



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

Stephen Scaffidi – Mayor  
Steven Kurkowski – 1<sup>st</sup> District  
Daniel Bukiewicz – 2<sup>nd</sup> District  
Mark Verhalen – 3<sup>rd</sup> District  
Michael Toman – 4<sup>th</sup> District  
Kenneth Gehl – 5<sup>th</sup> District  
Christopher Guzikowski – 6<sup>th</sup> District

## COMMON COUNCIL MEETING AGENDA

MONDAY, FEBRUARY 20, 2017

7:00 P.M.

### The City's Vision

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

1. Call Meeting to Order / Roll Call
2. Pledge of Allegiance
3. Approval of Minutes: 2/7/17.

### Recognition

4. **Mayoral Proclamation:** Youth Art Month, March 2017.

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

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

5. **Conditional Use:** Consider a request submitted by Badger Bus Lines for an amendment to the Conditional Use Permit allowing the storage of inflammable gas in excess of 5,000 gallons at 6819 S. Howell Ave. (1<sup>st</sup> District).
6. **Ordinance:** Consider Ordinance No. 2842, approving an amendment to a Conditional Use Permit for the property at 6819 S. Howell Ave. to allow the storage of inflammable gas in excess of 5,000 gallons (1<sup>st</sup> District).

### New Business

### MAYOR & COMMON COUNCIL

7. **Resolution:** Consider Resolution No. 11801-022017, approving the amendment to the Tax Incremental District No. 12 Finance Development Agreement with IKEA Property, Inc. (2<sup>nd</sup> District).
8. **Motion:** Consider a motion to approve the 2016 Vendor Summary Report in the amount of \$101,158.68 and 2017 Vendor Summary Report in the amount of \$1,113,262.19 for a combined total of \$1,214,420.87 (by Committee of the Whole).

## **HEALTH**

9. **Resolution:** Consider Resolution No. 11797-022017, establishing various fees, permits and charges charged by the City of Oak Creek (by Committee of the Whole).

## **COMMUNITY DEVELOPMENT**

10. **Resolution:** Consider Resolution No. 11800-022017, approving a Certified Survey Map for Arlene Buttke, WE Energies, and Jerry Franke, Wispark, LLC, for the property at 10861 S. Howell Ave. (5<sup>th</sup> District).

## **ENGINEERING**

11. **Resolution:** Consider Resolution No. 11798-022017, approving an Intergovernmental Cooperation Agreement between the City of Franklin and the City of Oak Creek outlining responsibilities for a shared street tree planting project related to the South 27<sup>th</sup> Street reconstruction project (Project No. 17020) (2<sup>nd</sup> District).

## **LICENSE COMMITTEE**

License Committee met on February 16, 2017. Minutes are attached. Recommendations are as follows:

12. **Motion:** Consider a motion to grant an Operator's license to Amanda Salla, 1942 S. 80<sup>th</sup> St., West Allis, WI (Kwik Trip).
13. **Motion:** Consider a motion to grant an Operator's license to Shane Kelly, 3112 S. New York Ave., Milwaukee (Water Street Brewery).
14. **Motion:** Consider a motion to grant a Special Event Permit for the "Back the Blue" run/walk to be held on May 20, 2017, from 9:00 a.m. - 12:00 p.m.
15. **Motion:** Consider a motion to grant a Special Event Permit for a "Meadowview/Shepard Hills PTO" event to be held on May 6, 2017, from 8:00 a.m. – 11:00 a.m.
16. **Motion:** Consider a motion to grant a Special Event Permit for the "Ragnar Relay Chicago" run/walk event to be held on June 9-10, 2017, from 10:00 p.m. – 6:00 a.m.

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

17. **Motion:** Consider a motion to grant an Operator's license to the following (*favorable background report received*):
- Tamara Tellock, 8122 S. Wake Forest Dr. (BelAir Cantina)
  - Alicia Haase, 1031 E. Sommers Dr. (BelAir Cantina)
  - Carolyn Erickson, 5734 Cambridge Ln., Racine (Pineapple Café)
  - Gina Wagner, 7740 S. 13<sup>th</sup> St., (7-Eleven)

***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 766-7000, by fax at 766-7976, or by writing to the ADA Coordinator at the Oak Creek Health Department, 8040 S. 6<sup>th</sup> Street, Oak Creek, Wisconsin 53154.

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

MAYORAL PROCLAMATION  
YOUTH ART MONTH  
MARCH 2017

WHEREAS, art education contributes powerful educational benefits to all elementary and secondary students; and

WHEREAS, art education develops students' creative, problem-solving and critical thinking abilities; and

WHEREAS, art education teaches sensitivity to beauty, order and other expressive qualities; and

WHEREAS, art education gives students a deeper understanding of multi-cultural values and beliefs; and

WHEREAS, art education reinforces and brings to life what students learn in other subjects; and

WHEREAS, art education interrelates student learning in art production, art history, art criticism and aesthetics; and

WHEREAS, our national leaders have acknowledged the necessity of including arts experiences in all students' education.

THEREFORE, BE IT RESOLVED that support should be given to art teachers as they attempt to strengthen art education in their schools and communities.

BE IT FURTHER RESOLVED, that, I, Stephen Scaffidi, Mayor of the City of Oak Creek, do hereby proclaim March 2017 as YOUTH ART MONTH.

All citizens are urged to take interest in and give full support to quality school art programs for children and youth.

Dated this 20<sup>th</sup> day of February, 2017

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Catherine A. Roeske, City Clerk

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Stephen Scaffidi, Mayor

OFFICIAL NOTICE

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

**PURPOSE:** The purpose of this public hearing is to consider a request submitted by Badger Bus Lines for an amendment to the Conditional Use Permit allowing the storage of inflammable gas in excess of 5,000 gallons at 6819 S. Howell Avenue.

**Hearing Date:** Monday, February 20, 2017  
**Time:** 7:00 p.m.  
**Place:** Oak Creek City Hall  
8040 South 6<sup>th</sup> St.  
Oak Creek, WI 53154  
Common Council Chambers

**Applicant:** Jim Meier  
**Property Owner:** Meier Investment Group  
**Property Location:** 6819 S. Howell Avenue  
**Tax Key(s):** 734-9997-000

**Legal Description:** That part of the North 1/2 of the Southeast 1/4 of Section 5, Township 5 North Range 22 East, bounded and described as follows: Commencing at the Southeast corner of the North 1/2 of said Southeast 1/4 Section; running thence North and along the East line of said 1/4 Section 460 feet to the point of beginning of the parcel herein to be described: thence North 89deg 25' West and parallel to the South line of the North 1/2 of said 1/4 Section 615.46 feet to a point in the Easterly line of the former Chicago, North Shore and Milwaukee Railway Right-of-Way; thence North 21deg 49'33" West and along the Easterly line of said Railway Right-of-Way 216.32 feet to a point; thence South 89deg 25' East and parallel to the South line of the North 1/2 of said 1/4 Section 695.50 feet to a point in the East line of said 1/4; thence South and along the East line of said 1/4 Section 200 feet to the point of beginning, except the East 75 feet thereof. Said land being in the City of Oak Creek, Milwaukee County, Wisconsin.

The Common Council has scheduled other public hearings for February 20, 2017 at 7:00 PM. This hearing may begin at 7:00 PM or as soon as possible following the conclusion of other public hearings.

Any person(s) with questions regarding the proposed change may call the Department of Community Development at (414) 766-7000, during regular business hours.

Date of Notice: January 26, 2017  
CITY OF OAK CREEK COMMON COUNCIL  
By: Steve 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, preferable a minimum of 48 hours. For additional information or to request this service, contact the Oak Creek City Clerk at 766-7000, or by writing to the ADA Coordinator at the Health Department, City Hall, 8040 South 6<sup>th</sup> Street, Oak Creek, Wisconsin 53154.

# City of Oak Creek Common Council Report

Meeting Date: February 20, 2017

Item No.: 6

**Recommendation:** That the Council adopts Ordinance No. 2842, approving the conditional use permit amendment allowing the storage of inflammable gas in excess of 5,000 gallons at 6819 S. Howell Avenue.

**Background:** At the January 23, 2017 meeting, the Plan Commission recommended Common Council approval of a conditional use permit amendment for the property located at 6819 S. Howell Avenue allowing the storage of 12,000 gallons of fuel to be stored on site. Per code, the storage of inflammable gas and liquids greater than 5,000 gallons is a conditional use in the manufacturing zoning district.

In 2016, the applicant received a conditional use permit to operate a private bus service storage yard at 6819 S. Howell Avenue. They operate approximately 25 buses which require refueling. Currently there is no ability for buses to be refueled on site. Therefore, the applicant is requesting to install an above ground, 12,000 gallon, fuel tank for this purpose. The tank is ten feet in diameter and 20.5 feet in length. The tank will be installed horizontally and will be required to meet fire code. The location of the fuel tank will be screened from the public right-of-way by the existing garage and privacy fence. Enclosed is a site map illustrating the location of the fuel storage tank and its dimensions? Per code, the storage of inflammable gas in excess of 5,000 is permitted as a conditional accessory use to a permitted use or an approved conditional use.

If approved, Section 8 on page 4 of the conditions and restrictions document will be amended to include, as a permitted use, inflammable gas and liquids in excess of 5,000 gallons, which is accessory to a permitted use, or an approved conditional use.

**Fiscal Impact:** The property is assessed at \$898,700 which results in City taxes of \$5927.76 annually.

Prepared by:

  
Doug Seymour, AICP  
Director of Community Development

Respectfully Submitted,

  
Andrew J. Vickers, MPA  
City Administrator

Fiscal Review by:

  
Bridget M. Souffrant, CMTW  
Finance Director / Comptroller

ORDINANCE NO. 2842

By: \_\_\_\_\_

AN ORDINANCE TO APPROVE AN AMENDMENT TO A CONDITIONAL USE PERMIT FOR THE PROPERTY AT 6819 SOUTH HOWELL AVENUE TO ALLOW THE STORAGE OF INFLAMMABLE GAS IN EXCESS OF 5,000 GALLONS.

(1st Aldermanic District)

WHEREAS, on March 3, 1998 the Common Council adopted Ordinance No. 1930 approving a conditional use permit allowing for truck repair and storage for the property at 6819 S. Howell Avenue; and

WHEREAS, on June 1, 2010, the Common Council adopted Ordinance No. 2590 approving an amendment to that existing Conditional Use Permit for the property located at 6819 S. Howell Avenue to include the outdoor display of one (1) moving truck and the operation of a moving and storage service; and

WHEREAS, on May 3, 2016 the Common Council adopted Ordinance No. 2803 approving as amendment to that existing Conditional Use Permit for the property located at 6819 S. Howell Avenue to include the operation of a private bus service and storage yard; and

WHEREAS, Badger Bus Lines has applied for an amendment to that existing Conditional Use Permit for the property located at 6819 S. Howell Avenue to allow the storage of inflammable gas and liquids in excess of 5,000 gallon; and

WHEREAS, this property is more precisely described as follows:

Commencing at the Southeast corner of the North  $\frac{1}{2}$  of said Southeast  $\frac{1}{4}$  Section; running thence North and along the East line of said  $\frac{1}{4}$  Section 460 feet to the point of beginning of the parcel herein to be described: thence North 89deg 25' West and parallel to the South line of the North  $\frac{1}{2}$  of said  $\frac{1}{4}$  Section 615.46 feet to a point in the Easterly line of the former Chicago, North Shore and Milwaukee Railway Right-of-Way; thence North 21deg 49'33" West and along the Easterly line of said Railway Right-of-Way 216.32 feet to a point; thence South 89deg 25' East an parallel to the South line of the North  $\frac{1}{2}$  of said  $\frac{1}{4}$  Section 695.50 feet to a point in the East line of said  $\frac{1}{4}$ ; thence South and along the East line of said  $\frac{1}{4}$  Section 200 feet to the point of beginning except the East 75 feet thereof. Said land being in the City of Oak Creek, Milwaukee County, Wisconsin.

WHEREAS, the Plan Commission reviewed the request and recommended that the amendment to the Conditional Use Permit be approved; and

WHEREAS, the Common Council held a public hearing on said request on February 20, 2017, at which time all interested parties appeared and were heard; and

WHEREAS, the Plan Commission had recommended that the application for amendment of the Conditional Use Permit be approved and authorized subject, however, to the imposition of certain conditions and restrictions upon the construction, location and operation of

this Conditional Use and which conditions and restrictions are incorporated by reference into the Conditional Use Permit; and

WHEREAS, following said public hearing and upon recommendation of approval of the Plan Commission, the Common Council is of the opinion that the best interests of the City would be served if the amendment to the Conditional Use Permit was approved and authorized for the lands hereinabove described, subject, however, to the imposition of certain conditions and restrictions on the design, construction, location and operation of the Conditional Use.

NOW, THEREFORE, the Common Council of the City of Oak Creek does hereby ordain as follows:

SECTION 1: To promote the general welfare, public safety and general planning within the City of Oak Creek, the Building Commissioner is hereby authorized to amend the Conditional Use Permit to allow for the storage of inflammable gas in excess of 5,000 gallons which shall include the aforementioned conditions and restrictions.

