from new construction within the City, outside of the TIF districts. If after any revenue reductions, we have remaining dollars, we are proposing to allocate them to the department groups on a pro-rata basis based on their percentage of the overall budget. If this occurs those departments would be allowed to increase their budget by that amount.

**Fiscal Impact:** These budget priorities will strengthen the City's policies on financial management further strengthening our bond rating and future financial outlook, which is a significant benefit to the citizens of Oak Creek.

Prepared by & Fiscal Review by:



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

Respectfully submitted,



Gerald Peterson, ICMA-CM  
City Administrator

# 2016 BUDGET GUIDELINES

## As Recommended by the Finance Committee

The goal of the 2016 City of Oak Creek Budget is to provide quality municipal services to citizens in the most appropriate and fiscally responsible manner. City staff and elected officials will actively seek out the participation and feedback of residents in the budget process and to make certain that we are making the appropriate fiscal choices, guided by a review process that measures the efficiency and relevance of the services provided by the City.

Priorities of the 2016 Budget include:

1. Modernization of our administrative staffing practices and technologies;
2. Provide for the public safety;
3. Continued maintenance and where possible upgrades to roadways, bike paths, and walking paths to improve public access;
4. Seek efficiencies and opportunities for shared and coordinated services across departments and with other communities;
5. Review service levels and delivery methods to assure the City is providing the highest quality services affordable under the funding parameters allowed under State law, and aligning resources with priorities.
6. Stabilize health care costs and eliminate the OPEB liability over time while minimizing exposure to health care risk.
7. Limit Police and Fire costs funded by the mitigation money to \$625,000 each.
8. Maintain the department budgets at 2015 levels.

We will also actively seek out development and revenue growth opportunities, with the highest standards in place, to assure the quality of life in the City of Oak Creek

# City of Oak Creek Common Council Report

**Meeting Date:** August 18, 2015 10

**Recommendation:** That the Common Council consider the impact and recommendations of the Parks, Recreation and Forestry Commission to adopt Resolution No. 11624-081615, a Resolution designating the park area at Drexel Town Square.

**Background:** As part of the construction of Drexel Town Square, Wispark and One West Drexel, LLC ("OWD") are constructing an 18 acre wetland park as an amenity for the residents of Drexel Town Square, City employees and visitors to Drexel Town Square. The wetland park has not been named. At its meeting on August 13<sup>th</sup>, the Parks, Recreation and Forestry Commission discussed naming the park. A summary of their discussion and recommendation is attached.

**Fiscal Impact:** As stated above.

Fiscal Review by:

Prepared and Submitted by:

Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

Gerald R. Peterson, ICMA-CM  
City Administrator

Summary of August 13, 2015 Parks, Recreation, and Forestry Commission meeting discussion

The Park Commission believes that this area preserves a natural park names should not be named after a specific person but rather specific park features such as trails or other park features. Therefore the Commission recommends to the Common Council that the 17.8 acre wetland park area located west of Drexel Town Square consider the following names:

- Name should include “preserve” instead of park
- Parks or natural preservation areas would be better named after the area in which it resides. (creating familiarity with the DTS...branding similar to area...name and location should tie together)
- Features or amenities within the preserve are better suited to be named after an individual(s)
  - i.e. Dale Richards Trail
- Potential names:
  - Drexel Town Square Preserve
  - AC Delco Preserve
  - Oak Creek Community Preserve
  - Emerald Preserve

RESOLUTION NO. 11624-081815

RESOLUTION DESIGNATING WETLANDS PRESERVE AREA AT DREXEL  
TOWN SQUARE  
(Drexel Town Square)  
(2<sup>nd</sup> Aldermanic District)

WHEREAS, the City of Oak Creek has caused a wetlands preserve (the "Preserve") of approximately 18 acres to be constructed at Drexel Town Square in conjunction and cooperation with Wispark, LLC, and One West Drexel, LLC, ("OWD") the owner of the property where the preserve is currently located; and,

WHEREAS, OWD will transfer ownership of the Preserve to the City; and,

WHEREAS, the Preserve has not heretofore been given an official name; and,

NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council of the City of Oak Creek that the Preserve at Drexel Town Square be and the same is hereby designated.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 18<sup>th</sup> day of August, 2015.

Passed and adopted this 18<sup>th</sup> day of August, 2015.

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

Approved this 18<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Mayor Stephen Scaffidi

ATTEST:

\_\_\_\_\_  
Catherine A. Roeske, City Clerk

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

# City of Oak Creek Common Council Report

Meeting Date: 8/18/15

Item No.: 11

**Recommendation:** That the Common Council adopts Resolution No. 11637-081815, a Resolution Rescinding Resolution No. 11424-110513 and restating the policy on handling of delinquent personal property taxes for the City of Oak Creek.

**Background:** The City last adopted Resolution No. 11424-110513 for the policy on the handling of delinquent personal property taxes to reflect a new law. In an effort to provide a more efficient internal process, including the accounting procedures, I am requesting changes to this policy. Main changes are described as follows:

**Resolution and Policy:**

- split into two separate documents

**Resolution:**

- heading adds language of previous resolution being rescinded
- references Wis. State Statutes and language
- adds language to indicate the policy as a separate document attached
- adds language to authorize the City Treasurer and City Administrator to sign the policy

**Policy:**

- changes the date for turning over to collection agency from March 31 to July 31 to improve accounting process by waiting until collection for the tax year is complete
- changes dates of publication and write-off's from 'As of October 1' to 'By the following June 1' to utilize chargeback calculations; and clarifies which tax year to publish and write-off

**Fiscal Impact:** Provides for time savings in preparation and accounting processes.

Prepared by:



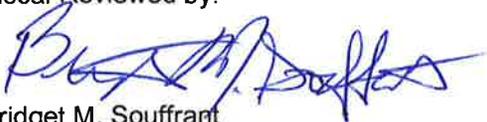
Barbara Guckenberger, CMTW  
City Treasurer

Respectfully submitted by:



Gerald R. Peterson, ICMA-CM  
City Administrator

Fiscal Reviewed by:



Bridget M. Souffrant  
Finance Director / Comptroller

**RESOLUTION NO. 11637-081815**

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

**A RESOLUTION RESCINDING RESOLUTION NO. 11424-110513 AND RESTATING THE  
POLICY ON HANDLING OF DELINQUENT PERSONAL PROPERTY TAXES  
FOR THE CITY OF OAK CREEK**

WHEREAS, WI State Statute 74.30(1)(i) provides that on or before February 20, the City of Oak Creek shall pay in full to each taxing district all personal property taxes which have not previously been paid; and

WHEREAS, the uncollected personal property taxes may be charged back to each taxing district in the following year and thus will have an adverse effect on that years' tax levy for each taxing district; and

WHEREAS, the City previously adopted Resolution 11424-110513 which established a policy on the handling of delinquent personal property taxes; and

WHEREAS, WI State Statutes 74.42(1) provides that no later than April 1, the taxation district treasurer may charge back to each taxing jurisdiction within the taxation district, its proportionate share of those personal property taxes for which the taxation district settled in full the previous year and which remain delinquent, if the taxes are owed by an entity that has ceased operations, or filed a petition for bankruptcy, or are due on personal property that has been removed from the next assessment roll; and

WHEREAS, the timely and efficient collection of monies due to the City of Oak Creek will benefit the taxpayer and enhance budgeting procedures of the City Government.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council that Resolution No. 11424-110513 is hereby rescinded; and

BE IT FURTHER RESOLVED by the Mayor and Common Council of the City of Oak Creek that there is hereby established a Policy on Handling of Delinquent Personal Property Taxes, as attached to and made a part of this resolution in its entirety, to improve the accuracy of the City's financial position and enhance budgeting procedures by the timely and efficient collection of monies due to the City; and

BE IT FURTHER RESOLVED that all resolutions contravening the provisions of this resolution are hereby repealed; and

BE IT FURTHER RESOLVED that the City Treasurer and City Administrator are hereby authorized to sign the Handling of Delinquent Personal Property Taxes Policy 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 18th day of August, 2015.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2015.

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

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Mayor

ATTEST:

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

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

**THE POLICY ON HANDLING OF DELINQUENT PERSONAL PROPERTY TAXES  
FOR THE CITY OF OAK CREEK**

The following shall be considered as the policy on the handling of delinquent personal property taxes as allowed by WI State Statutes:

1. Those accounts determined by the City Treasurer to be delinquent as of February 1, will receive a notice of delinquency.
2. Those accounts determined by the City Treasurer to be delinquent as of March 1, will receive a copy of this policy and a letter of delinquency from the City Attorney, which will advise the taxpayer of the ramifications of nonpayment.
3. If not paid on or before July 31, those delinquent accounts in which the City has no other recourse will be turned over to the City's collection agency. The City Treasurer will work with the collection agency to determine and approve which delinquent accounts will be subject to a lawsuit initiated by the City's collection agency.
4. By the following April 1, the City Treasurer may charge back to each taxing jurisdiction within the taxation district, except this state, its proportionate share of those personal property taxes for which the taxation district settled in full the previous year, which were delinquent at the time of settlement, which have not been collected in the intervening year, and which remain delinquent, if the taxes are owed by an entity that has ceased operations, or filed a petition for bankruptcy, or are due on personal property that has been removed from the next assessment roll
5. By the following June 1, regardless of whether in collection or in legal proceedings will be noticed in the City's official newspaper, showing the taxpayer's name and/or business name, address, the delinquent principal amount plus interest.

By the following June 1, the Treasurer shall also prepare a list of names and amounts of delinquent personal property for which the likelihood of collection appears remote, which shall be written off the books subject to approval by the Common Council; however, collection efforts will continue.

6. An amount equal to any delinquent personal property taxes charged back which are subsequently collected by the taxation district, minus the cost of collecting those taxes, shall be proportionately distributed to each taxing jurisdiction to which the delinquent taxes were charged back. Distributions shall be made on May 15, August 15, November 15 and February 15.