SECTION 2: The amended Conditional Use is subject to the aforementioned conditions and restrictions on the design, location, construction and operation of the Conditional Use for the operation of a private bus service and storage yard to include storage of inflammable gas in excess of 5,000 gallons.

SECTION 3: All ordinances or parts of ordinances and Zoning District Maps made a part of Chapter 17 of the Municipal Code of the City of Oak Creek in conflict herewith are hereby repealed.

SECTION 4: The several sections of this ordinance are declared to be severable. If any section shall be declared, by a decision of a court of competent jurisdiction, to be invalid, such decision shall not affect the validity of other provisions of this ordinance.

SECTION 5: The amendment of the Conditional Use Permit shall take place contemporaneously with the enactment of this ordinance and shall take effect immediately upon its passage and publication.

Introduced this 20th day of February, 2017.

Passed and adopted this 20th day of February 2017.

\_\_\_\_\_  
Kenneth Gehl, Common Council President

Approved this 20th day of February 2017

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

ATTEST:

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

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



City of Oak Creek - Conditional Use Permit  
Amended Conditions and Restrictions

Applicant: Badger Coaches Inc.  
Property Address: 6819 South Howell Avenue  
Tax Key Number: 734-9997

Reviewed by Plan Commission: January 24, 2017  
Approved by Common Council: TBD  
(Ord. \_\_\_\_\_)

Conditional Use: Private Bus Service & Bus Storage Yard & **Inflammable gas and liquids storage in excess of 5,000 gallons, which is accessory to a permitted use, or an approved conditional use.**

1. LEGAL DESCRIPTION

That part of the North ½ of the Southeast ¼ of Section 5, Township 5 North Range 22 East, bounded and described as follows:

Commencing at the Southeast corner of the North ½ of said Southeast ¼ Section; running thence North and along the East line of said ¼ Section 460 feet to the point of beginning of the parcel herein to be described: thence North 89deg 25' West and parallel to the South line of the North ½ of said ¼ Section 615.46 feet to a point in the Easterly line of the former Chicago, North Shore and Milwaukee Railway Right-of-Way; thence North 21deg 49'33" West and along the Easterly line of said Railway Right-of-Way 216.32 feet to a point; thence South 89deg 25' East an parallel to the South line of the North ½ of said ¼ Section 695.50 feet to a point in the East line of said 1/4; thence South and along the East line of said ¼ Section 200 feet to the point of beginning except the East 75 feet thereof. Said land being in the City of Oak Creek, Milwaukee County, Wisconsin.

2. REQUIRED PLANS, EASEMENTS, AGREEMENTS AND PUBLIC IMPROVEMENTS

A. The property as improved is suited to and adequate for the conditional use for which applicant has applied. However, in the event future changes to the property or improvements are desired by the owner or operator, a precise detailed site plan for the area affected by the conditional use shall be submitted to, and approved by, the Plan Commission prior to the issuance of any building or occupancy permits. This plan shall show and describe the following:

1) **General Development Plan**

- a) detailed building locations with setbacks
- b) square footage of building
- c) areas for future expansion
- d) area to be paved
- e) access drives (width and location)
- f) sidewalk locations
- g) parking layout and traffic circulation
  - i) location
  - ii) number of employees
  - iii) number of spaces
  - iv) dimensions
  - v) setbacks
- h) location of loading berths
- i) location of sanitary sewer (existing and proposed)
- j) location of water (existing and proposed)
- k) location of storm sewer (existing and proposed)
  - i) including detention/retention basins if needed
- l) location of outdoor storage
- m) location of wetlands (field verified)
- n) location, square footage and height of signs

**Landscape Plan**

- a) screening plan for outdoor storage
- b) number, initial size and type of plantings
- c) parking lot screening/berming

2) **Building Plan**

- a) architectural elevations
- b) building floor plans
- c) materials of construction

3) **Lighting Plan**

- a) types of fixtures
- b) mounting heights
- c) type of poles
- d) photometrics of proposed fixtures

4) **Grading, Drainage and Stormwater Management Plan**

- a) contours (existing and proposed)
- b) location of storm sewer (existing and proposed)
- c) location of stormwater management structures and basins (if required)

- b) interior floor plan
  - c) materials of construction
- 5) **Fire Protection**
- a) location of existing and proposed fire hydrants (public and private)
- B. All plans for new buildings, additions, or exterior remodeling shall be submitted to the Plan Commission for their review and approval prior to the issuance of a building permit.
  - C. For any new buildings or structures and additions, site grading and drainage, stormwater management and erosion control plans shall be submitted to the City Engineer for approval, if required. The City Engineer's approval must be received prior to the issuance of any building permits.
  - D. A Development Agreement shall be completed between the owner and the City if deemed necessary by the City Engineer so as to ensure the construction or installation of public or other improvements required in Item 2E, below, and/or as specified by these conditions and restrictions.
  - E. Plans and specifications for any necessary public improvements within developed areas (e.g. sanitary sewer, water main, storm sewer, etc.) shall be subject to approval by the City Engineer.
  - F. If required by the City of Oak Creek, public easements for telephone, electric power, sanitary sewer, storm sewer and water main shall be granted. Said easements shall be maintained free and clear of any buildings, structures, trees or accessory outdoor appurtenances. Shrubbery type plantings shall be permitted; provided there is access to each of the aforementioned systems and their appurtenances.
  - G. If there are any future land divisions, a plat or certified survey map shall be prepared, submitted for approval and recorded. If required by the Common Council, a development agreement also shall be completed between the owner and the City prior to approval of said land division document, so as to ensure the construction or installation of public improvements required in these conditions and restrictions and Chapter 14 of the Municipal Code.
  - H. All new electric, telephone and cable TV service wires or cable shall be installed underground within the boundaries of this property.
  - I. For each stage of development, detailed landscaping plans showing location, types and initial plant sizes of all evergreens, deciduous trees and shrubs, and other landscape features such as statuary, art forms, water fountains, retaining walls, etc., shall be submitted to the Plan Commission for approval prior to the issuance of a building permit.

3. PARKING AND ACCESS

- A. Parking requirements for this project shall be provided at the following rate based on Section 17.0403(j)(2) of the Zoning Code:  
  
One (1) space per employee for the work shift with the largest number of employees.
- B. Where 90° parking is indicated on the site plans, individual parking stalls shall be nine (9) feet in width by eighteen (18) feet in length. The standards for other types of angle parking shall be those as set forth in Section 17.0403(d) of the Municipal Code.
- C. Movement aisles for 90° parking shall be at least twenty-two (22) feet in width.
- D. All off-street parking areas shall be surfaced with an all-weather wearing surface of plant mix asphaltic concrete over crushed stone base subject to approval by the City Engineer. A proposal to use other materials shall be submitted to the Plan Commission and the Engineering Department for approval. All parking areas and private drives, within a phase, shall be in place prior to the issuance of an occupancy permit for any building in that phase.

- E. Other parking arrangements, showing traffic circulation and dimensions, shall be submitted to the Plan Commission for approval.
- F. All driveway approaches to this property shall be in compliance with all the standards set forth in Chapter 23 of the Oak Creek Municipal Code and the Wisconsin Department of Transportation. Any off-site improvements shall be the responsibility of the property owner.
- G. All off street parking areas shall be landscaped in accordance with Sections 17.0403(g) & (h) of the Municipal Code.

All public off-street parking lots which serve five (5) vehicles or more and are created or extended subsequent to the adoption of this Ordinance shall be provided with accessory landscaped areas; which may be landscape islands, landscape peninsulas or peripheral plantings totaling not less than five (5) percent of the surfaced area. For parking lots designed for twenty-five (25) parking spaces or more, at least one-half of the minimum five- (5) percent landscaped area shall be within the parking lot. When parking lots are extended, these regulations shall apply only to the extended portion of the parking lot. Location of landscape areas, plant materials, protection afforded the plantings, including curbing and provision for maintenance shall be subject to approval by the City Plan Commission. Landscape islands or peninsulas shall be dispersed throughout the off-street parking area. All plans for such proposed parking areas shall include a topographic survey or grading plan, which shows existing and proposed grades and location of improvements. The preservation of existing trees, shrubs, and other natural vegetation in the parking area may be included in the calculation of the required minimum landscape area.

Those parking areas for five (5) or more vehicles if adjoining a residential zoning district line or public right-of-way shall be screened from casual view by an earth berm, a solid wall, fence, evergreen planting of equivalent visual density or other effective means approved by the City Plan Commission. Such fence or berm and landscaping together shall be an average of three (3) feet in height between the parking and the street right-of-way and six (6) feet in height between the parking and any adjacent residential property line. All screening materials shall be placed and maintained at a minimum height of three (3) feet.

#### 4. LIGHTING

- A. All plans for new outdoor lighting shall be reviewed and approved by the Plan Commission. For each stage of the development, the plan shall show the location of all lights, type of fixture and poles, mounting height and photometrics of the fixture and shall be in accord with the following:
  - 1. All designated parking areas, access drives and the approach aprons from the public right-of-way shall be illuminated during hours of operation when natural light value is reduced to one (1) candela.
  - 2. Illumination shall be maintained on the surface at an average of one (1.0) candela with a minimum uniformity ratio of 5 to 1 through the access drives and a minimum of 0.05 candela/square foot in the parking area.
  - 3. All luminaires shall be designed and mounted at a sufficient elevation above the surface to insure adequate control of glare, interreflected and reflective light to abutting property, the abutting public roadways, access drives and to maintain the minimum uniformity ratio, but in no case shall exceed 30 feet. A luminaire controlled cut-off of 72 degrees will effectively minimize glare which interferes with vision and causes eye discomfort.
  - 4. Plans shall be submitted for approval with the manufacturer's descriptive literature showing photometrics and design of proposed luminaire. Plans shall include location and height of poles, foundations, wire size, circuit protection, controller, equipment grounding and luminaire elevation above grade.

5. BUILDING AND PARKING SETBACKS

	Front and Street Setback	Rear Setback	Side Setback
Principal Structure	40 ft.	20 ft.	20 ft.
Accessory Structure	40 ft.	20 ft.	20 ft.
Off-street Parking	40 ft.	5 ft.	5 ft.

6. MAINTENANCE AND OPERATION

- A. The number, size, location and screening of appropriate solid waste collection units shall be subject to approval of the Plan Commission as part of the required site plan. Solid waste collection and recycling shall be the responsibility of the owner.
- B. Removal of snow from off-street parking areas, walks and access drives shall be the responsibility of the owners.

7. SIGNS

All signs shall conform to the provisions of Sec. 17.0706 of the Municipal Code.

8. PERMITTED USES

- A. All permitted uses in the M-1, Manufacturing zoning district.
- B. Usual and customary accessory uses to the above listed permitted uses.
- C. Inflammable gas and liquids storage in excess of 5,000 gallons, which is accessory to a permitted use, or an approved conditional use.**

9. TIME OF COMPLIANCE

In the event future additions, changes or improvements to the property are approved by the Plan Commission, the operator of the conditional use shall begin installing or constructing the elements required in these conditions and restrictions for the conditional use within twelve (12) months from the date of adoption of the ordinance authorizing the issuance of a conditional use permit. This conditional use approval shall expire within twelve (12) months after commencing construction, if the structure(s) for which an approval has been issued is not substantially completed. The applicant shall re-apply for a conditional use approval, prior to recommencing work or construction.

10. OTHER REGULATIONS

Compliance with all other applicable City, State and Federal regulations, not heretofore stated or referenced, is mandatory.

11. REVOCAION

Should an applicant, his heirs, successors or assigns, fail to comply with the conditions and restrictions of the approval issued by the Common Council, the Conditional Use approval may be revoked. The process for revoking an approval shall generally follow the procedures for approving a Conditional Use as set forth in Section 17.1007 of the Municipal Code.

12. ACKNOWLEDGEMENT

The approval and execution of these conditions and restrictions shall confirm acceptance of the terms and conditions hereof by the owner, and these conditions and restrictions shall run with the property and be binding upon the owners, successors and assigns unless revoked by the City, or terminated by mutual agreement of the City and the owner, and their subsidiaries, related entities, successors and assigns.

\_\_\_\_\_  
Owner's authorized representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
(please print name)

MINUTES OF THE  
OAK CREEK PLAN COMMISSION MEETING  
TUESDAY, JANUARY 24, 2017

**CONDITIONAL USE AMENDMENT  
BADGER BUS  
6819 S. HOWELL AVENUE  
TAX KEY NO. 734-9997**

Zoning Administrator/Planner Wagner provided an overview of the proposal.

Asst. Fire Chief Kressuk stated that this is a large HAZMAT installation to a certain degree. In the past, they have talked about the refueling of the vehicles and the filling of these tanks is generally where there are problems as far as incidents that require Fire Department services. Having a little bit of a larger tank on site reduces the amount of filling operations for that tank. There is a little bit of comfort with a larger installation going in than a smaller one that might require more tankers on site. This will be regulated by the State of Wisconsin as far as the tank and any additional fire codes. There are no additional concerns outside the normal code regulations.

Commissioner Chandler asked a question that *could not be heard because she was not speaking into the microphone.*

Doug Fosnow, 6819 S. Howell Avenue, 7612 S. 70<sup>th</sup> Street, responded that they get a better rate for fuel if they have a larger tank.

Commissioner Bukiewicz asked if there is adequate space for a tanker to turn around. Mr. Fosnow responded that there is plenty of room for them. They can go around the back of the building and make a U-turn or just back up.

Commissioner Bukiewicz asked if there was any problem getting fire equipment back there. Asst. Fire Chief Kressuk responded that there was a preliminary discussion regarding access and turn-arounds and they meet the Fire Department's needs. Commissioner Bukiewicz asked if there are any hydrant needs. Asst. Fire Chief Kressuk responded that this is strictly a HAZMAT issue. The Fire Department has explored water supply solutions for this. In cases like this, they like the hydrants a little bit further away.

Arden Degner, 8540 S. Pennsylvania Avenue, stated he is surprised that there is a carte blanche approval listed for this installation. Every other installation in a filling station states in international code that removal after a certain period of time is required. That leads to two questions: How many of these above-ground tanks will we have in this City? He has endured years of empty tanks around the city. All they have to do is have a garage be replaced or a fire or something and there will have an empty tank just like on the corner of the railroad tracks and Rawson Avenue for years. He believes they were empty for at least 15 years. He objects to having these empty tanks visible in the City. Why isn't this underground? Is it because they do not want to conform to the State codes because they are more restrictive like the FedEx? FedEx put them underneath the ground.

Mayor Scaffidi stated that the empty tank issue is not related to this discussion. He does not believe these tanks are stored underground typically. As far as the approval, discussion is centered on if it is appropriate, and a safe and correct use of the tank on the property. Mayor Scaffidi stated he believes it is and he believe the Fire Department believes it is.

Commissioner Bukiewicz stated that above ground tanks are more easily inspected and maintained. There are a number of above-ground propane tanks. Commissioner Bukiewicz has maintained tanks like this around the airport. They are common with larger vehicles that they go above ground. Commissioner Bukiewicz stated that if properly maintained and taken care of, he thinks it is fine. As far as it being within sight, this one is screened by the garage.

Commissioner Bukiewicz moved that the Plan Commission recommends that the Common Council approve a Conditional Use Permit allowing the storage of inflammable gas in excess of 5,000 gallons at 6819 S. Howell Avenue after a public hearing. Commissioner Siepert seconded. On roll call: all voted aye. Motion carried.

ATTEST:

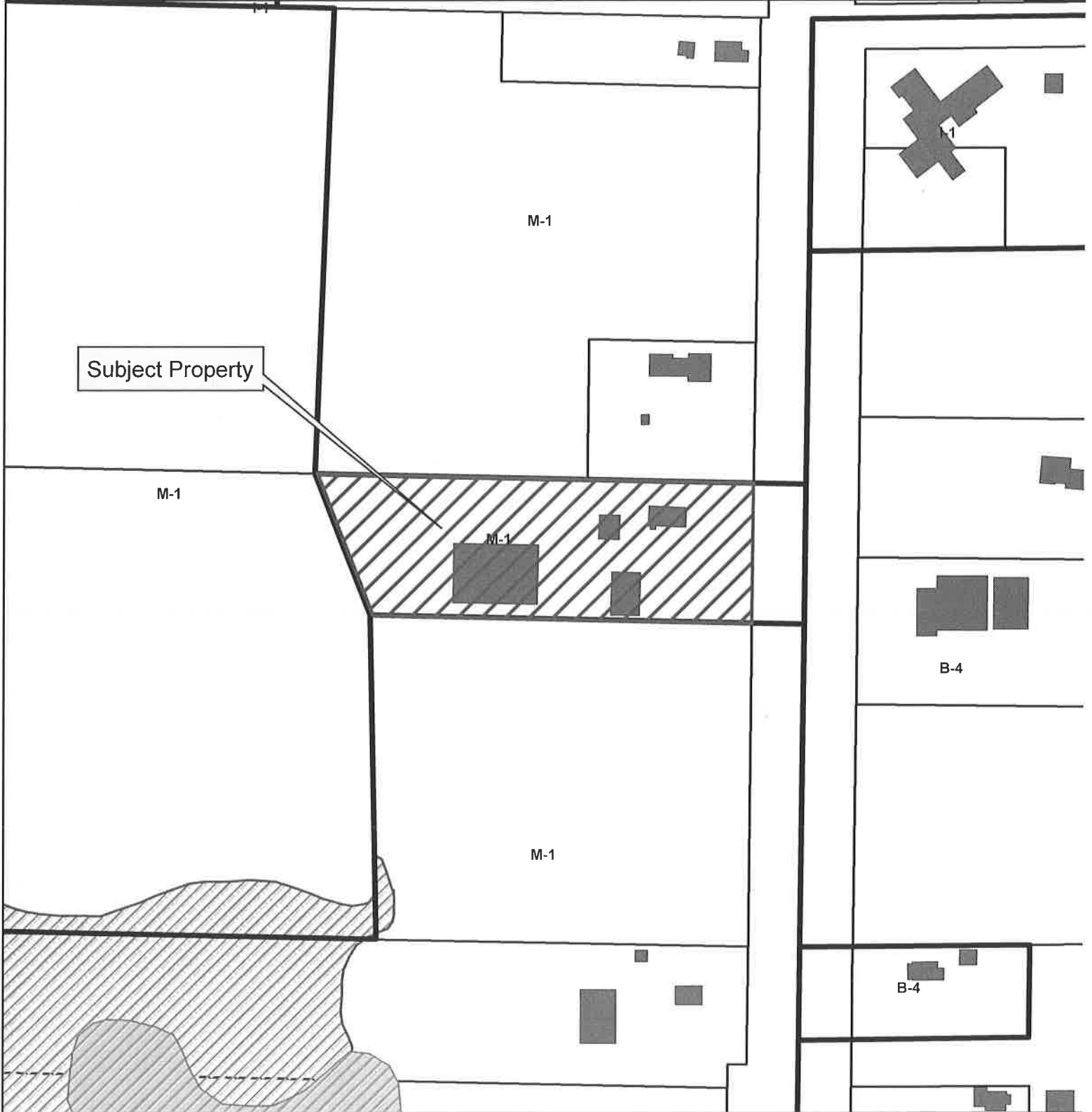
  
\_\_\_\_\_  
Douglas Seymour, Plan Commission Secretary

1/25/2017

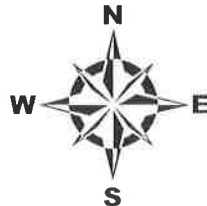
\_\_\_\_\_  
Date

# Location Map

## 6819 S Howell Ave



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



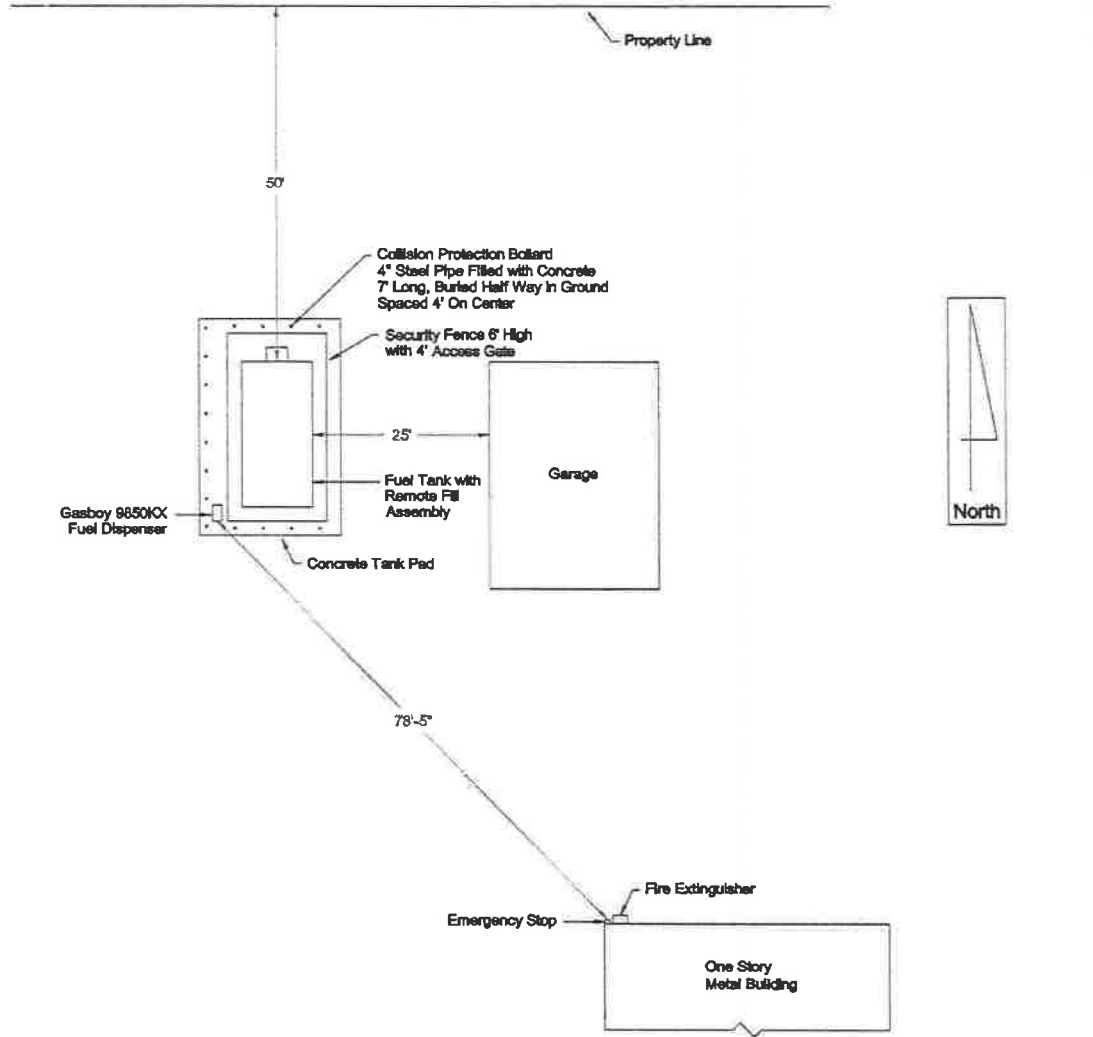
Legend	
	6819 S Howell Ave.
	Floodfringe
	Floodway





**Partial Site Plan**

Scale: 1" = 16'

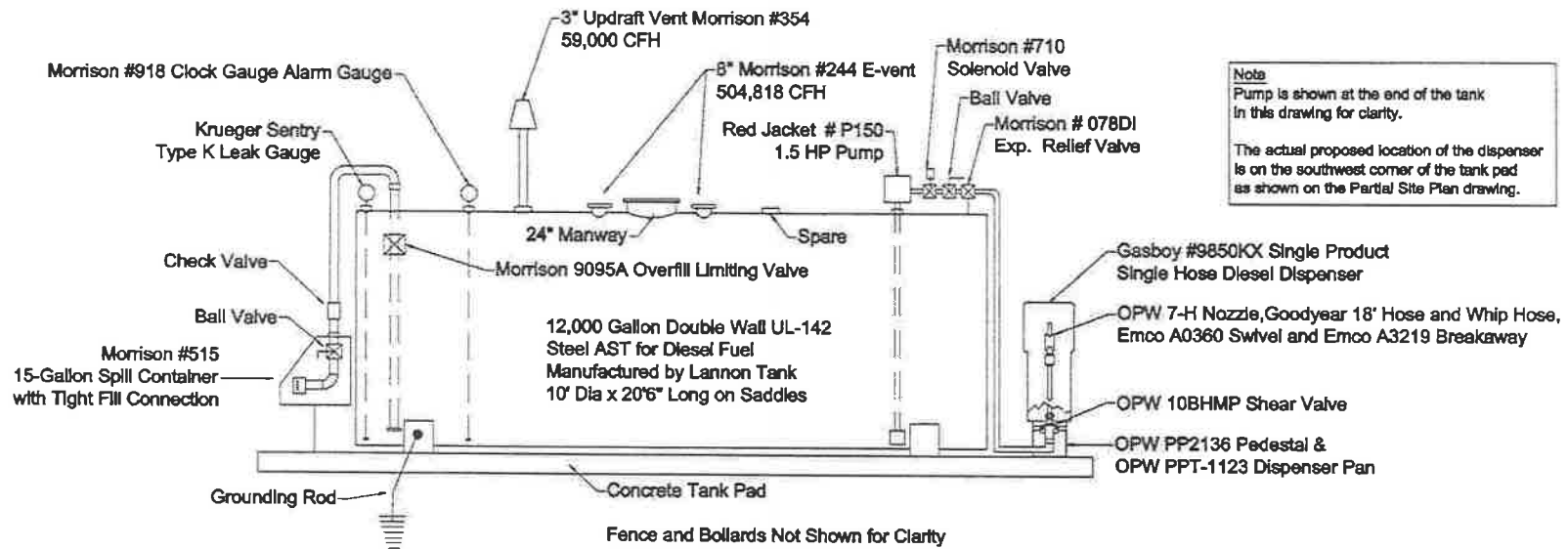


12/13/16 Permit Drawing

New Above Ground Diesel Fleet Fueling System  
**Badger Bus**  
8819 S. Howell Avenue, Oak Creek, WI 53154




**PETROLEUM EQUIPMENT, INC.**  
3950 W. DOUGLAS AVE. MILWAUKEE, WI 53209  
PHONE (414) 468-3000 FAX (414) 468-3732



**Note**  
 Pump is shown at the end of the tank in this drawing for clarity.  
 The actual proposed location of the dispenser is on the southwest corner of the tank pad as shown on the Partial Site Plan drawing.