Approval: \_\_\_\_\_  
City Treasurer

Approval: \_\_\_\_\_  
City Administrator

**Revision History:**  
November 15, 2005  
November 5, 2013  
August 18, 2015

# City of Oak Creek Common Council Report

Meeting Date: 08/18/15

Item No.: 12

**Recommendation:** That the Common Council adopt Resolution No. 11638-081815, a Resolution Rescinding Resolution No. 11559-111814 and restating the Internal Control Policy on Cash Handling and Receipting for the City of Oak Creek.

**Background:** On December 5, 2006 the Common Council approved an Internal Control Policy. Subsequent changes have been made to the policy, most recently approved by the Common Council on November 18, 2014.

In preparation for the upcoming move, new software, a supervisory position and statutory changes, it is necessary to make additional adjustments to the policy. The Finance Committee reviewed the Internal Control Policy at their meeting on July 24, 2015, and is recommending changes as described on the attached Finance Committee Report dated 7/24/15.

The Treasurer's Office will work with departments to implement these policy changes.

**Fiscal Impact:** The fiscal impact of having an appropriate internal control policy is to provide sound procedures for safeguarding of City funds. Additionally, the internal control structure is an integral part of the audit; strong internal controls can reduce audit costs by minimizing audit testing. The internal control policy is also considered by the auditors when expressing an opinion as to the fair presentation of the City's financial statements.

Prepared by:



Barbara Guckenberger, CMTW  
City Treasurer

Respectfully submitted by:



Gerald R. Peterson, ICMA-CM  
City Administrator

Fiscal Reviewed by:



Bridget M. Souffrant  
Finance Director / Comptroller

**RESOLUTION NO. 11638-081815**

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

**A RESOLUTION RESCINDING RESOLUTION NO. 11559-111814 AND RESTATING THE INTERNAL CONTROL POLICY ON CASH HANDLING AND RECEIPTING FOR THE CITY OF OAK CREEK**

WHEREAS, WI State Statute 62.09 (9) designates the duties and responsibilities for the collection of all City money to the City Treasurer; and,

WHEREAS, it is the duty of the City Treasurer to establish appropriate internal controls for the security of City funds; and,

WHEREAS, the City's Internal Control Policy on Cash Handling and Cash Receipting was previously set forth in Resolution 11559-111814 and now needs to be updated to accurately reflect changes in software, personnel and statutory conditions; and,

NOW THEREFORE BE IT RESOLVED, by the Mayor and Common Council that Resolution No. 11559-111814 is hereby rescinded; and,

BE IT FURTHER RESOLVED by the Mayor and Common Council of the City of Oak Creek that there is hereby established an Internal Control Policy on Cash Handling and Cash Receipting, as attached to and made a part of this resolution in its entirety, to provide sound guidance in the safeguarding of City funds; and,

BE IT FURTHER RESOLVED that all resolutions contravening the provisions of this resolution are hereby repealed; and,

BE IT FURTHER RESOLVED that the City Treasurer and City Administrator are hereby authorized to sign the Internal Control Policy 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 18<sup>th</sup> day of August, 2015.

Passed and adopted this 18<sup>th</sup> day of August, 2015.

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

Approved this 18<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Mayor Stephen Scaffidi

ATTEST:

\_\_\_\_\_  
Catherine A. Roeske, City Clerk

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

## **Internal Control Policy on Cash Handling and Receipting**

### **Reconciliation of Subsidiary Taxes Receivable Records to the General Ledger Control Account**

1. Reconcile taxes receivable per “computer receipting software” records to taxes receivable per the general ledger monthly. Reconciliation should be reviewed by an individual knowledgeable about such matters and independent of their preparation.

### **Immediate Recording and Timely Deposit of All Receipts**

1. All receipting transactions are recorded immediately using the cash receipting software.
2. All receipts are prepared for deposit by the next business day, except large receipts as determined by the City Treasurer or Deputy Treasurer are deposited the same day.

### **Cash Receipts**

1. All employees who collect city funds must use a separate locking cash drawer, cash box or cash bag, unique to each employee. Each employee operating the drawer, box or bag will maintain secure custody of their key at all times.
2. When any employee leaves the area, the drawer is locked and the employee must log out of, or lock, the computer system. No employee may enter transactions using another employee’s login.
3. The Treasurer’s office will be the custodian of all spare keys; except the Clerk, or other employee separate of the Treasurer’s Office and designated by the Clerk, will maintain custody of the spare keys for the Treasurer’s Office.
4. All departments that use cash drawers shall use standard teller drawers to secure receipts. All cash receipts must be secured in a safe when not in use.
5. All denominations of \$20 or more must be verified for authenticity using a machine or by hand, at time of payment.
6. When preparing receipts for deposit, the employee will verify all cash with a supervisor or other authorized employee in their department. Both will sign a form provided by the Treasurer, certifying that the amount of cash placed in the locked bag has been verified, and is equal to, the departmental generated report. The Treasurer will be notified of any discrepancies to verified amounts. Treasurer will review such discrepancies with the Department Manager and Finance Director/Comptroller to discuss appropriate action. The key will be kept separate from the custodian of the bag that contains the deposit.
7. The employee will reconcile their cash drawer daily with a supervisor or other authorized employee in their department, or if the employee is not available, with another authorized employee.
8. All decentralized departments are required to deliver each day’s receipts to the Administrative Assistant Supervisor or their designee, or in the event that the Administrative Assistant Supervisor or their designee are unavailable, to the Deputy Treasurer or City Treasurer, in a locked bag by 2:00 pm the following business day, unless previously approved by the Treasurer. Both parties will sign a form verifying the bag is delivered. The bag will be placed in the safe until verified for accuracy, receipted the same day and a receipt will be provided to that department.

### **Software Security**

1. Each employee must create unique passwords.
2. Treasurer’s Office: Transactions such as voids in any cash receipting program is restricted to the Administrative Assistant Supervisor, Deputy Treasurer or Treasurer, Void receipts must include a

reason, be initialed by the employee and the person voiding the receipt and must be submitted with cash receipting paperwork.

3. Decentralized Departments: Transactions such as voids or other modifications to receipts is restricted to a supervisor or other authorized employee in their department. Void or modified receipts must include a reason, be initialed by the employee and the person voiding the receipt and must be submitted with cash receipting paperwork.
4. Upon termination of an employee, the Department Manager will immediately notify the IT Department in writing. A copy of such correspondence will be attached to the PAR form. Administration will follow-up with IT upon receipt of PAR.

### **Refunds of Overpayments**

1. All overpayments will be refunded by check through the Finance Department accounts payable process.

### **Decentralized Collections**

1. The following decentralized departments may collect receipts for various transactions solely related to their department, and must follow the recommendations set forth in this Internal Control Policy: Fire, Health, Highway, Library, Recreation and Police. Any department that retains receipts in their office overnight must use a safe and follow approved recommendations under "Safe Security and Contents". Furthermore, no other department may accept payment of any type and must immediately forward any person wanting to make a payment, or any check received by mail, to the Treasurer's Office.
2. The immediate recording of all transactions and issuing of standard receipts is required for all payments received, except where otherwise required by law that money must remain in its present form.
3. Each decentralized department shall provide the Finance Department with a summary form of receipts being delivered to the Treasurer's Office.
4. Credit card payment reports must accompany other computer or cash register documentation and receipts, for all decentralized departments who use credit card services.

### **Safe Security and Contents**

1. All receipts must be secured by the appropriate City employee at all times.
2. Only appropriate authorized City employees are allowed access to any safe, vault or any other area that contains City funds.
3. When purchasing a safe, it must have the capability of changing the combination. The combination must be changed upon termination of employee who has the combination to that safe.
4. Department Manager is to conduct periodic inventories of safe contents.
5. Only the Treasurer and Deputy Treasurer are allowed to use the signature stamp for checks, unless previously authorized by the Treasurer, and no incomplete checks will be signed.
6. City credit cards not issued to a particular City employee must be kept in the safe. Any City employee wishing to use such City credit card must sign the card out and sign it back in upon returning it.
7. All bid guarantees (certified checks or bonds) must be secured in the safe until released by the originating department. All other money received, including but not limited to performance bonds; grading, landscaping, road cut bonds and all other escrow funds, must be made with certified funds and will be deposited upon receipt and, if necessary, refunded through the accounts payable process.

### **Tax Batches**

1. Close batches in the software program upon reconciliation of payments.
2. The ability to close a batch is restricted to the Treasurer, Deputy Treasurer or Administrative Assistant Supervisor.

### **Cash Drawer Change Banks**

1. Cash drawers shall contain minimal dollar amounts for beginning change determined by the Treasurer.

### **Cashing of Personal Checks**

1. The City prohibits cashing of personal checks.

### **Cash Short and Over**

1. Cash overages and shortages must be disclosed to the Treasurer's office to be recorded in a separate general ledger account. Replacing of funds to make up shortages or accumulating overages is strictly prohibited.
2. Shortages and overages are tracked by the Treasurer for use in trend analysis. A report is provided to applicable Department Managers annually, or upon determination as an issue needing immediate attention.

### **Physical Security**

1. Access to the safe, vault or any other area that contains City funds must be secured at all times.
2. Security cameras will be implemented as part of the future facility remodeling/rebuilding plans for all departments allowed to receive City funds.
3. Keypad entry or identification card system will be implemented as part of the future facility remodeling/rebuilding plans for all departments allowed to receive City funds.

### **Segregation of Duties**

1. Segregation of duties will be implemented for all essential duties.

### **Job Descriptions**

1. Annually review current job descriptions and revise as needed.

### **Training and Manuals**

1. Annually review all cash receipting manuals and update as changes occur; provide access to employees charged with cash receipting duties.
2. Annually review Treasurer's "Cash Handling and Office Procedures" manual and update as changes occur.
3. All employees, including part-time and seasonal, who handle money will be properly trained and provided with access to all procedure manuals and policies related to cash handling.