**Storage Tank Detail**  
 Not to Scale

12/13/16	Permit Drawing
New Above Ground Diesel Fleet Fueling System <b>Badger Bus</b> 8819 S. Howell Avenue, Oak Creek, WI 53154	
 <b>PETROLEUM EQUIPMENT, INC.</b> 3950 W. DOUGLAS AVE. MILWAUKEE, WI 53209 PHONE (414) 488-3000 FAX (414) 488-3732	

VENTING CAPACITY PRIMARY TANK: 392,360 CU. FT/HR  
 VENTING CAPACITY SECONDARY TANK: 394,520 CU. FT/HR

NOTE:

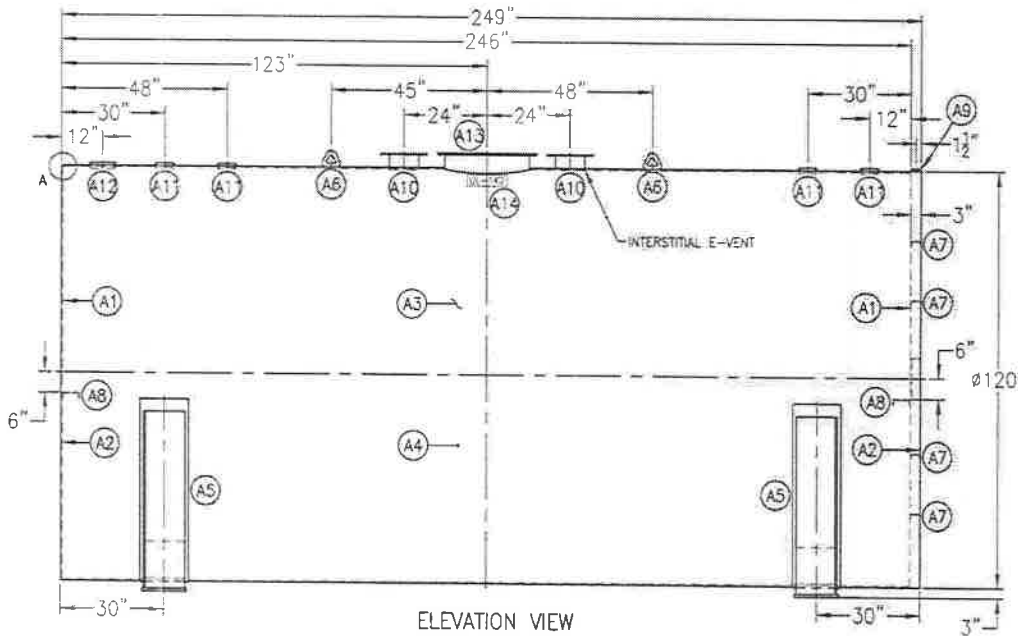
1. BUTT WELD INNER SHELL TO HEADS.
2. LAP WELD OUTER SHELL TO HEADS.
3. PRESSURE TEST INNER TANK FROM 3 psi. TO 5 psi. & VACUUM TEST INTERSTITIAL SPACE UP TO 7" hg.
4. EXTERIOR GRAY PRIMED & ONE COAT OF WHITE.



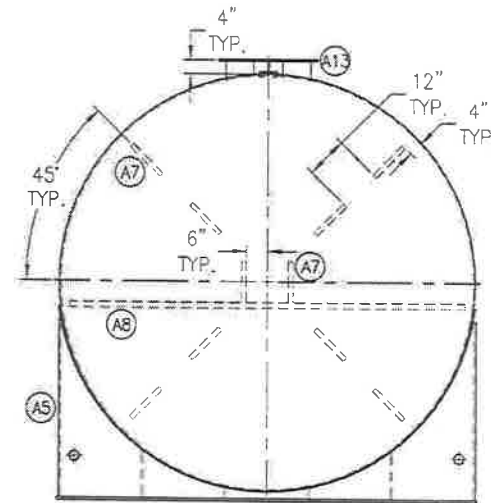
DETAIL A

BILL OF MATERIALS

ITEM	QTY.	DESCRIPTION
A1	2	HEAD, 1/2" x 120" O.D. FLANGED (INNER)
A2	2	HEAD, 7 GA. x 120" I.D. FLANGED (OUTER)
A3	1	COIL, 1/2" x 120" O.D. x 246" LONG (INNER SHELL)
A4	1	COIL, 7 GA. x 120" I.D. x 249" LONG (OUTER SHELL)
A5	2	SADDLE, #120" x 3" HIGH (DOUBLE WALL)
A6	2	LIFT LUG, MEDIUM
A7	10	CHANNEL, C3 x 4.1# x 12" LONG (SPACER)
A8	2	CHANNEL, C5 x 6.7# x 114" LONG (BRACE)
A9	1	THREADED WELD FLANGE, #2" NPT
A10	2	FLANGE ADAPTER, #8" (EMERGENCY VENT)
A11	4	HALF COUPLING, #4" NPT
A12	1	HALF COUPLING, #6" NPT
A13	1	MANWAY, #24" w/ COVER, GASKET, NUTS & BOLTS
A14	1	LABELS, UL DOUBLE WALL SADDLE TANK



ELEVATION VIEW



END VIEW



**Lannon Tank**  
 CORPORATION

20134 Main Street  
 P.O. Box 516 Lannon, WI 53046  
 Phone: 1-800-207-7890

TITLE: 10' DIA. x 20'-6" LONG 12,000 GAL. DW UL-142  
 SADDLE w/ 3" STANDOFF

DRN BY: DMS

CHKD BY:

DATE: 02/01/10

SCALE: 1:50

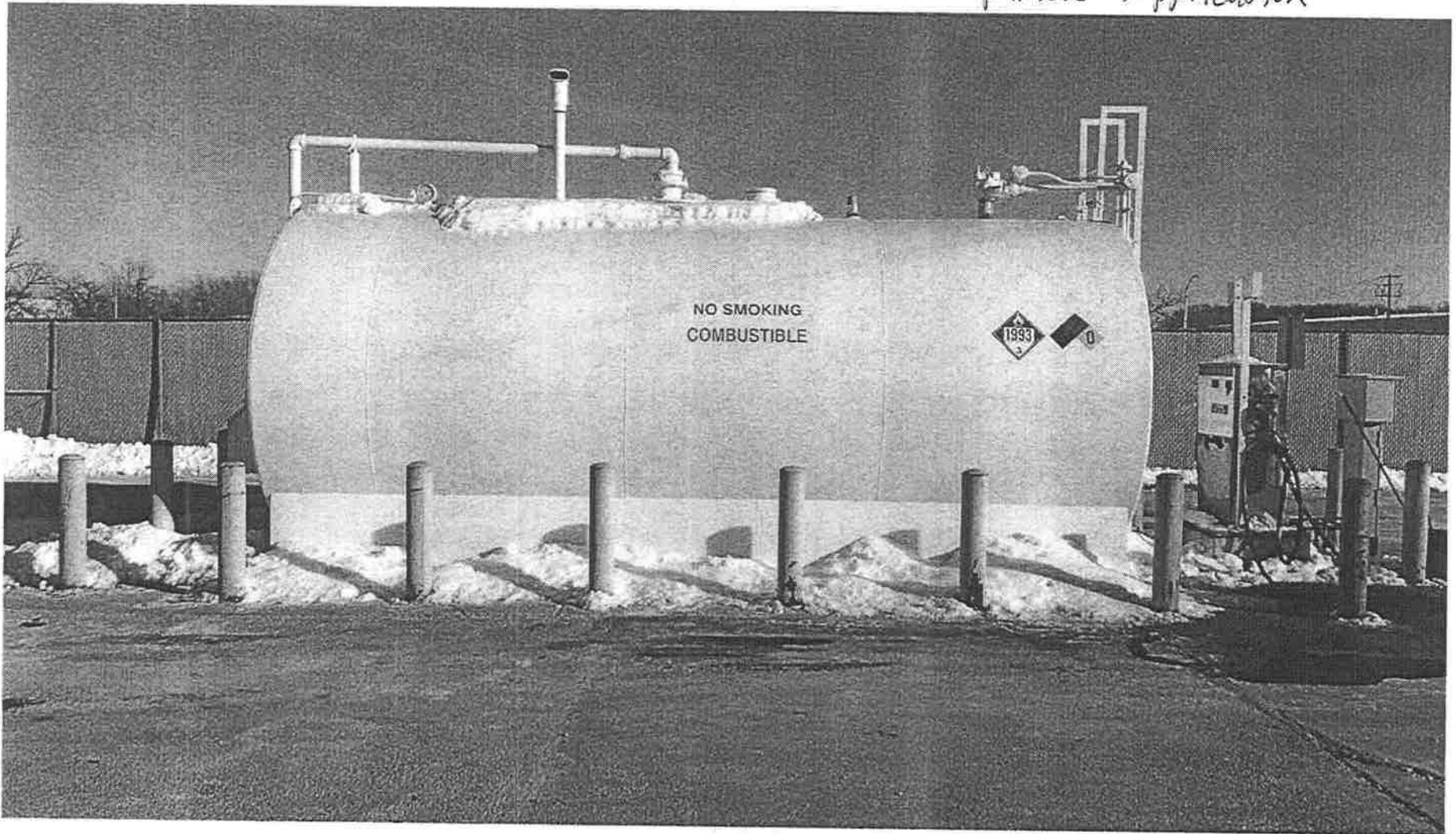
NO.	DATE	REVISION	INT	APP'D

THIS DRAWING IS PROPERTY OF LANNON TANK CORP. AND MUST NOT BE COPIED, LOANED, OR DISTRIBUTED WITHOUT WRITTEN PERMISSION. PROPRIETARY - NON FOIA RELEASABLE.

CUSTOMER: -  
 DWG NO: 12000DW WEIGHT: 18,662 LBS.

PO NO: -  
 SIZE: "A" PAGE: 1 OF 1

Comparable Application



# City of Oak Creek Common Council Report

Meeting Date: 02/20/17

Item No.: 7

**Recommendation:** That the Common Council adopt Resolution No. 11801-022017, a Resolution Approving the Amendment to the Tax Incremental District No. 12 Finance Development Agreement with IKEA Property, Inc. (2<sup>nd</sup> Aldermanic District).

**Background:** On June 16, 2016, the City of Oak Creek and IKEA Property, Inc. entered into a Tax Incremental District No. 12 Finance Development Agreement (the "Agreement") relating to the construction of an approximately 300,000 square foot furniture retail building that will include showroom, market, restaurant, office and warehouse components.

The original Agreement provided for the Developer to have closed on the purchase of the property and received all internal corporate and government approvals to develop the project by March 1, 2017. Weather delays and intergovernmental permitting coordination have extended the Developer's approval schedule. The Developer has requested an extension to May 15, 2017 to complete these open issues. The Developer remains committed to opening its store in Summer 2018.

**Fiscal Impact:** None.

Prepared and respectfully submitted by:



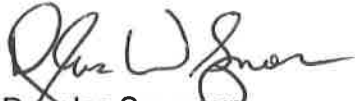
Andrew J. Vickers, M.P.A.  
City Administrator

Fiscal review by:



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

Approved by:



Douglas Seymour  
Director of Community Development

RESOLUTION NO. 11801-022017

RESOLUTION APPROVING THE AMENDMENT TO TAX INCREMENTAL  
FINANCE DISTRICT NO. 12 FINANCE DEVELOPMENT AGREEMENT WITH  
IKEA PROPERTY, INC.  
(2<sup>nd</sup> Aldermanic District)

BE IT RESOLVED by the Mayor and Common Council of the City of Oak Creek that the Amendment to Tax Incremental District No. 12 Finance Development Agreement with IKEA Property, Inc. be and the same is hereby approved.

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

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 20<sup>th</sup> day February, 2017.

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Common Council President Kenneth Gehl

Approved this \_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

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

\_\_\_\_\_  
Catherine Roeske, City Clerk

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

**AMENDMENT TO TAX INCREMENTAL DISTRICT NO. 12  
FINANCE DEVELOPMENT AGREEMENT  
(IKEA PROPERTY, INC.)**

This Amendment to Tax Incremental District No. 12 Finance Development Agreement (IKEA Property, Inc.) is made and entered into as of the \_\_\_\_ day of February, 2017 (“Effective Date”) by and between IKEA Property, Inc., a Delaware corporation (the “Developer”) and the City of Oak Creek, a municipal corporation of the State of Wisconsin, located in Milwaukee County, Wisconsin (the “City”).

**RECITALS**

- A. Developer and City entered into that certain Tax Incremental District No. 12 Finance Development Agreement, dated June 16, 2016, (the “Agreement”) regarding the development of approximately 30 acres abutting I-94 on the east and 20th Street on the west and lying north of Drexel Avenue in Oak Creek, Wisconsin as more particularly described in the Agreement (“Property”), whereby City agreed to provide Developer with certain incentive payments in conjunction with Developer’s development of the Property; and
- B. Developer and City desire to amend the Agreement to adjust certain project dates.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt, sufficiency and adequacy of which is hereby acknowledged, City and Developer hereby amend the Agreement as follows:

1. Amendment. As of the date of this Amendment, the Agreement shall be modified as follows:

- a. Article I, Section H of the Agreement shall be deleted and replaced with the following: “H. Effective Date. The “Effective Date” of this Agreement shall be the earlier of (a) May 15, 2017 or (b) the date on which Developer waives the contingency set forth in Article II below.”
- b. Article I, Section L of the Agreement shall be amended to insert the date of June 13, 2016 in the blank referencing the date of the Project Pan.
- c. Article II of the Agreement shall be deleted and replaced with the following: “II. CONTINGENCY. The effectiveness of this Agreement is contingent upon Developer, on or before May 15, 2017, closing its acquisition of the Property and receiving all internal corporate approvals and all necessary final and nonappealable governmental approvals and permits to develop and construct the Project on the Property. In the event that Developer is unable to timely satisfy this contingency, Developer shall provide written notice thereof to the City, on or before May 15, 2017, in which case, this Agreement shall be null and void and the parties shall have no further rights or obligations hereunder. If Developer fails to timely provide a termination notice to the City, then this contingency shall be deemed to be waived. If Developer terminates this



Agreement pursuant to this Article, Developer shall reimburse the City for those Property Project Costs actually incurred by the City as of the date of termination of this Agreement.”

- d. Notwithstanding the milestone dates set forth on Exhibit F to the Agreement, the parties agree that the date for completion of underground improvements shall be April 6, 2017.

2. No Other Changes. Except as expressly set forth in this Amendment, all of the other terms and provisions of the Agreement shall remain in full force and effect.

3. Recitals; Defined Terms. The Recitals provided above are hereby incorporated into this Amendment by reference. Unless otherwise defined in this Amendment, capitalized terms used herein shall have the same meaning as the terms defined in the Agreement.

4. Counterparts. This Amendment may be executed in any number of counterparts, each of which when executed and delivered shall be deemed an original and together shall constitute one and the same instrument.

[SIGNATURES BEGIN ON FOLLOWING PAGE]



[SIGNATURE PAGE TO THAT CERTAIN AMENDMENT TO TAX INCREMENTAL DISTRICT NO. 12 FINANCE DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF OAK CREEK AND IKEA PROPERTY, INC.]

**CITY OF OAK CREEK**

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

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

STATE OF WISCONSIN        }  
  } SS  
COUNTY OF MILWAUKEE    }

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017, the above named Mayor and City Clerk, to me known to be the person who executed the foregoing instrument.

\* \_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission: \_\_\_\_\_

# City of Oak Creek Common Council Report

Meeting Date: February 20, 2017

Item No.: 8

**Recommendation:** That the Common Council approves payment of the obligations as listed on the February 14, 2017 Invoice GL Distribution Report.

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

1. \$90,467.11 to Advanced Disposal (pg #1) for recycling.
2. \$6,872.00 to Community Design Group (pg #4) for professional services relating to Safe Routes to school.
3. \$46,043.35 to Compass Mineral Company (pg #4) for salt inventory.
4. \$21,752.00 Contingency Planning Solutions, Inc. (pg #5) for installation and 3-year IT data plan.
5. \$121,971.45 to C.W. Purpero (pg #15) for Ikea Way street construction, phase 2.
6. \$207,854.00 to Edgerton Contractors, Inc. (pg #6) for Lake Vista community Park and playground.
7. \$7,800.22 to Emergency Apparatus Maintenance, Inc. (pg #6) for repairs on fire engine's foam pump and valve.
8. \$41,061.50 to JPM (pgs #22-28) for equipment and vehicle maintenance, travel and training, supplies, building maintenance, dues and publications, license fees, data lines, Verizon phone services, legal notices, and office supplies.
9. \$5,866.80 to Miller-Bradford & Risberg, Inc. (pg #12) for Case CS210 excavator rental and repairs parts for Street equipment #63, 65, and 66.
10. \$182,487.00 to North Central Ambulance (pg #1) for new medical unit.
11. \$5,523.87 to Oak Creek Water & Sewer (pg #13) for digger's hotline services.
12. \$47,543.28 to Ramboll Environ (pg #15) for Lake Vista South Oversight professional services.
13. \$14,349.30 to Rasch Construction & Engineering (pg #15) for Lake Vista structure construction and engineering services.
14. \$5,076.50 to R.A. Smith (pg #17) for inspection services at Drexel Town Square and S 20<sup>th</sup> St, Project 15023.
15. \$6,934.13 to Securian Financial Group, Inc. (pg #16) for employee life insurance.
16. \$235,515.86 to Stella & Chewy's LLC (pg #17) for developer incentive.
17. \$12,670.00 to Tyler Technologies, Inc. (pg #19) for assessor services.
18. \$13,014.98 to WE Energies (pg #20) for street lighting, electricity and natural gas.
19. \$6,709.00 to Western Culvert & Supply (pg #20) for guardrail and storm sewer project, #15022, supplies.
20. \$9,965.00 to Wheaton Franciscan Medical Group (pg #20) for wellness exams at the Fire Department, pre-employment physicals, and employee screenings.
21. \$15,443.52 to World Fuel (pg #) for fuel inventory.

**Fiscal Impact:** Total claims paid of \$1,214,420.87. Of this grand total paid, \$101,158.68 will impact the 2016 fiscal year. The remaining amount, \$1,113,262.19, will impact the 2017 fiscal year.

Prepared by/Fiscal Review by:

  
Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

Respectfully submitted,

  
Andrew J. Vickers, M.P.A  
City Administrator

# City of Oak Creek Common Council Report

Meeting Date: 02/20/2017

Item No.: 9

**Recommendation:** That the Common Council adopt Resolution No. 11797-022017, a resolution establishing various fees, permits and charges charged by the City of Oak Creek, to be effective immediately.

## **Background:**

**Health:** The Health Department staff conducted a multi-community fee schedule review of Food Safety and Recreational Licensing Programs for the Department of Agriculture, Trade, and Consumer Protection (DATCP). After review of the fees, the amount of time spent on inspections and the costs associated with this program, an updated fee schedule was presented to the Board of Health on January 12, 2017. The Board of Health approved the fees and recommended forwarding to the Common Council for review and approval. Attached is a PowerPoint presentation viewed by the Board of Health.

The proposed fee schedule is attached. Please note in most of the categories that there is a new fee proposed for subsequent re-inspections for non-compliance, and a fee for plan review for remodeling or additions. A consultation fee has been added for time spent with potential business owners seeking advice regarding the proposed business, but has not yet submitted an application for license or plans. A fee has been added for operating without a Body Art Practitioner License.

## **Fiscal Impact:**

**Health:** If approved the fees are projected to bring in an additional \$15,973 to support the Environmental Health staff time to conduct the licensing and inspection program. This increase in revenue will move the program closer to being a self-funded program, and removing the burden of the costs from the tax payer.

Prepared by:



Jacqueline Ove  
Interim Community Public Health Officer



Anne Barberena  
Deputy Health Officer

Fiscal Reviewed by:



Bridget M. Souffrant, CMTW  
Finance Director / Comptroller

Respectfully submitted by:



Andrew J. Vickers, M.P.A.  
City Administrator

## HEALTH DEPARTMENT

a. Health Department Fees and Charges shall be established by the Community Public Health Officer according to guidelines adopted by the Board of Health and subject to review by the Board of Health. A list of the fees and charges will be on file in the Health Department office. The Community Public Health Officer shall provide a copy of any change to the fees to the City Clerk 15 days prior to the effective date of such change. The clerk shall provide a copy to the Common Council as soon as practicable. The fees shall go into effect at the end of the 15 days period unless an Alderman or the Mayor objects in writing in which case the fee change shall be brought before the entire Common Council for consideration and approval.

b. Fee Schedule for Restaurants, Lodging, Campgrounds, Pool/Water Attractions, Tattoo/Body Piercing Establishments, and Retail Food Establishments.

1. Restaurant/Meal Food Service

a) Limited Food Service Restaurants, including mobile restaurant vendors and service bases.:

1)	Annual License Fee:	\$246.00
2)	Pre-inspection Fee:	\$120.00
3)	<u>First Re-inspection Fee:</u>	<del>\$134.00</del> 98.00
4)	<u>Subsequent Re-inspection Fee:</u>	<del>\$130.00</del>
5)	<u>New Construction Plan Review Fee:</u>	<del>\$ 77.00</del>
64)	<u>Remodel/Addition Plan Review Fee:</u>	<del>\$ 46</del> 77.00

b) Simple Complexity Restaurant, including mobile restaurant vendors and service bases.

1)	Annual License Fee:	\$371.00
2)	Pre-inspection Fee:	\$190.00
3)	<u>First —Re-inspection Feeeee:</u>	<del>\$240</del> 134.00
4)	<u>Subsequent Re-inspection Fee:Plan Review:</u>	<del>\$320</del> 112.00
5)	<u>New Construction Plan Review Fee:</u>	<del>\$150.00</del>
6)	<u>Remodel/Addition Plan Review Fee:</u>	<del>\$ 90.00</del>

c) Moderate Complexity Restaurant, including mobile restaurant vendors and service bases.

1)	Annual License Fee:	<del>\$500</del> 409.00
2)	Pre-inspection Fee:	<del>\$250</del> 04.00
3)	<u>First —Re-inspection Fee:</u>	<del>\$353</del> 134.00
4)	<u>Subsequent Re-inspection Fee:</u>	<del>\$470.00</del>
54)	<u>New Construction Plan Review Fee:</u>	<del>\$275</del> 182.00
6)	<u>Remodel/Addition Plan Review Fee:</u>	<del>\$165.00</del>

d) High Complexity Restaurant, including mobile restaurant vendors and service bases.

1)	Annual License Fee:	<del>\$650</del> 500.00
2)	Pre-inspection Fee:	<del>\$325</del> 246.00
3)	<u>First Re-inspection Fee:</u>	<del>\$578</del> 134.00
4)	<u>Subsequent Re-inspection Fee:Plan Review:</u>	<del>\$770</del> 240.00
5)	<u>New Construction Plan Review Fee:</u>	<del>\$400.00</del>
6)	<u>Remodel/Addition Plan Review Fee:</u>	<del>\$240.00</del>

e) Additional Food Preparation Area.

1)	Annual License Fee:	<del>\$1500.00</del>
2)	Pre-inspection Fee:	<del>\$ 745.00</del>



- 3) New Construction Plan Review Fee: Re-inspection Fee: \$ ~~850.00~~
- 4) Remodel/Addition Plan Review Fee: \$ ~~48.00~~
- 4) Plan Review: —
- f) Late Fee: \$ 90.00

2. Temporary Food Establishments

- a) Temporary Restaurant.
  - 1) Annual License (without State License)/Inspection Fee: \$170.00
  - 2) Per Event License/Inspection Fee: \$ 75.00
- b) Temporary Retail Food, (Popcorn/Cotton Candy).
  - 1) Annual License (without State License)/Inspection Fee: \$ 50.00
  - 2) Per Event License/Inspection Fee: \$ 35.00
- (c) Late Fee: \$ 25.00

3. Bed and Breakfast Establishments

- 1a) Annual License Fee: \$~~312218.00~~
- 2b) Pre-inspection Fee: \$~~204120.00~~
- 3e) First Re-inspection Fee: \$~~13478.00~~
- 4d) Subsequent Re-inspection Fee: Plan Review: \$~~26877.00~~
- 5e) Late Fee: New Construction Plan Review Fee: \$~~1590.00~~
- 6) Remodel/Addition Plan Review Fee: \$ ~~90.00~~
- 7) Late Fee: \$ ~~90.00~~

4. Hotels, Motels, Tourist Rooming Houses

- a) 05-30 Sleeping Rooms.
  - 1) Annual License Fee: \$312.00
  - 2) Pre-inspection Fee: \$204.00
  - 3) First Re-inspection Fee: \$134.00
  - 4) Subsequent Re-inspection Fee: \$~~268.00~~
  - 5) New Construction Plan Review Fee: \$~~200.00~~
  - 6) Remodel/Addition Plan Review Fee: \$~~120.00~~
  - 4) Plan Review: \$109.00
- b) 31-99 Sleeping Rooms.
  - 1) Annual License Fee: \$~~425404.00~~
  - 2) Pre-inspection Fee: \$~~255232.00~~
  - 3) First Re-inspection Fee: \$~~155134.00~~
  - 4) Subsequent Re-inspection Fee: \$~~310.00~~
  - 5) New Construction Plan Review Fee: \$~~300.00~~
  - 6) Remodel/Addition Plan Review Fee: \$~~180.00~~
- c) 100-199 Sleeping Rooms.
  - 1) Annual License Fee: \$~~525439.00~~
  - 2) Pre-inspection Fee: \$~~315261.00~~
  - 3) First Re-inspection Fee: \$~~17534.00~~
  - 4) Subsequent Re-inspection Fee: \$~~350.00~~
  - 5) New Construction Plan Review Fee: \$~~425.00~~
  - 6) Remodel/Addition Plan Review Fee: \$~~255.00~~
  - 4) Plan Review: \$154.00
- d) 200 or more Sleeping Rooms.
  - 1) Annual License Fee: \$~~7500.00~~