**Petty Cash Drawers**

1. Maximum petty cash amounts will be established for the following departments:
  - a. Treasurer's Office
  - b. Fire Station #3
  - c. Police Department
  - d. Municipal Court
2. No other department may hold petty cash.
3. Only one person may be established as custodian for each petty cash drawer. Petty cash must be secured in a locked cash drawer, box or bag and the key must remain with the petty cash custodian. All petty cash must be kept in a locked cabinet or safe.
4. A City approved petty cash slip must be completed and signed by a supervisor or employee in their department authorized by the Department Manager; with a list of authorized signatories provided to the City Treasurer. All petty cash requests must include a receipt for expenditure. If requesting petty cash prior to purchase, requestor must return with receipt and excess funds from purchase.
5. Petty cash reimbursements must be limited to \$25.00, with the exception of the Treasurer's Office limited to \$50.00.
6. In the absence of the petty cash custodian, reimbursement will be processed within two business days of the custodians return to work.
7. Petty cash must be properly balanced whenever drawer is replenished; and no less than once per month.
8. Receipts must be attached to replenishment invoice for verification, and reimbursement check must be made payable to a supervisor, other than the custodian.
9. Replenishment checks must be endorsed and brought to the Treasurer's Office for petty cash replenishment; signature will be required as verification of receipt of petty cash replenishment. In the absence of the petty cash custodian in the Treasurer's Office, the replenishment check may be presented to the City's bank for cashing as needed.
10. City Treasurer or Deputy Treasurer will cash replenishment checks to replenish Treasurer's Office petty cash drawer as requested by custodian.

**Water and Sewer Utility**

**Water and Sewer Utility will be subject to Cash Receipting and Petty Cash Policies established through their independent internal control study as approved by the Water and Sewer Commission.**

Approval: \_\_\_\_\_  
City Treasurer

Approval: \_\_\_\_\_  
City Administrator

**Revision History:**  
December 5, 2006  
(Finance Committee) September 12, 2013  
November 5, 2013  
(Finance Committee) October 24, 2014  
November 18, 2014  
(Finance Committee) July 24, 2015  
August 18, 2015

City of Oak Creek  
Finance Committee Report

7/24/15  
Approved to recommend  
to CC

**Meeting Date:** 07/24/15

**Recommendation:** That the Finance Committee recommend the following changes to the Internal Control Policy to be presented to the Common Council for approval.

**Background:** The Finance Committee is charged with reviewing the Internal Control Policy on an annual basis, and presenting any recommended changes to the Common Council for approval. The policy was last reviewed by the Finance Committee on October 24, 2014, which was approved by the Common Council on November 18, 2014. Due to the upcoming move, new software, new Supervisor, as well as changes in law separating the Municipal Court from the Police Department, updates need to be made at this time. Attached is the policy for discussion with recommended changes shown in red. Below describes the main changes:

**Multiple Sections**

- Moving around or rewording of information for better flow and clarity.

**Cash Receipts**

- (1) Added the words "maintain secure" – I've found that some employees have been keeping their keys in unlocked bags/desk drawers, which defeats the purpose of maintaining custody of keys.
- (8) Changes the delivery and process of decentralized department money to flow through the Administrative Assistant Supervisor, who oversees the Administrative Support Assistants. In anticipation of the new building, it will provide a secure and efficient process and eliminate the need to immediately process decentralized deposits.
- (8) Extends the drop off of decentralized department money from noon to 2:00 to provide more flexibility for department delivery and work flow for cash receipting staff during the day.

**Software Security**

- (2) Changes wording from "other authorized employee" to Administrative Assistant Supervisor to better define authority for voids due to supervisor position.
- (2) Removes wording "deletes and other modifications" - all software now only allows voids.
- (2) Added wording for voids to include a reason, and submit the void receipt as backup to better clarify the void process for the Treasurer's office.
- (3) Added wording for voids to include a reason, and submit the void receipt as backup to better clarify the void process for the Decentralized Departments.

**Refunds of Overpayments**

- (1) Removed wording to eliminate mailing of cash for small overpayments. It is a more secure process and is the proper way for tracking purposes.

**Decentralized Collections**

- (1) Added wording to eliminate the exception for immediately receipting payment for copies.
- (1) Added "Municipal Court" to the decentralized departments due to the separation from PD.

**Safe Security and Contents**

- (1) Changes wording from "monitored" to "secured" to better ensure that employees who are handling cash are aware of their fiscal responsibility.
- (2) Adds the words "authorized" and "vault, safe or any other area that contains City funds" to increase security in anticipation of the new building.
- (5) Changes the wording from "Office" to "and Deputy Treasurer" to define Treasurer Personnel and added the words "for checks" to better define which signature stamp.
- (7) Defines the process for bid guarantees, bonds and escrow funds for security and fiscal responsibility purposes. This will be incorporated with the bid process as a whole.

**Tax Batches**

- (1) Added wording to better define how and when to close batches.
- (2) Added wording "or the Administrative Assistant Supervisor" as authorized to close batches due to supervisor position.

**Cash Drawer Change Banks**

- (1) Adding wording "determined by the Treasurer" to clarify who determines the minimal dollar amount for cash drawers.

**Physical Security**

- (1) Changed wording "Lock doors to "Access", and "Treasurer's Department" to "vault, safe or any other area that contains City Funds must be secured at all times" to increase security in anticipation of new building.

**Training and Manuals**

- (3) Added words "and policies" to better ensure that employees who are handling cash are aware of their fiscal responsibility.

**Petty Cash Drawers**

- (1 d) Added "Municipal Court" to the list of established petty cash drawers - PD and Municipal Court are separate by law change and PD no longer processes money related items for them.
- (8) Replaces "voucher" with "invoice" and removes signature requirement to reflect BS&A process.

**Fiscal Impact:** Reviewing and modifying this policy provides appropriate security measures for the security of City funds and is an important consideration by the auditors when expressing an opinion as to the fair presentation of the City's financial statements.

Respectfully Submitted,



Barbara Guckenberger, CMTW  
City Treasurer

# City of Oak Creek Common Council Report

**Meeting Date:** August 18, 2015

**Item No.:** 13

**Recommendation:** That the Common Council adopts Resolution No. 11640-081815, acquiring fee property (right-of-way), permanent easements, temporary easements and highway easements for the S. 5th Avenue relocation project from the intersection of STH 100 (Ryan)/STH 32 (Chicago) to 5th Avenue/Ryan Road, and to send a payment in the amount of the Award of Damages to the affected property owners. (Project No. 12026) (4<sup>th</sup> Aldermanic District)

**Background:** The acquisition (approved with Resolution No. 11616-050515) of real estate and easements is necessary for the 5th Avenue relocation project from the intersection of STH 100 (Ryan)/STH 32 (Chicago) to 5th Avenue/Ryan Road. The required acquisitions have been determined to be agreeable by the affected property owners. Single Source, Inc. is a sub-consultant for Strand Associates and is handling all of the real estate acquisitions for the project. The City must acquire Right-of-Way (FEE), highway, permanent, or temporary easements on eleven parcels. These are the first two parcels to be acquired for the project. The acquisitions acquired at this time are listed below.

Owner	Property Address	Tax Key Number	Parcel No.	Acquisition Type	Amount
Lisa Tomczak/Craig Baller	9471 S. 5 <sup>th</sup> Avenue	869-9943	8	FEE	\$61,071.56
City of Oak Creek	9325 S. 5 <sup>th</sup> Avenue	869-9995-003	10	TLE	\$700

The total amount required includes land acquisition cost and closing costs.

**Fiscal Impact:** The total cost of this action is \$61,771.56, and is to be paid through the sale of promissory notes authorized by Resolution No. 11440-121713.

Prepared by:



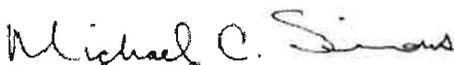
Matthew J. Sullivan, P.E.  
Design Engineer

Respectfully submitted:



Gerald R. Peterson, ICMA-CM  
City Administrator

Approved by:



Michael C. Simmons, P.E.  
City Engineer

Fiscal review by:



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

RESOLUTION NO. 11640-081815

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

RESOLUTION ACCEPTING FEE PROPERTY, PERMANENT EASEMENTS, TEMPORARY EASEMENTS AND HIGHWAY EASEMENTS FOR THE SOUTH 5<sup>TH</sup> AVENUE RELOCATION PROJECT

(PROJECT NO. 12026)

(4<sup>TH</sup> ALDERMANIC DISTRICT)

WHEREAS, the City of Oak Creek decided that public necessity demands the construction of S. 5<sup>th</sup> Avenue relocation from the intersection of STH 100 (Ryan)/STH 32 (Chicago) to 5<sup>th</sup> Avenue/Ryan Road; and

WHEREAS, the road construction work will be completed by the Wisconsin Department of Transportation as part of their State Transportation Projects in 2016; and

WHEREAS, the acquisition of fee simple title, permanent easements, temporary easements and highway easements were approved with Resolution No. 11616-050515, and

WHEREAS, the plat and relocation order for this project, with State I.D. 2987-00-14, has been approved and filed with the County Clerk for Milwaukee County, and

WHEREAS, the property owner listed below has agreed to land acquisition and grants easements to the City,

Owner	Property Address	Tax Key Number	Parcel No.	Acquisition Type	Amount
Lisa Tomczak/Craig Baller	9471 S. 5 <sup>th</sup> Avenue	869-9943	8	FEE	\$61,071.56
City of Oak Creek	9325 S. 5 <sup>th</sup> Avenue	869-9995-003	10	TLE	\$700

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

BE IT FURTHER RESOLVED, the Finance Director is hereby authorized and directed to prepare checks in the amounts and to the owners shown above for a closing to be scheduled and upon closing the City Clerk is hereby authorized and directed to record the same in the Office of the Register of Deeds in and for Milwaukee County, Wisconsin.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 18<sup>th</sup> day of August, 2015.

Passed and adopted this 18<sup>th</sup> day of August, 2015.

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

Approved this 18<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Mayor

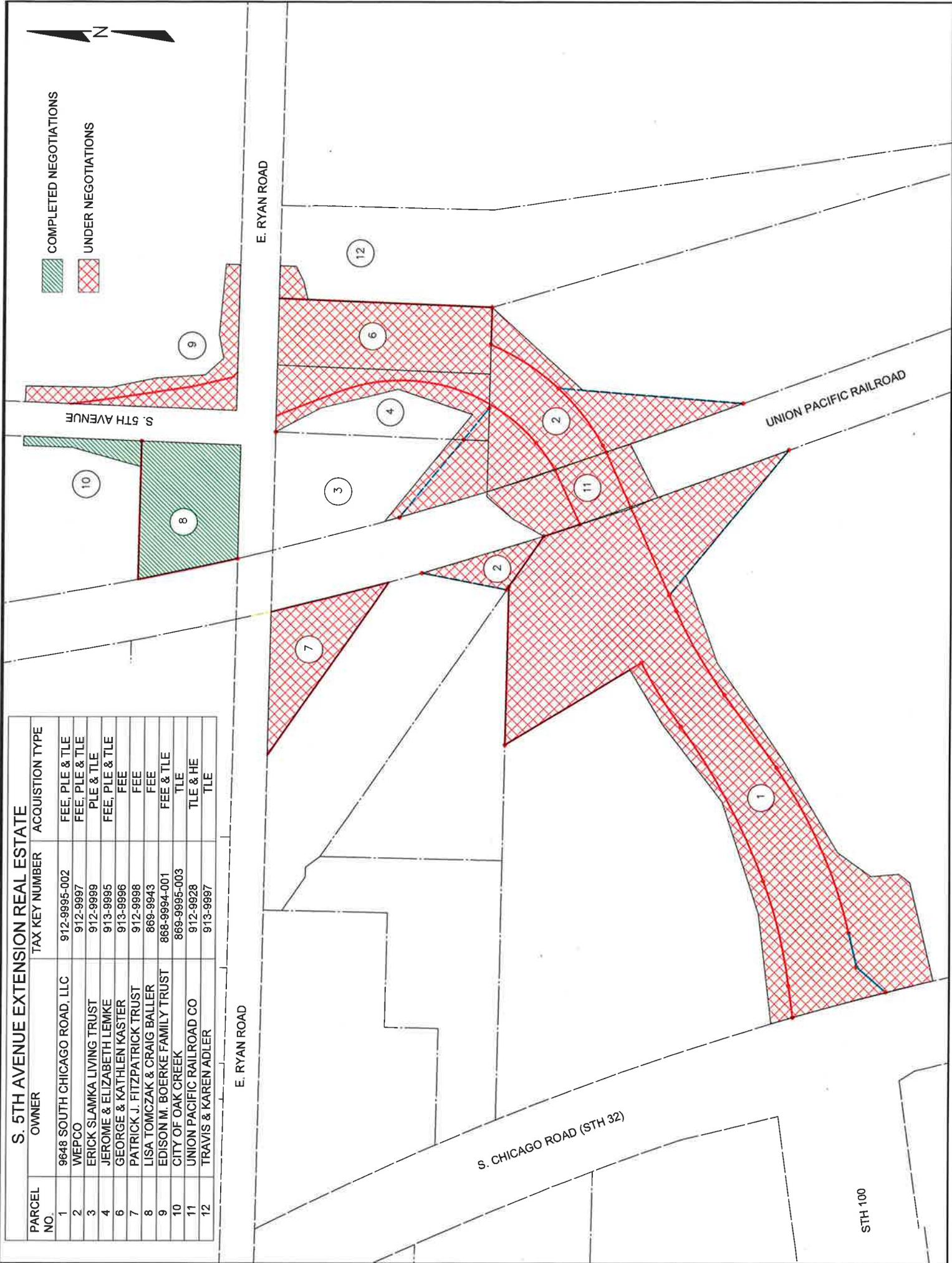
ATTEST:  
\_\_\_\_\_  
City Clerk

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

### S. 5TH AVENUE EXTENSION REAL ESTATE

PARCEL NO.	OWNER	TAX KEY NUMBER	ACQUISITION TYPE
1	9648 SOUTH CHICAGO ROAD, LLC	912-9995-002	FEE, PLE & TLE
2	WEPCO	912-9997	FEE, PLE & TLE
3	ERICK SLAMKA LIVING TRUST	912-9999	PLE & TLE
4	JEROME & ELIZABETH LEMKE	913-9995	FEE, PLE & TLE
6	GEORGE & KATHLEN KASTER	913-9996	FEE
7	PATRICK J. FITZPATRICK TRUST	912-9998	FEE
8	LISA TOMCZAK & CRAIG BALLER	869-9943	FEE
9	EDISON M. BOERKE FAMILY TRUST	868-9994-001	FEE & TLE
10	CITY OF OAK CREEK	869-9995-003	TLE
11	UNION PACIFIC RAILROAD CO	912-9928	TLE & HE
12	TRAVIS & KAREN ADLER	913-9997	TLE

 COMPLETED NEGOTIATIONS  
 UNDER NEGOTIATIONS



STH 100

# City of Oak Creek Common Council Report

Meeting Date: August 18, 2015

Item No.: 14

**Recommendation:** To concur with the recommendations of the Traffic and Safety Commission to approve the installation of a "NO LEFT TURN" sign on W. Hilltop Lane at the driveway of 9000 S. 27th Street.

**Background:** Alderman Guzikowski and eight residents were in attendance for this item. The item was requested by Alderman Verhalen as a member of the License Committee. The existing "NO LEFT TURN" sign was installed by the land owner and was never authorized by the Common Council of Oak Creek. Since the sign was not authorized by Oak Creek, the sign is not enforceable. Residents in the area did state that the sign does work for the majority of the patrons of the existing bar and grill, but would like it to be an enforceable sign. One resident stated that they didn't want another sign in the public right-of-way especially since there was already an existing sign. Commission members proposed that the existing sign be removed by the land owner and the city approve the installation of an enforceable sign in the same location. The residents were agreeable to this solution.

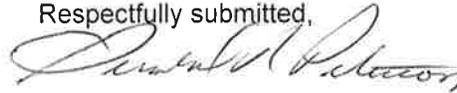
**FISCAL IMPACT:** Street Department will construct and the install sign.

Prepared by:



Matthew J. Sullivan, P.E.  
Design Engineer

Respectfully submitted,



Gerald R. Peterson, ICMA-CM  
City Administrator

Fiscal review by:



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller



# City of Oak Creek Common Council Report

Meeting Date: August 18, 2015

Item No.: 15

**Recommendation:** That the Common Council considers a motion to enter into a contract with R.A. Smith National, Inc. for final design of the S. 20<sup>th</sup> Street extension north of W. Drexel Avenue (Project No. 15023) (2<sup>nd</sup> Aldermanic District) for an estimated contract total of \$54,800.

**Background:** The Oak Creek School District is constructing a new elementary school at 2200 W. Drexel Avenue. R.A. Smith National submitted the individual permit for the wetland disturbance for the proposed roadway and the school site of behalf of the City. The wetland fill permit has tentatively been approved by the WDNR. We are now moving forward with the design of the road and utilities. This will be a public road that will extend S. 20<sup>th</sup> Street to the north of W. Drexel Avenue using the existing right-of-way. The School District wants the school to be open for the fall of 2016. R.A. Smith National will prepare the plans for the public infrastructure under the direction of the Engineering Department. This construction work would be planned for next year.

**FISCAL IMPACT:** The total cost of estimated contract for the public infrastructure design is \$54,800. The funding would come from the \$3 million dollar bond, for which the Council had previously approved \$150,000 funding to the permitting and road construction from the bond.

Prepared by:



Brian L. Johnston, P.E.  
Assistant City Engineer

Respectfully submitted,

Gerald R. Peterson, ICMA-CM  
City Administrator

Approved by:



Michael C. Simmons, P.E.  
City Engineer, P.E.

Fiscal review by:



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

# City of Oak Creek Common Council Report

**Meeting Date:** August 18, 2015

**Item No.:** 16

**Recommendation:** That the Council adopts Resolution No. 11632-081815 approving a certified survey map for the property at 8040 S. 6<sup>th</sup> St.

**Background:** The City of Oak Creek is requesting approval of a Certified Survey Map (CSM) for the property at 8040 S. 6<sup>th</sup> St. that will have the following effects:

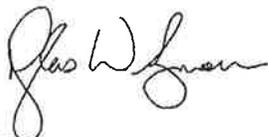
1. Create a new building lot (Lot 2) of 2.5456 acres to the east of the existing City Hall/Library lot. Lot 1 will retain the City Hall/Library building on 3.2494 acres.
2. Dedicate land for the S. Market Street public right-of-way between the proposed lots, and to the south of the City Hall/Library lot (Lot 1).
3. Relocate the sanitary sewer easement for the proposed Lot 2.

The extension of Market Street south and west will allow access to Lot 2, access to the east side of the City Hall / Library parking lot, and will offer vehicular traffic an additional route south from the Town Square to S. 6<sup>th</sup> Street.

The Plan Commission has reviewed this request and has recommended its approval with the condition that all technical corrections are made prior to recording.

**Fiscal Impact:** This CSM affects the existing City Hall / Library parcel. Lot 2 will be a development lot. Taxes generated from the sale and development of the new lot will result in a positive fiscal impact for the City. This property is part of TID 11.