	2)	Pre-inspection Fee:	\$420289.00
	3)	<u>First</u> Re-inspection Fee:	\$250134.00
	4)	<u>Subsequent Re-inspection Fee:</u>	\$500.00
	5)	<u>New Construction Plan Review Fee:</u>	\$600.00
	6)	<u>Remodel/Addition Plan Review Fee:</u>	\$360.00
	4)	<u>Plan Review:</u>	\$172.00
e)		Tourist Rooming House (1-4 rooms).	
	1)	Annual License Fee:	\$218.00
	2)	Pre-inspection Fee:	\$204.00
	3)	<u>First</u> Re-inspection Fee:	\$134.00
	4)	<u>Subsequent Re-inspection Fee:</u>	\$268.00
	5)	<u>New Construction Plan Review Fee:</u>	\$ 77.00
	6)	<u>Remodel/Addition Plan Review Fee:</u>	\$ 46.00
	4)	<u>Plan Review:</u>	\$ 77.00
f)		Late Fee:	\$ 90.00

5. Campgrounds, Recreational and Educational Camps

a)		Campgrounds (1-25 sites).	
	1)	Annual License Fee:	\$225196.00
	2)	Pre-inspection Fee:	\$17534.00
	3)	<u>First</u> Re-inspection Fee:	\$134.00
	4)	<u>Subsequent Re-inspection Fee:</u>	\$268.00
	5)	<u>New Construction Plan Review Fee:</u>	\$200.00
	6)	<u>Remodel/Addition Plan Review Fee:</u>	\$120.00
	4)	<u>Plan Review:</u>	\$ 59.00
b)		Campground (26-50 sites).	
	1)	Annual License Fee:	\$30250.00
	2)	Pre-inspection Fee:	\$225134.00
	3)	<u>First</u> Re-inspection Fee:	\$17534.00
	4)	<u>Subsequent Re-inspection Fee:</u>	\$350.00
	5)	<u>New Construction Plan Review Fee:</u>	\$250.00
	6)	<u>Remodel/Addition Plan Review Fee:</u>	\$150.00
	4)	<u>Plan Review:</u>	\$ 75.00
c)		Campground (51-100 sites).	
	1)	Annual License Fee:	\$3705.00
	2)	Pre-inspection Fee:	\$275190.00
	3)	<u>First</u> Re-inspection Fee:	\$200134.00
	4)	<u>Subsequent Re-inspection Fee:</u>	\$400.00
	5)	<u>New Construction Plan Review Fee:</u>	\$300.00
	6)	<u>Remodel/Addition Plan Review Fee:</u>	\$180.00
	4)	<u>Plan Review:</u>	\$ 92.00
d)		Campground (101-199 sites).	
	1)	Annual License Fee:	\$425355.00
	2)	-Pre-inspection Fee:	\$325190.00
	3)	<u>First</u> Re-inspection Fee:	\$250148.00
	4)	<u>Subsequent Re-inspection Fee:</u>	\$500.00
	5)	<u>New Construction Plan Review Fee:</u>	\$350.00
	6)	<u>Remodel/Addition Plan Review Fee:</u>	\$210.00
	4)	<u>Plan Review:</u>	\$107.00
e)		Campground (200+ sites).	

1)	Annual License Fee:	<del>\$47510.00</del>
2)	Pre-inspection Fee:	<del>\$400218.00</del>
3)	<u>First Re-inspection Fee:</u>	<u>\$275162.00</u>
4)	<u>Subsequent Re-inspection Fee:</u>	<u>\$550.00</u>
5)	<u>New Construction Plan Review Fee:</u>	<u>\$425.00</u>
6)	<u>Remodel/Addition Plan Review Fee:</u>	<u>\$255.00</u>
4)	<u>Plan Review:</u>	<u>\$123.00</u>

f) Recreational/Educational Camps.

1)	Annual License Fee:	<del>\$600511.00</del>
2)	Pre-inspection Fee:	<del>\$500359.00</del>
3)	<u>First Re-inspection Fee:</u>	<u>\$300162.00</u>
4)	<u>Subsequent Re-inspection Fee:</u>	<u>\$600.00</u>
5)	<u>New Construction Plan Review Fee:</u>	<u>\$550.00</u>
6)	<u>Remodel/Addition Plan Review Fee:</u>	<u>\$330.00</u>
4)	<u>Plan Review:</u>	<u>\$179.00</u>

g.) Late Fee: \$ 90.00

6. Special Event Campgrounds

a)	1-25 sites.	
1)	Annual License Fee:	\$196.00
2)	Pre-inspection Fee:	\$134.00
3)	Re-inspection Fee:	\$134.00
b)	26-50 sites.	
1)	Annual License Fee:	\$232.00
2)	Pre-inspection Fee:	\$134.00
3)	Re-inspection Fee:	\$134.00
c)	51-100 sites.	
1)	Annual License Fee:	\$237.00
2)	Pre-inspection Fee:	\$190.00
3)	Re-inspection Fee:	\$134.00
d)	100-199 sites.	
1)	Annual License Fee:	\$242.00
2)	Pre-inspection Fee:	\$190.00
3)	Re-inspection Fee:	\$148.00
e)	200 or more sites.	
1)	Annual License Fee:	\$248.00
2)	Pre-inspection Fee:	\$218.00
3)	Re-inspection Fee:	\$162.00
f)	Late Fee:	\$ 25.00

7. Public Swimming Pools and Water Attractions

a)	Indoor/Outdoor Swimming Pools or Whirlpools.	
1)	Annual License Fee:	<del>\$300278.00</del>
2)	Pre-inspection Fee:	\$190.00
3)	<u>First Re-inspection Fee:</u>	<u>\$17534.00</u>
4)	<u>Subsequent Re-inspection Fee:</u>	<u>\$350.00</u>
5)	<u>New Construction Plan Review Fee:</u>	<u>\$125.00</u>
6)	<u>Remodel/Addition Plan Review Fee:</u>	<u>\$ 75.00</u>
4)	<u>Plan Review:</u>	<u>\$ 98.00</u>
5)	<u>Late Fee:</u>	<u>\$ 90.00</u>

8

Water Attraction

- ba) Water Attraction with no slides.
  - 1) Annual License Fee: \$39009.00
  - 2) Pre-inspection Fee: \$250190.00
  - 3) First Re-inspection Fee: \$200134.00
  - 4) Subsequent Re-inspection Fee: \$400.00
  - 5) New Construction Plan Review Fee: \$200.00
  - 6) Remodel/Addition Plan Review Fee: \$120.00
  - 4) Plan Review: \$109.00
- cb) Water Attraction with up to 2 slides per basin.
  - 1) Annual License Fee: \$425330.00
  - 2) Pre-inspection Fee: \$275190.00
  - 3) First Re-inspection Fee: \$225134.00
  - 4) Subsequent Re-inspection Fee: \$450.00
  - 5) New Construction Plan Review Fee: \$225.00
  - 6) Remodel/Addition Plan Review Fee: \$135.00
  - 4) Plan Review: \$116.00
- de) Additional Slide, in excess of 2 per basin.
  - 1) Annual License Fee: \$194.00
  - 2) Pre-inspection Fee: \$-10078.00
  - 3) New Construction Plan Review Fee: \$ 68.00
  - 4) Remodel/Addition Plan Review Fee: \$ 41.00
  - 3) Re inspection Fee: \$134.00
  - 4) Plan Review Fee: \$ 68.00
- ed) Late Fee: \$ 90.00

89. Tattooing and Body Piercing.

- a) Tattoo or Body Piercing Establishment.
  - 1) Annual License Fee: \$305.00
  - 2) Pre-inspection Fee: \$204.00
  - 3) First Re-inspection Fee: \$134.00
  - 4) Subsequent Re-inspection Fee: \$268.00
  - 5) New Construction Plan Review Fee: \$ 97.00
  - 6) Remodel/Addition Plan Review Fee: \$ 58.00
  - 4) Plan Review: \$ 97.00
  - 75) Late Fee: \$ 90.00
- b) Combined Tattoo/Body Piercing Establishment.
  - 1) Annual License Fee: \$341.00
  - 2) Pre-inspection Fee: \$261.00
  - 3) First Re-inspection Fee: \$221134.00
  - 4) Subsequent Re-inspection Fee: \$295.00
  - 5) New Construction Plan Review Fee: \$119.00
  - 6) Remodel/Addition Plan Review Fee: \$ 71.00
  - 4) Plan Review: \$119.00
  - 75) Late Fee: \$ 90.00
- c) Temporary Tattoo or Body Piercing Establishment.
  - 1) License Fee (per event up to 7 days): Annual License /Inspection Fee:
- d) Temporary Combined Tattoo/Body Piercing Establishment.
  - 1) License Fee (per event up to 7 days): Annual License/Inspection Fee:

\$150.00

\$173.000



2) Late Fee: \$ 25.00

940. School Food Service Facilities

- a) Full Kitchen.
- |   |                          |
|---|--------------------------|
| 1) Inspection Fee:                          | \$ <del>250</del> 319.00 |
| 2) Pre-inspection Fee:                      | \$ <del>250</del> 152.00 |
| 3) <u>First</u> Re-inspection Fee:          | \$ <del>353</del> 134.00 |
| 4) <u>Subsequent</u> Re-inspection Fee:     | \$470.00                 |
| 5) <u>New Construction Plan Review Fee:</u> | \$275.00                 |
| 6) <u>Remodel/Addition Plan Review Fee:</u> | \$165.00                 |
| 4) <u>Plan Review:</u>                      | \$128.00                 |
- b) Food Reheat.
- |   |                          |
|---|--------------------------|
| 1) Inspection Fee:                          | \$ <del>186</del> 207.00 |
| 2) Pre-Inspection Fee:                      | \$ <del>190</del> 75.00  |
| 3) <u>First</u> Re-inspection Fee:          | \$ <del>240</del> 134.00 |
| 4) <u>Subsequent</u> Re-inspection Fee:     | \$320.00                 |
| 5) <u>New Construction Plan Review Fee:</u> | \$150.00                 |
| 6) <u>Remodel/Addition Plan Review Fee:</u> | \$ 90.00                 |
| 4) <u>Plan Review:</u>                      | \$ 75.00                 |
- c) Late Fee: \$ 90.00

10.1. Retail Food Establishments

- a) Retail food establishments which have food sales of at least \$1,000,000 and process potentially hazardous food, including mobile retail vendors and service bases.
- |   |                            |
|---|----------------------------|
| 1) Annual License Fee:                      | \$ <del>1,000</del> 698.00 |
| 2) Pre-inspection Fee:                      | \$ <del>600</del> 261.00   |
| 3) <u>First</u> Re-inspection Fee:          | \$ <del>450</del> 148.00   |
| 4) <u>Subsequent</u> Re-inspection Fee:     | \$ 700.00                  |
| 5) <u>New Construction Plan Review Fee:</u> | \$ 625.00                  |
| 6) <u>Remodel/Addition Plan Review Fee:</u> | \$ 375.00                  |
| 4) <u>Plan Review Fee:</u>                  | \$290.00                   |
- b) Retail food establishments which have food sales of at least \$25,000, but less than \$1,000,000, and process potentially hazardous food, including mobile retail vendors and service bases.
- |   |                          |
|---|--------------------------|
| 1) Annual License Fee:                      | \$ <del>500</del> 374.00 |
| 2) Pre-inspection Fee:                      | \$ <del>300</del> 232.00 |
| 3) <u>First</u> Re-inspection Fee:          | \$ <del>250</del> 148.00 |
| 4) <u>Subsequent</u> Re-inspection Fee:     | \$400.00                 |
| 5) <u>New Construction Plan Review Fee:</u> | \$400.00                 |
| 6) <u>Remodel/Addition Plan Review Fee:</u> | \$240.00                 |
- c) Retail food establishments which have food sales of at least \$25,000, do not engage in food processing, but sell potentially hazardous food, including mobile retail vendors and service bases.
- |   |          |
|---|----------|
| 1) Annual License Fee:                      | \$425.00 |
| 2) Pre-inspection Fee:                      | \$225.00 |
| 3) <u>First</u> Re-inspection Fee:          | \$148.00 |
| 4) <u>Subsequent</u> Re-inspection Fee:     | \$296.00 |
| 5) <u>New Construction Plan Review Fee:</u> | \$150.00 |
| 6) <u>Remodel/Addition Plan Review Fee:</u> | \$ 90.00 |