Prepared by:



Doug Seymour, AICP  
Director of Community Development

Respectfully submitted,



Gerald Peterson, ICMA-CM  
City Administrator

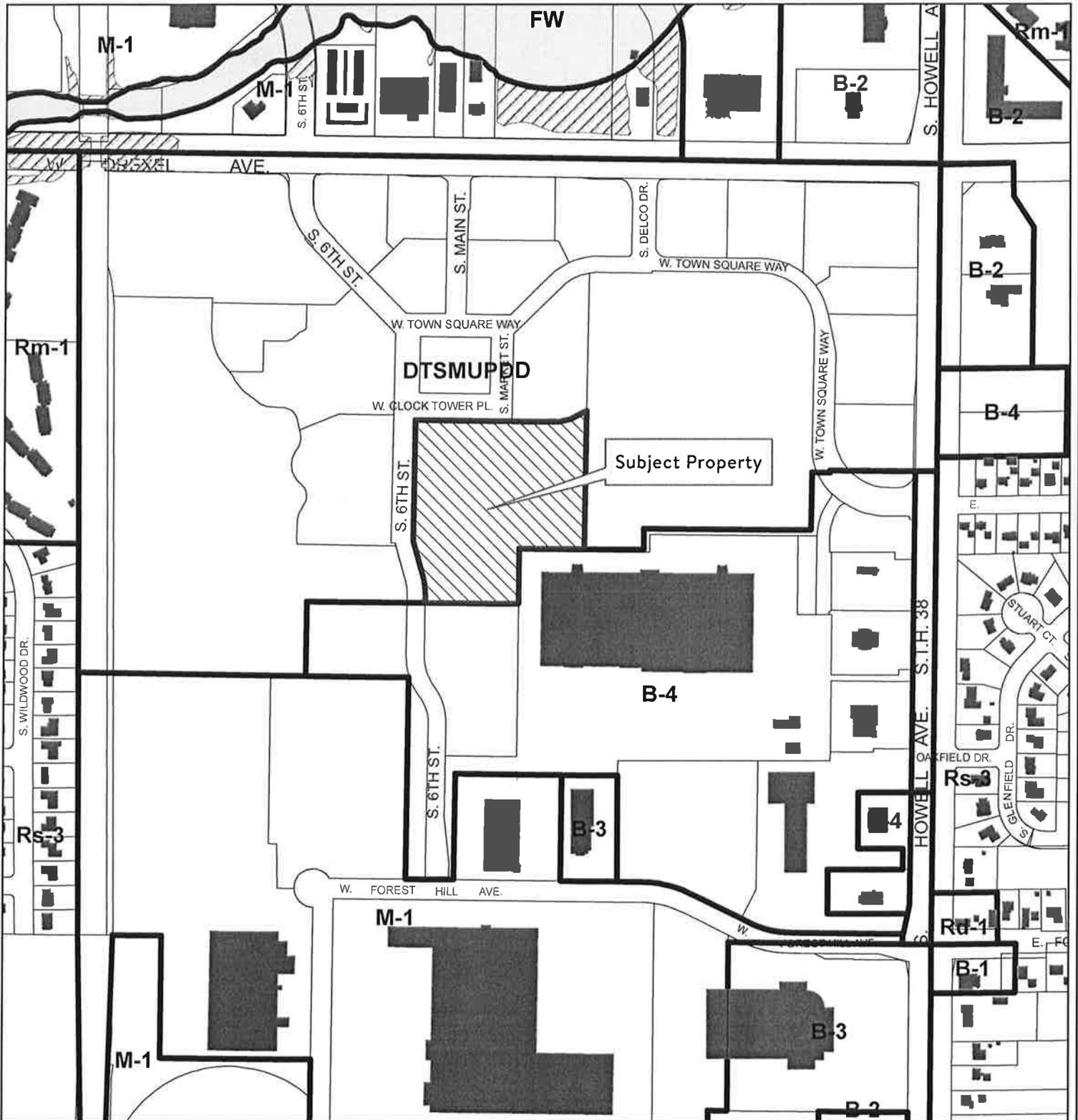
Fiscal Review by:



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

# Location Map

## 8040 S. 6th St.



**OAKCREEK**  
— WISCONSIN —

Department of Community Development



**Legend**

-  8040 S. 6th St.
-  Floodfringe
-  Floodway

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



RESOLUTION NO. 11632-081815

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

RESOLUTION APPROVING A CERTIFIED SURVEY MAP  
FOR THE CITY OF OAK CREEK

8040 S. 6<sup>TH</sup> ST.  
(2<sup>nd</sup> Aldermanic District)

WHEREAS, THE CITY OF OAK CREEK, hereinafter referred to as the subdivider, has submitted a certified survey map in compliance with all statutory requirements; and

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

WHEREAS, the Plan Commission has recommended that this certified survey map be approved subject to the condition that all technical corrections are made prior to recording;

NOW, THEREFORE, BE IT RESOLVED that this certified survey map, in the City of Oak Creek, Wisconsin, is hereby approved by the Common Council subject to the condition that all technical corrections are made prior to recording.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 18<sup>th</sup> day of August, 2015.

Passed and adopted this 18<sup>th</sup> day of August, 2015.

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

Approved this 18<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

# City of Oak Creek Common Council Report

**Meeting Date:** August 18, 2015

**Item No.:** 17

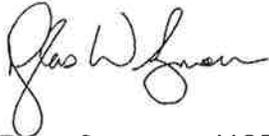
**Recommendation:** That the Council adopts Resolution No. 11633-081815 approving a certified survey map for the property at 10304 S. Oakview Parkway.

**Background:** Wispark, LLC is requesting approval of a Certified Survey Map that will divide the property at 10304 S. Oakview Parkway into one building lot of 14.6793 acres and one Outlot of 2.7012 acres. This land is located in OakView Business Park. All lots will be of conforming size and width following the division. Outlot 1 will contain stormwater infrastructure. No other changes are proposed as part of the division. Comments from the Water and Sewer Utility are to ensure that unused sewer and water laterals are abandoned.

The Plan Commission has reviewed this request and has recommended its approval with the condition that all technical corrections are made prior to recording.

**Fiscal Impact:** This CSM will create one outlot from the existing building lot. No direct fiscal impact will result from this CSM; however, taxes generated from the development of the building lot would result in a positive fiscal impact for the City. These properties are part of TID 8.

Prepared by:



Doug Seymour, AICP  
Director of Community Development

Respectfully submitted,



Gerald Peterson, ICMA-CM  
City Administrator

Fiscal Review by:



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

RESOLUTION NO. 11633-081815

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

RESOLUTION APPROVING A CERTIFIED SURVEY MAP  
FOR WISPARK (OAKVIEW BUSINESS PARK)

10304 S. OAKVIEW PARKWAY  
(5<sup>th</sup> Aldermanic District)

WHEREAS, WISPARK, LLC, hereinafter referred to as the subdivider, has submitted a certified survey map in compliance with all statutory requirements; and

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

WHEREAS, the Plan Commission has recommended that this certified survey map be approved subject to the condition that all technical corrections are made prior to recording;

NOW, THEREFORE, BE IT RESOLVED that this certified survey map, in the City of Oak Creek, Wisconsin, is hereby approved by the Common Council subject to the condition that all technical corrections are made prior to recording.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 18<sup>th</sup> day of August, 2015.

Passed and adopted this 18<sup>th</sup> day of August, 2015.

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

Approved this 18<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Mayor

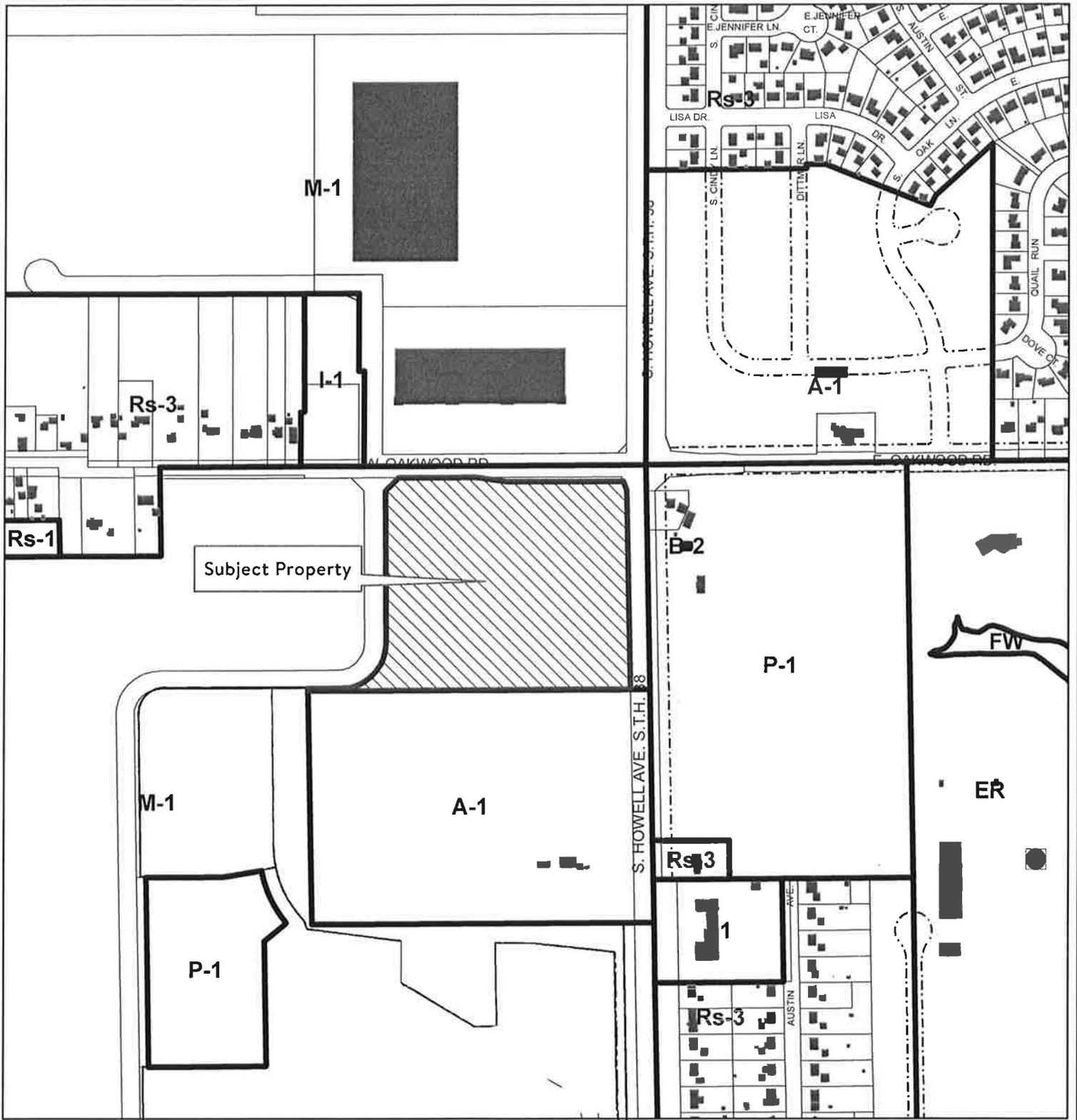
ATTEST:

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

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

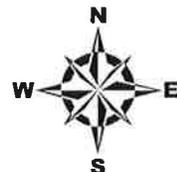
# Location Map

## 10304 S. Oakview Parkway



**OAKCREEK**  
— WISCONSIN —

Department of Community Development



Legend

 10304 S. Oakview Parkway

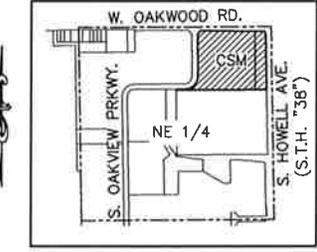
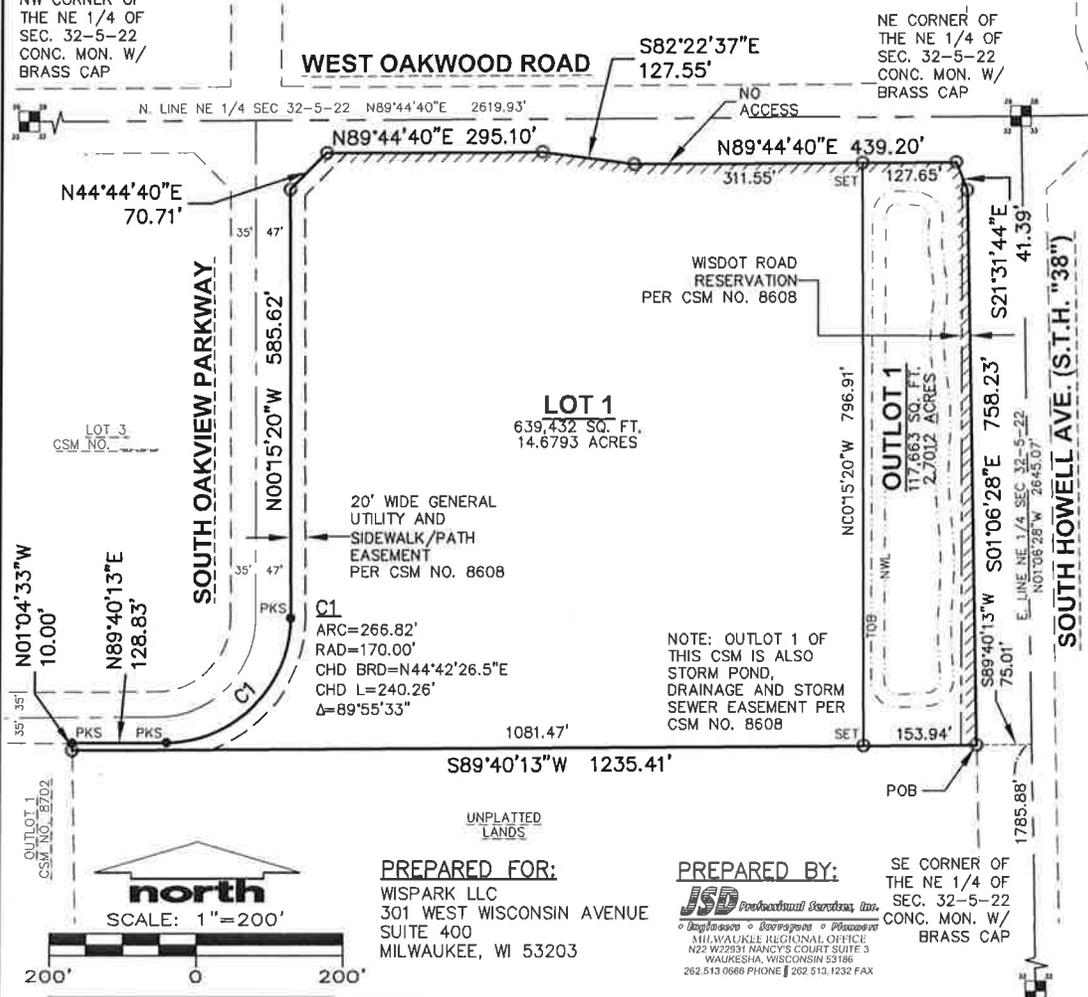
This map is not a survey of the actual boundary of any property this map depicts.

**CERTIFIED SURVEY MAP No. \_\_\_\_\_**

BEING A REDIVISION OF ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8608, LOCATED IN THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 32, TOWNSHIP 5 NORTH, RANGE 22 EAST, CITY OF OAK CREEK, MILWAUKEE COUNTY, WISCONSIN.

NW CORNER OF THE NE 1/4 OF SEC. 32-5-22 CONC. MON. W/ BRASS CAP

NE CORNER OF THE NE 1/4 OF SEC. 32-5-22 CONC. MON. W/ BRASS CAP



**VICINITY MAP**  
NE 1/4 SEC. 32-5-22  
SCALE: 1"=2000'

- LEGEND:**
- 1" IRON PIPE FOUND & ACCEPTED
  - 3/4" REBAR FOUND & ACCEPTED
  - PKS ● PK NAIL SET
  - SEWRPC SECTION CORNER MONUMENT
  - SET ○ 1"x18" IRON PIPE SET WT. 1.13 LBS/LIN. FT.
  - NO DIRECT VEHICULAR ACCESS
  - - - NWL - PROPOSED POND\* (NORMAL WATER LEVEL)
  - - - TOB - PROPOSED POND\* (TOP OF BERM)

**PREPARED FOR:**  
WISPARK LLC  
301 WEST WISCONSIN AVENUE  
SUITE 400  
MILWAUKEE, WI 53203

**PREPARED BY:**  
**JSD** Professional Services, Inc.  
Milwaukee Regional Office  
N22 W23931 HANCYS COURT SUITE 3  
WAUKESHA, WISCONSIN 53186  
262.513.0668 PHONE | 262.513.1232 FAX

SE CORNER OF THE NE 1/4 OF SEC. 32-5-22 CONC. MON. W/ BRASS CAP

**NOTES:**  
CSM NO. 8608 RECORDED ON JUNE 3, 2014 AT MILWAUKEE CO. REGISTER'S OFFICE AS DOC. 10364225.  
THIS PROPERTY IS LOCATED WITHIN ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN), PER FEMA MAP PANEL NUMBER 55079C0231E, EFFECTIVE DATE: SEPTEMBER 26, 2008.

**BEARING BASIS:**  
ALL BEARINGS ARE REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE. THE EAST LINE OF THE NORTHEAST 1/4 OF SECTION 32, TOWNSHIP 5 NORTH, RANGE 22 EAST, WAS USED AS NORTH 01°06'28" WEST.

PROJECT CONVERSION FACTOR: GRID/0.99994301 = GROUND  
SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.  
ALL MEASUREMENTS HAVE BEEN MADE TO THE NEAREST ONE-HUNDREDTH OF A FOOT.  
ALL ANGULAR MEASUREMENTS HAVE BEEN MADE TO THE NEAREST ONE SECOND.

**LOT 1**  
639,432 SQ. FT.  
14.6793 ACRES

**OUTLOT 1**  
17,863 SQ. FT.  
2.7012 ACRES

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# City of Oak Creek Common Council Report

**Meeting Date:** August 18, 2015

**Item No.:** 18

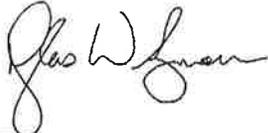
**Recommendation:** That the Council adopts Resolution No. 11634-081815 approving a certified survey map for the property at 10551 S. Oakview Parkway.

**Background:** Wispark, LLC is requesting approval of a Certified Survey Map that will divide the property at 10551 S. Oakview Parkway into three building lots and two Outlots. This land is located in OakView Business Park. All lots will be of conforming size and width following the division. Outlots 1 and 2 will contain stormwater infrastructure. No other changes are proposed as part of the division. Comments from the Water and Sewer Utility are to ensure that unused sewer and water laterals are abandoned.

The Plan Commission has reviewed this request and has recommended its approval with the condition that all technical corrections are made prior to recording.

**Fiscal Impact:** This CSM will create three building lots and two outlots. Taxes generated from the development of the proposed building lots would result in a positive fiscal impact for the City. These properties are part of TID 8.

Prepared by:



Doug Seymour, AICP  
Director of Community Development

Respectfully submitted,



Gerald Peterson, ICMA-CM  
City Administrator

Fiscal Review by:



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

RESOLUTION NO. 11634-081815

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

RESOLUTION APPROVING A CERTIFIED SURVEY MAP  
FOR WISPARK (OAKVIEW BUSINESS PARK)

10551 S. OAKVIEW PARKWAY  
(5<sup>th</sup> Aldermanic District)

WHEREAS, WISPARK, LLC, hereinafter referred to as the subdivider, has submitted a certified survey map in compliance with all statutory requirements; and

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

WHEREAS, the Plan Commission has recommended that this certified survey map be approved subject to the condition that all technical corrections are made prior to recording;

NOW, THEREFORE, BE IT RESOLVED that this certified survey map, in the City of Oak Creek, Wisconsin, is hereby approved by the Common Council subject to the condition that all technical corrections are made prior to recording.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 18<sup>th</sup> day of August, 2015.

Passed and adopted this 18<sup>th</sup> day of August, 2015.

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

Approved this 18<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Mayor

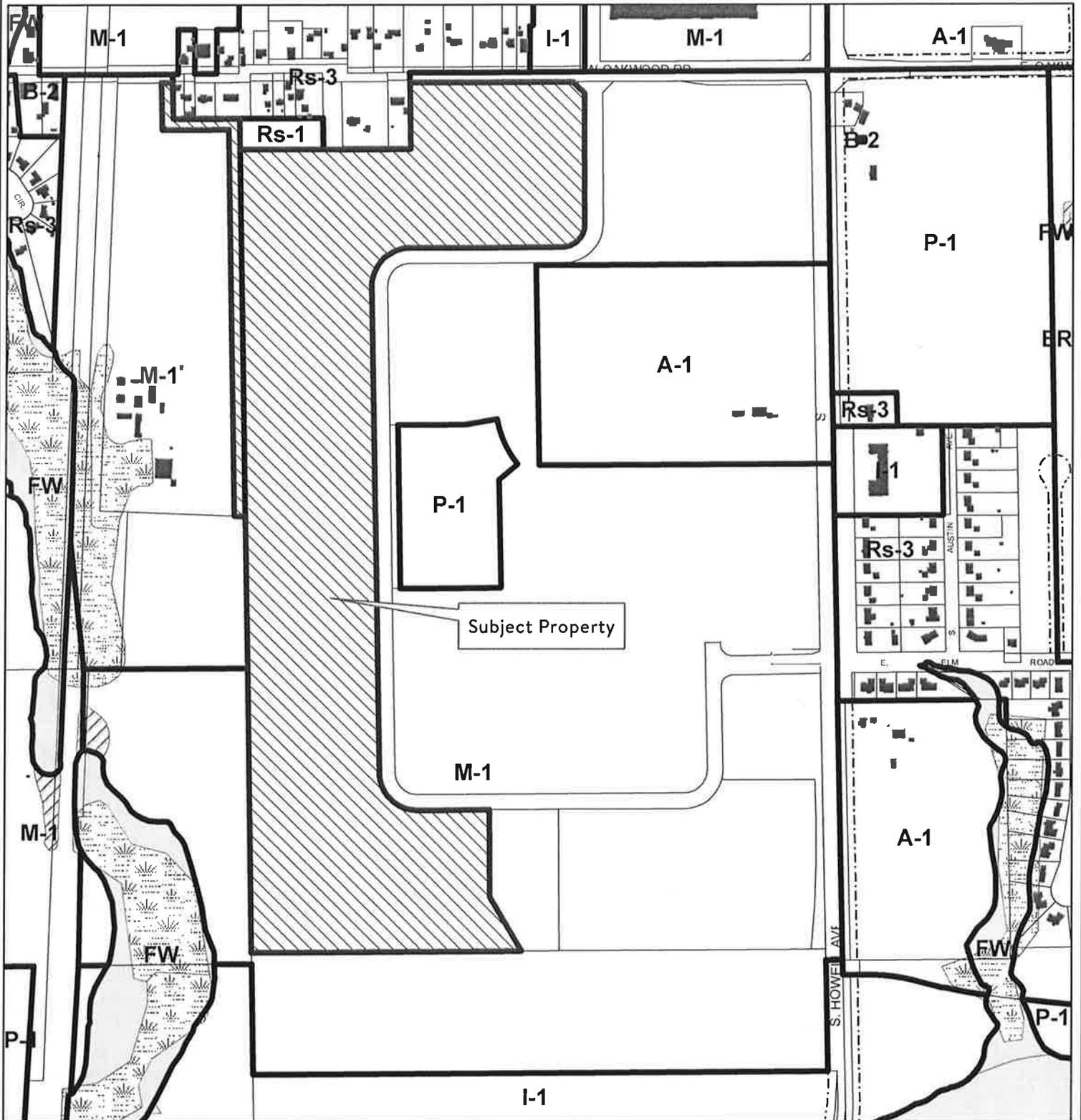
ATTEST:

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

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

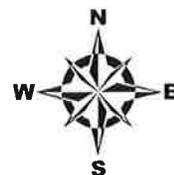
# Location Map

## 10551 S. Oakview Parkway



**OAKCREEK**  
— WISCONSIN —

Department of Community Development



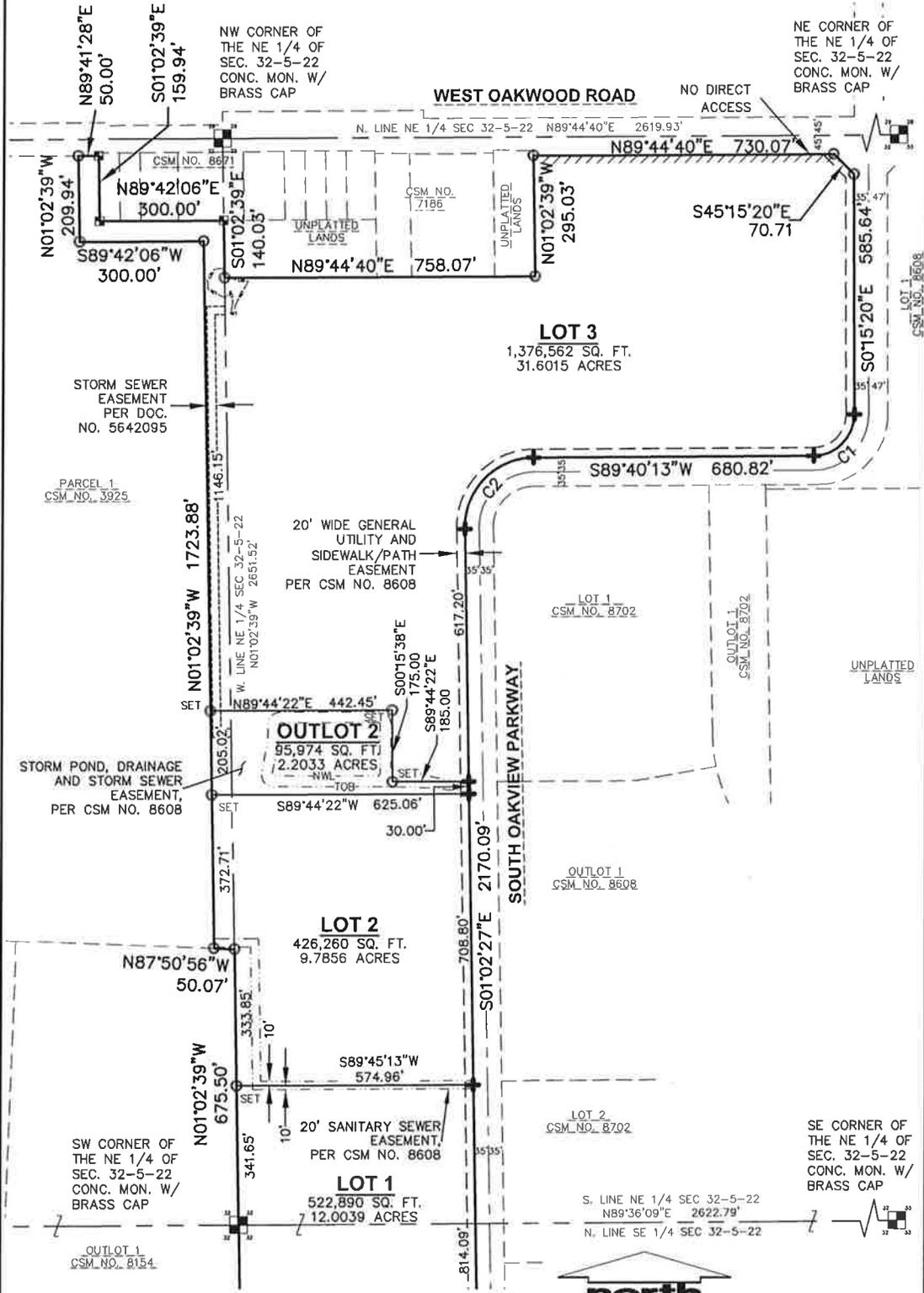
**Legend**

-  10551 S. Oakview Parkway
-  Wetland
-  Floodfringe
-  Floodway

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

**CERTIFIED SURVEY MAP No. \_\_\_\_\_**

BEING A REDIVISION OF ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 8609, LOCATED IN THE NORTHEAST 1/4, SOUTHWEST 1/4 AND NORTHWEST 1/4 OF THE NORTHEAST 1/4; NORTHWEST 1/4 OF THE SOUTHWEST 1/4; AND NORTHEAST 1/4 AND SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 32, TOWNSHIP 5 NORTH, RANGE 22 EAST, CITY OF OAK CREEK, MILWAUKEE COUNTY, WISCONSIN.



SEE SHEET 2 OF 5



T:\NSD Projects\URCS179 Oak Creek BP\dwg\URCS179\_CSM\_A.dwg

# City of Oak Creek Common Council Report

**Meeting Date:** August 18, 2015

**Item No.:** 19

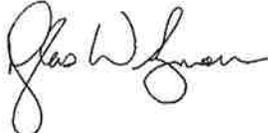
**Recommendation:** That the Council adopts Resolution No. 11635-081815 approving a certified survey map for the property at 300 W. Oakview Parkway.

**Background:** Wispark, LLC is requesting approval of a Certified Survey Map that will divide the property at 300 W. Oakview Parkway into two building lots and one Outlot. This land is located in OakView Business Park. All lots will be of conforming size and width following the division. Outlot 1 will be dedicated to the City to become part of Mardeand Park. No other changes are proposed as part of the division. Comments from the Water and Sewer Utility are to ensure that unused sewer and water laterals are abandoned.

The Plan Commission has reviewed this request and has recommended its approval with the condition that all technical corrections are made prior to recording.

**Fiscal Impact:** This CSM will create two new building lots and one outlot. Taxes generated from the development of the proposed building lots would result in a positive fiscal impact for the City. These properties are part of TID 8.

Prepared by:



Doug Seymour, AICP  
Director of Community Development

Respectfully submitted,



Gerald Peterson, ICMA-CM  
City Administrator

Fiscal Review by:



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

RESOLUTION NO. 11635-081815

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

RESOLUTION APPROVING A CERTIFIED SURVEY MAP  
FOR WISPARK (OAKVIEW BUSINESS PARK)

300 W. OAKVIEW PARKWAY  
(5<sup>th</sup> Aldermanic District)

WHEREAS, WISPARK, LLC, hereinafter referred to as the subdivider, has submitted a certified survey map in compliance with all statutory requirements; and

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

WHEREAS, the Plan Commission has recommended that this certified survey map be approved subject to the condition that all technical corrections are made prior to recording;

NOW, THEREFORE, BE IT RESOLVED that this certified survey map, in the City of Oak Creek, Wisconsin, is hereby approved by the Common Council subject to the condition that hat all technical corrections are made prior to recording.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 18<sup>th</sup> day of August, 2015.