- 4) ~~Plan Review Fee:~~ ~~\$112.00~~
- de) Retail food establishments which have food sales of at least \$25,000, and engage in food processing, but do not process potentially hazardous food, including mobile retail vendors and service bases.
- |   |                     |
|---|---------------------|
| 1) Annual License Fee:                      | \$338.00            |
| 2) Pre-inspection Fee:                      | \$204.00            |
| 3) <u>First Re-inspection Fee:</u>          | <u>\$148.34.00</u>  |
| 4) <u>Subsequent Re-inspection Fee:</u>     | <u>\$296.00</u>     |
| 5) <u>New Construction Plan Review Fee:</u> | <u>\$150.00</u>     |
| 6) <u>Remodel/Addition Plan Review Fee:</u> | <u>\$ 90.00</u>     |
| 4) <del>Plan Review Fee:</del>              | <del>\$102.00</del> |
- ed) Retail food establishments, whiche have food sales of less than \$25,000, and are engaged in food processing, including mobile retail vendors and service bases.
- |   |                     |
|---|---------------------|
| 1) Annual License Fee:                      | \$20097.00          |
| 2) Pre-inspection Fee:                      | \$1290.00           |
| 3) <u>First Re-inspection Fee:</u>          | <u>\$134.00</u>     |
| 4) <u>Subsequent Re-inspection Fee:</u>     | <u>\$268.00</u>     |
| 5) <u>New Construction Plan Review Fee:</u> | <u>\$ 89.00</u>     |
| 6) <u>Remodel/Addition Plan Review Fee:</u> | <u>\$ 53.00</u>     |
| 4) <del>Plan Review Fee:</del>              | <del>\$ 89.00</del> |
- fe) Retail food establishments, which have food sales less than \$25,000, that do not engage in food processing, but are selling potentially hazardous foods, includingincluding mobile retail vendors and service bases.
- |   |                     |
|---|---------------------|
| 1) Annual License Fee:                      | \$150268.00         |
| 2) Pre-inspection Fee:                      | \$ 90176.00         |
| 3) <u>First Re-inspection Fee:</u>          | <u>\$134120.00</u>  |
| 4) <u>Subsequent Re-inspection Fee:</u>     | <u>\$268.00</u>     |
| 5) <u>New Construction Plan Review Fee:</u> | <u>\$ 81.00</u>     |
| 6) <u>Remodel/Addition Plan Review Fee:</u> | <u>\$ 49.00</u>     |
| 4) <del>Plan Review:</del>                  | <del>\$ 81.00</del> |
- gf) Late Fee: \$ 90.00

- |   |                 |
|---|-----------------|
| 112. Duplicate Permit Fee:  | \$ 10.00        |
| 123. Operating Without a License Fee:                             | \$749.00        |
| 134. Operating Without a Certified Food Manager Fee:              | \$150.00        |
| 14. <u>Operating Without a Body Art Practitioner License Fee:</u> | <u>\$150.00</u> |
| 15. <u>Consultation Fee:</u>                                      | <u>\$127.00</u> |

RESOLUTION NO. 11797-022017

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

A RESOLUTION ESTABLISHING VARIOUS FEES, PERMITS AND CHARGES  
CHARGED BY THE CITY OF OAK CREEK

BE IT RESOLVED by the Mayor and Common Council of the City of Oak Creek that various fees, permits and charges shall be established as follows and shall be effective upon approval by the Common Council:

CITY CLERK'S OFFICE

1. Adult Entertainment Business  
Includes: Arcade; Bookstore; Escort; Exotic Dance; Motion Picture Theater; Novelty Store; Video Store; Hotel  
New \$2,800.00  
Renewal \$2,400.00  
Manager/Assistant Manager \$ 100.00  
Entertainer \$ 300.00  
Part Time/Full-Time Employees \$ 100.00
2. Amusement Operator and Devices  
Operator \$ 150.00  
Each Device \$ 45.00
3. Arcades  
Arcade License (annual) \$2,000.00  
Arcade Operator \$50.00  
Each Device \$45.00  
License Transfer Fee \$50.00  
(transfer of location only)  
Duplicate license \$20.00
4. Athletic Events, Parades & Related Events  
Application fee \$35.00  
(plus actual costs for police/fire/streets)
5. Auto Salvage Yards \$500.00
6. Cigarette \$100.00
7. Dance Hall \$100.00
8. Landfill License  
Original Application Fee \$1,200.00  
Renewal \$300.00  
(Plus actual cost of review, inspection and administration in excess of application fee.)

9.	<u>Kennel</u>	\$100.00
10.	<u>Mobile Home Park</u>	
	License	\$100.00 annual per each 50 spaces or fraction thereof
	Transfer of License	\$10.00
11.	<u>Alcohol Beverage</u>	
	Class "A" Fermented Malt Beverage	\$150.00
	Class "A" Retail Liquor	\$500.00
	Class "B" Beer	\$100.00
	Class "B" Retail Liquor	\$500.00
	Class "C" Wine	\$100.00
	Wholesale Beer	\$25.00
	Special Class "B" Beer/Wine	\$10.00
	Reserve "Class B" One-Time	\$10,000.00
	Provisional Class "A", Class "B", "Class A", "Class B", Class "C"	\$15.00
	Change of Premises Description	\$25.00
	Publication Fees	
	Renewal	\$10.00
	Individual	\$20.00
12.	<u>Operator (Bartender)</u>	
	Two-year license	**\$100.00
	**Payment in full required at time of application	
	Refund for Denial	\$25.00
	Provisional License	\$15.00
	Duplicate License	\$10.00
	Temporary License	No Charge
13.	<u>Pawnbrokers, Secondhand Article &amp; Secondhand Jewelry Dealer</u>	
	Pawnbrokers	\$210.00
	Secondhand Article Dealers	\$27.50
	Secondhand Jewelry Dealers	\$30.00
	Secondhand Article Dealer Mall or Flea Market	\$165.00
14.	<u>Transient Merchant</u>	
	Business License	Yearly \$375.00 Daily \$35.00
	Investigation fee/each salesperson	\$70.00
	ID Badge for each approved salesperson	\$30.00
	(Issued by and payable at Police Department)	

## COMMUNITY DEVELOPMENT

1. Bikeway Fees

- a. Bikeway fee for each new residential lot or unit - \$50.00

2. Document Sales

- a. Zoning Code (Chapter 17) \$25.00  
b. Land Division (Chapter 14) \$10.00  
c. Park Plan \$15.00  
d. City Maps  
    1. 1" = 1000' - \$2.00  
    2. 1" = 2000' - \$1.50  
e. Official Maps (1/4 Sections)  
    1. 1" = 100' - \$1.50  
    2. 1" = 200' - \$1.50  
f. Aerial Photographs  
    1. 1" = 400' - \$1.50  
    2. 1" = 2000' - \$1.50  
g. All Other Documents:  
    1. ≤ 18" x 24" - \$.25 per page  
    2. Each copy ≥ 18" x 24" and ≤ 36" x 42" - \$4.00  
    3. Computer plot – standard size: \$4.50

NOTE: Add \$4.00 per sheet if map is reproduced on mylar. First two (2) drawings are free for Oak Creek property owners acquiring information on their property. Add \$1.50, plus postage, if mailing is requested.

3. Plan Commission

- a. Multifamily and building plan review \$350.00  
b. Commercial site and building plan review \$350.00  
c. Industrial site and building plan review \$350.00  
d. Landscaping plan review \$150.00  
e. Lighting plan review \$ 15.00  
f. Sign plan review \$150.00  
g. Special Plan Commission meeting - \$35.00/citizen member at the meeting

4. Subdivision Fees

- a. Preliminary subdivision plats \$475.00  
b. Final subdivision plats \$400.00  
c. Certified Survey Maps \$525.00  
d. Affidavit of Correction \$275.00  
e. Minor land division \$275.00

5. Tax Increment Financing (TIF) District Financing

A filing fee of \$1,000 shall be charged for any request that the City create a Tax Increment Financing (TIF) District. If the district is approved, the fee shall be paid as an eligible cost identified in the Project Plan. If the district is not approved, the fee will be waived.



6. Zoning Fees
- a. Basic rezoning \$775.00
  - b. Planned Unit Development (PUD) \$900.00
  - c. Amendment to Planned Unit Development (PUD) \$550.00
  - d. Conditional Use Permit \$875.00
  - e. Amendment to Conditional Use Permit \$550.00
  - f. Zoning Text Amendment \$500.00
  - g. Temporary use or use approval \$300.00
  - h. Plan Commission consultation \$250.00
  - i. Zoning Board of Appeals \$250.00
  - j. Board of Housing Appeals \$250.00

NOTE: If an applicant withdraws their request after the Plan Commission meeting and prior to the publication of the public hearing notice, the following filing fee refunds will be provided:

- Official Map Amendment \$300.00
- Basic Rezoning \$270.00
- Planned Unit Development (PUD) \$280.00
- Amendment to Planned Unit Development \$260.00
- Conditional Use Permit \$275.00
- Amendment of Conditional Use \$280.00
- Zoning Text Amendment \$220.00

### ENGINEERING

1. Engineering Fees & Erosion Control

- a. \$60.00 plus \$4.00 3.00 for each 1,000 square feet of land greater than 20,000 square feet.
- b. Service Fees (per hour by position)

City Engineer	\$65.00
Assistant City Engineer / Development Engineer/Design Engineer/Construction Coordinator	\$55.00
Civil Engineer/Senior Technician	\$50.00
Engineering Technician/Draftsperson	\$40.00
Technician CADD/Survey	\$40.00

2. Landfill Permits

- a. \$300.00 initial application fee, plus billing of actual costs of review, inspection and administration in excess of application fee.

3. Storm Water Management Permit

- a. \$ 500,00 initial application fee, plus billing actual costs of review, inspection and administration in excess of application fee.

4. Street Permits & Fees

- a. Excavation permits (Street cuts): \$70.00 50.00 plus \$5.00 3.25 per 100 feet or fraction thereof.
- b. Driveway approach permit: \$ 55.00.

- |    |  |           |
|----|--|-----------|
| c. | Street or other right-of-way (ROW) vacation:   | \$575.00. |
| d. | Official map amendment:  | \$775.00. |
| e. | House moving permit:   | \$250.00. |
| f. | Temporary work encroachment within public right-of-way permit:   |           |
|    | 1. One or Two-Family Residential Streets   |           |
|    | i. Sidewalk encroachment only (7 days or less):  | \$ 45.00. |
|    | ii. Sidewalk encroachment only (8 to 30 days):   | \$110.00. |
|    | iii. Street and sidewalk encroachment (7days or less):   | \$ 60.00. |
|    | iv. Street and sidewalk encroachment (8 to 30 days):   | \$165.00. |
|    | 2. All Other Streets   |           |
|    | i. Sidewalk encroachment only (7 days or less):  | \$ 74.50. |
|    | ii. Sidewalk encroachment only (8 to 30 days):   | \$185.00. |
|    | iii. Street and sidewalk encroachment (7days or less):   | \$ 99.00. |
|    | iv. Street and sidewalk encroachment (8 to 30 days):   | \$247.50. |
|    | 3. The above right-of-way temporary work encroachment permit fee rates shall apply toward the first 100 lineal foot, or fraction thereof, of longitudinal right-of-way affected. For each additional 100 lineal foot segment, or fraction thereof, there shall be an additional 20% of these base rates charged. |           |

### **FIRE DEPARTMENT**

a. Definitions.

1. **Advanced Life Support (ALS) Services:** An advanced level of pre-hospital and inter-hospital emergency care and non-emergency medical care that includes basic life support care, cardiac monitoring, cardiac defibrillation, electrocardiography, intravenous therapy, administration of medications, drugs and solution, use of adjunctive medical devices, trauma care, on scene care and other authorized techniques and procedures, as provided in rules adopted by the Department of Health Services under Chapter HFS 112.
2. **Advanced Life Support Service, Level 1 (ALS-1):** The provision of ALS Services and/or assessment at a level below that specified for ALS-2 Services in (a)(3), below.
3. **Advanced Life Support, Level 2 (ALS-2):** The provision of ALS Service and/or assessment with treatment including the administration of three or more different medications and the provision of at least one of the following ALS procedures:
  - Manual defibrillation/cardioversion
  - Endotracheal intubation
  - Central venous line insertion
  - Chest decompression
  - Intraosseous line insertion
4. **Basic Life Support (BLS) Services:** A basic level of pre-hospital, on scene care/assistance and inter-hospital non-emergency medical care and emergency care that includes airway management, cardiopulmonary resuscitation (CPR), control of shock and bleeding and splinting of fractures, as provided in rules adopted by the Department of Health Services under Chapter HFS 110.

5. **Department:** The City of Oak Creek Fire Department.
6. **Mileage Fee:** A fee for each mile, or portion thereof, that an ambulance travels when transporting a patient in need of medical care to a hospital or medical facility.
7. **Resident:** A person whose primary home address is within the city limits of the City of Oak Creek.
8. **Non-Resident:** A person whose primary home address is not within the city limits of the City of Oak Creek.
9. **Group-1 Drugs:** Albuterol, Amiodarone (30 mg), Aspirin, Atropine, Benadryl, Calcium Gluconate, Dextrose, D5W, Glucose (oral), Nitroglycerine, Sodium Normal Saline (bags & carpujet), Zofran Tabs, Zofran IV and to include any other drugs as may be approved or authorized by the Intergovernmental Cooperation Council in the future.
10. **Group-2 Drugs:** Calcium Chloride, Dopamine, Epinephrine (IM or IV, not by Epi-pen), Lidocaine, Sodium Bicarbonate and to include any other drugs as may be approved or authorized by the Intergovernmental Cooperation Council in the future.
11. **Group-3 Drugs:** Fentanyl, Ketamine, Midazolam, Narcan and to include any other drugs as may be approved or authorized by the Intergovernmental Cooperation Council in the future.
12. **Specific Drug Group:** Epinephrine by Epi-pen, Adenosine, Glucagon (up to 1 Mg), Solmedrol (41-125 Mg), EZ-IO, and to include any other drugs as may be approved or authorized by the Intergovernmental Cooperation Council in the future.