Passed and adopted this 18<sup>th</sup> day of August, 2015.

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

Approved this 18<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Mayor

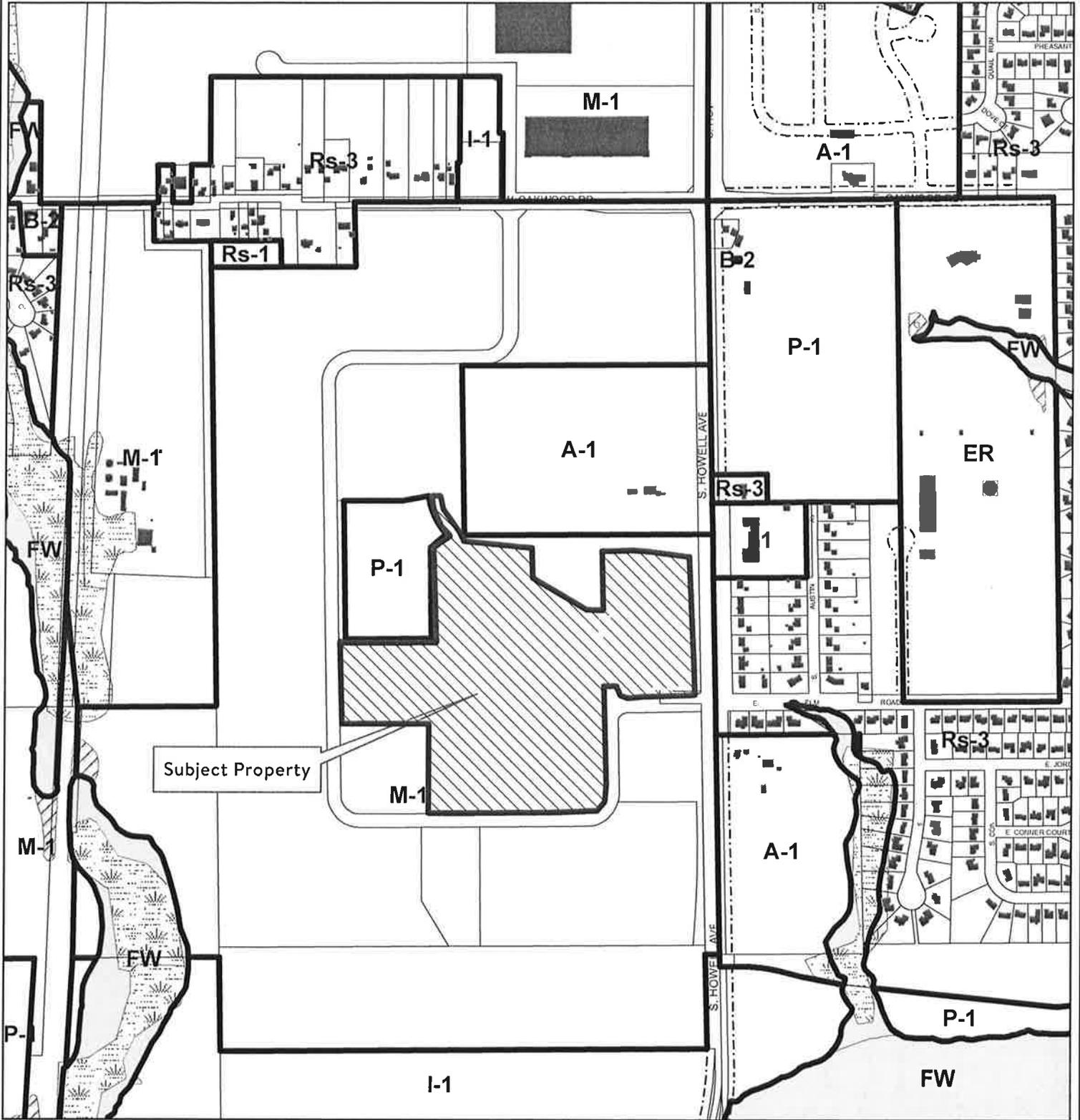
ATTEST:

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

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

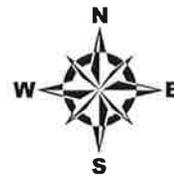
# Location Map

## 300 W. Oakview Parkway



**OAKCREEK**  
— WISCONSIN —

Department of Community Development

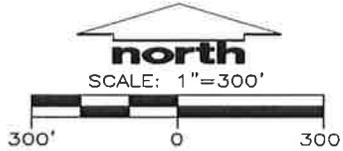


Legend	
	300 W. Oakview Parkway
	Wetland
	Floodfringe
	Floodway

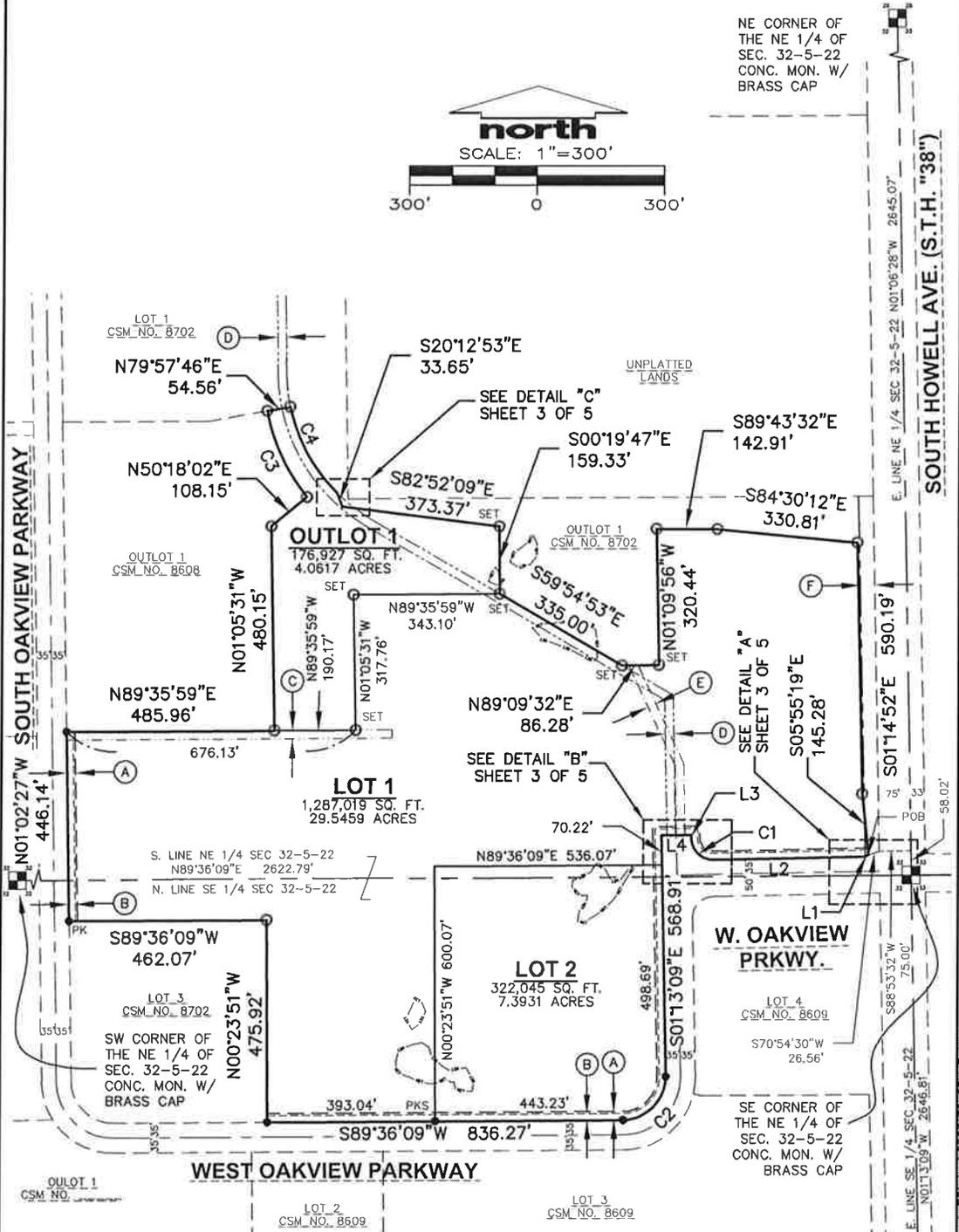
This map is not a survey of the actual boundary of any property this map depicts.

**CERTIFIED SURVEY MAP No. \_\_\_\_\_**

BEING A REDIVISION OF ALL OF LOT 2 OF CERTIFIED SURVEY MAP NO. 8702, LOCATED IN THE SOUTHEAST 1/4 AND SOUTHWEST 1/4 OF THE NORTHEAST 1/4; AND THE NORTHEAST 1/4 AND NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 32, TOWNSHIP 5 NORTH, RANGE 22 EAST, CITY OF OAK CREEK, MILWAUKEE COUNTY, WISCONSIN.



NE CORNER OF THE NE 1/4 OF SEC. 32-5-22 CONC. MON. W/ BRASS CAP



- (A) 20' WIDE GENERAL UTILITY AND SIDEWALK/PATH EASEMENT PER CSM NO. 8608
- (B) 15' ELECTRIC AND COMMUNICATIONS DISTRIBUTION EASEMENT PER DOC. NO. 10385343
- (C) 20' SANITARY SEWER EASEMENT PER CSM NO. 8608
- (D) 20' WATER MAIN EASEMENT PER CSM NO. 8608
- (E) STORM POND, DRAINAGE AND STORM SEWER EASEMENT PER CSM NO. 8608
- (F) WISDOT ROAD RESERVATION PER CSM NO. 8608

DATED THIS \_\_\_\_\_ DAY OF AUGUST, 2015  
 THIS INSTRUMENT WAS DRAFTED BY RIZAL W. ISKANDARSJACH, S-2738

SE CORNER OF THE SE 1/4 OF SEC. 32-5-22 CONC. MON. W/ BRASS CAP

T:\NSD Projects\083179 Oak Creek BP\dwg\083179 CSM B.dwg