NOTE: The confidentiality of all patient information shall be maintained pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all other applicable Federal and/or State Laws.

b. Advanced Life Support Fees.

1. Resident Fees: Every resident of the City of Oak Creek receiving advanced emergency service from the City by way of an advanced life support unit transport to a health care facility shall pay for such service the sum of ALS-1 \$769.45 and ALS-2 \$845.75 base rate, plus \$111.54 for defibrillation, plus \$67.14 for IV and supplies, plus \$83.38 for intubation, plus \$88.80 for ALS supplies, plus \$83.38 for oxygen and supplies, plus \$111.54 for EKG, plus \$162.44 for Spinal Immobilization, plus \$35.74 for each drug in Group-1, plus \$41.15 for each drug in Group-2, plus \$53.06 for each drug in Group-3, plus \$106.13 for Epinephrine by Epi-pen, plus \$99.63 for Adenosine, plus \$99.63 for Glucagon, up to 1 Mg, plus \$64.97 for Solmedrol, 41-125 Mg, and \$133.20 for EZ-IO for the Specific Drug Group, plus \$3.25 for triage barcode wristbands, plus \$1,000.61 for Cyano-kits, plus \$49.81 for CPAP Mask. If the Department provides ALS level treatment that does not end in a transport, the patient shall be charged \$138.61 for non-invasive and invasive treatment plus services and drug group charges noted above.
2. Non-Resident Fees: Every non-resident of the City of Oak Creek receiving advanced emergency service from the City by way of advanced life support unit transport to a health care facility shall pay for such service the sum of ALS-1 \$867.41 and ALS-2 \$1,000.61 base rate, plus \$111.54 for defibrillation, plus \$67.14 for IV and supplies, plus \$83.38 for intubation, plus \$88.80 for ALS supplies, plus \$83.38 for oxygen and

supplies, plus \$111.54 for EKG, plus \$162.44 for Spinal Immobilization, plus \$35.74 for each drug in Group-1, plus \$41.15 for each drug in Group-2, plus \$53.06 for each drug in Group-3, plus \$106.13 for Epinephrine by Epi-pen, plus \$99.63 for Adenosine, plus \$99.63 for Glucagon, up to 1 Mg, plus \$64.97 for Solmedrol, 41-125 Mg, and \$133.20 for EZ-IO for the Specific Drug Group, plus \$3.25 for triage barcode wristbands, plus \$1,000.61 for Cyano-kits, plus \$49.81 for CPAP Mask. If the Department provides ALS level treatment that does not end in a transport, the patient shall be charged \$194.92 for non-invasive and invasive treatment plus services and drug group charges noted above.

3. Mileage Fees: Every resident and non-resident shall pay \$17.02 for each mile, or portion thereof, that an ambulance travels when transporting a patient in need of medical care to hospital or medical facility.

c. Basic Life Support Fees.

1. Resident Fees: Every resident of the City of Oak Creek receiving basic emergency service from the City by way of basic life support unit transport to a health care facility shall pay for such service the sum of \$568.53 base rate, plus \$83.38 for oxygen, plus \$67.14 for supplies, plus \$27.07 for EKG, plus \$162.44 for Spinal Immobilization. If the Department provides medical treatment and or assistance only, that does not end in a transport; the patient shall not be charged a fee for the first 1-3 assists within one calendar year but shall be charged \$81.22 per assist for 4 or more assists within one calendar year and no additional fees will apply for medical care.
2. Non-Resident Fees: Every non-resident of the City of Oak Creek receiving basic emergency service from the City by way of basic life support unit transport to a health care facility shall pay for such service the sum of \$758.04 base rate, plus \$83.38 for oxygen, plus \$67.14 for supplies, plus \$27.07 for EKG, plus \$162.44 for Spinal Immobilization. If the Department provides medical treatment and or assistance only, that does not end in a transport; the patient shall be charged a flat \$83.38 fee. No additional fees will apply for medical care.
3. Fees for Transfer Services: In all cases where the ambulance service of the City is requested to transfer an Oak Creek resident from a hospital in Milwaukee County to a nursing facility in Milwaukee County or to the resident's home in Oak Creek, such person shall pay a base rate of \$406.09, plus \$83.38 for oxygen, plus \$67.14 for consumables, plus \$27.07 for EKG's, plus \$162.44 for Spinal Immobilization. All transfers shall be and are limited to Oak Creek residents.
4. In-City Facility Fees: Every resident or non-resident of the City of Oak Creek receiving basic emergency service from the City by way of basic life support unit transport to a health care facility located within the boundaries of the City shall pay for such service the sum of \$297.80.
5. Mileage Fees: Every resident and non-resident shall pay \$17.02 for each mile, or portion thereof, that an ambulance travels when transporting a patient in need of medical care to hospital or medical facility.

d. Fire alarm connections.

1. Every person, firm or corporation connecting to the console system of the Oak Creek Fire Department or fire alarm service shall pay for such service as follows: \$50.00 for installation of service lines; \$100.00 annual charge.

2. Annual charges shall be billed by the Fire Department on January 1<sup>st</sup> of each year. For service installed subsequent to January 1<sup>st</sup>, the annual charge shall be pro-rated on a monthly basis.
- e. Hazardous materials. Replacement of cost of any extinguishment agent, neutralizers, chemicals or materials. Any person, firm or corporation shall reimburse the City for personnel costs, equipment expenses and replacement costs of any extinguishing agent, chemical, neutralizer, or materials used in the extinguishment, confinement, neutralizing or cleanup of any flammable or combustible liquid, gas, solid or any hazardous material or chemical involved in any fire or accidental spill.
  - f. False alarm. Any person, firm or corporation having a fire alarm, smoke detector or any other type of alarm, and the alarm calls for response from the Fire Department, shall not be charged a fee for the first 1-3 alarms within one calendar year but shall be charged \$50.00 per alarm for 4-7 alarms within one calendar year and \$200.00 per alarm for 8 or more alarms within one calendar year.
  - g. Nuisance fire alarms. Any person, industry, commercial establishment, railroad, apartment house complex or other who shall cause nuisance fires (multiple rubbish fires, grass fires, etc.) shall be liable for the sum of \$300.00 per hour or fraction thereof.
  - h. Plan Review.
    1. Sprinkler review \$70.29
    2. All underground plan \$70.29
    3. Fire alarm system \$70.29
    4. Hood systems \$35.14
    5. Dry chemical systems \$70.29
    6. Special systems \$70.29
    7. Final Occupancy \$52.72
  - i. Rescue Services. Any person, firm, contractor, or corporation requiring rescue services beyond the capacity of the Fire Department, shall reimburse the City for personnel costs, equipment and supplies, and outside rescue services.

**Fire Inspection Fees**

Fire Inspection fees are as follows, with each level based on the estimated time in minutes to conduct such inspections:

<b>Inspection Type</b>	<b>Estimated Time in Minutes</b>	<b>Total Fee</b>
Level 1	0-15	\$17.82
Level 2	16-30	\$31.83
Level 3	31-45	\$45.84
Level 4	46-60	\$59.84
Level 5	61-75	\$87.87
Level 6	76-90	\$101.86
Level 7	90+	\$115.86

**Incident Billing Fees**

The Oak Creek Fire Department will bill for rescue services provided as a result of motor vehicle crashes occurring within the City of Oak Creek. Motor vehicle crashes include, but are not limited to, accidents involving vehicles, motorcycles; or pedestrians or bicyclists struck by vehicles.

Incident billing will only occur for those incidents involving the extrication, packaging, and removal of patients from a vehicle or scene.

The amount of the bill will be \$500 per incident. Billing is applicable to non-residents only; residents of the City of Oak Creek will not be billed for rescue services.

**HEALTH DEPARTMENT**

- a. Health Department Fees and Charges shall be established by the Community Public Health Officer according to guidelines adopted by the Board of Health and subject to review by the Board of Health. A list of the fees and charges will be on file in the Health Department office. The Community Public Health Officer shall provide a copy of any change to the fees to the City Clerk 15 days prior to the effective date of such change. The clerk shall provide a copy to the Common Council as soon as practicable. The fees shall go into effect at the end of the 15 days period unless an Alderman or the Mayor objects in writing in which case the fee change shall be brought before the entire Common Council for consideration and approval.
- b. Fee Schedule for Restaurants, Lodging, Campgrounds, Pool/Water Attractions, Tattoo/Body Piercing Establishments, and Retail Food Establishments.

1. Restaurant/Meal Food Service

- a) Limited Food Service Restaurants, including mobile restaurant vendors and service bases.
 

1) Annual License Fee:	\$246.00
2) Pre-inspection Fee:	\$120.00
3) First Re-inspection Fee:	\$ 98.00
4) Subsequent Re-inspection Fee:	\$130.00
5) New Construction Plan Review Fee:	\$ 77.00
6) Remodel/Addition Plan Review Fee:	\$ 46.00
- b) Simple Complexity Restaurant, including mobile restaurant vendors and service bases.
 

1) Annual License Fee:	\$371.00
2) Pre-inspection Fee:	\$190.00
3) First Re-inspection Fee:	\$240.00
4) Subsequent Re-inspection Fee:	\$320.00
5) New Construction Plan Review Fee:	\$150.00
6) Remodel/Addition Plan Review Fee:	\$ 90.00
- c) Moderate Complexity Restaurant, including mobile restaurant vendors and service bases.
 

1) Annual License Fee:	\$500.00
2) Pre-inspection Fee:	\$250.00
3) First Re-inspection Fee:	\$353.00

	4)	Subsequent Re-inspection Fee:	\$470.00
	5)	New Construction Plan Review Fee:	\$275.00
	6)	Remodel/Addition Plan Review Fee:	\$165.00
d)		High Complexity Restaurant, including mobile restaurant vendors and service bases.	
	1)	Annual License Fee:	\$650.00
	2)	Pre-inspection Fee:	\$325.00
	3)	First Re-inspection Fee:	\$578.00
	4)	Subsequent Re-inspection Fee:	\$770.00
	5)	New Construction Plan Review Fee:	\$400.00
	6)	Remodel/Addition Plan Review Fee:	\$240.00
e)		Additional Food Preparation Area.	
	1)	Annual License Fee:	\$150.00
	2)	Pre-inspection Fee:	\$ 75.00
	3)	New Construction Plan Review Fee:	\$ 80.00
	4)	Remodel/Addition Plan Review Fee:	\$ 48.00
f)		Late Fee:	\$ 90.00
2.		<u>Temporary Food Establishments</u>	
a)		Temporary Restaurant.	
	1)	Annual License (without State License):	\$170.00
	2)	Per Event Inspection Fee:	\$ 75.00
b)		Temporary Retail Food.	
	1)	Annual License (without State License):	\$ 50.00
	2)	Per Event Inspection Fee:	\$ 35.00
(c)		Late Fee:	\$ 25.00
3.		<u>Bed and Breakfast Establishments</u>	
	1)	Annual License Fee:	\$312.00
	2)	Pre-inspection Fee:	\$204.00
	3)	First Re-inspection Fee:	\$134.00
	4)	Subsequent Re-inspection Fee:	\$268.00
	5)	New Construction Plan Review Fee:	\$150.00
	6)	Remodel/Addition Plan Review Fee:	\$ 90.00
	7)	Late Fee:	\$ 90.00
4.		<u>Hotels, Motels, Tourist Rooming Houses</u>	
a)		05-30 Sleeping Rooms.	
	1)	Annual License Fee:	\$312.00
	2)	Pre-inspection Fee:	\$204.00
	3)	First Re-inspection Fee:	\$134.00
	4)	Subsequent Re-inspection Fee:	\$268.00
	5)	New Construction Plan Review Fee:	\$200.00
	6)	Remodel/Addition Plan Review Fee:	\$120.00
b)		31-99 Sleeping Rooms.	
	1)	Annual License Fee:	\$425.00
	2)	Pre-inspection Fee:	\$255.00
	3)	First Re-inspection Fee:	\$155.00
	4)	Subsequent Re-inspection Fee:	\$310.00

	5)	New Construction Plan Review Fee:	\$300.00
	6)	Remodel/Addition Plan Review Fee:	\$180.00
c)		100-199 Sleeping Rooms.	
	1)	Annual License Fee:	\$525.00
	2)	Pre-inspection Fee:	\$315.00
	3)	First Re-inspection Fee:	\$175.00
	4)	Subsequent Re-inspection Fee:	\$350.00
	5)	New Construction Plan Review Fee:	\$425.00
	6)	Remodel/Addition Plan Review Fee:	\$255.00
d)		200 or more Sleeping Rooms.	
	1)	Annual License Fee:	\$700.00
	2)	Pre-inspection Fee:	\$420.00
	3)	First Re-inspection Fee:	\$250.00
	4)	Subsequent Re-inspection Fee:	\$500.00
	5)	New Construction Plan Review Fee:	\$600.00
	6)	Remodel/Addition Plan Review Fee:	\$360.00
e)		Tourist Rooming House (1-4 rooms).	
	1)	Annual License Fee:	\$218.00
	2)	Pre-inspection Fee:	\$204.00
	3)	First Re-inspection Fee:	\$134.00
	4)	Subsequent Re-inspection Fee:	\$268.00
	5)	New Construction Plan Review Fee:	\$ 77.00
	6)	Remodel/Addition Plan Review Fee:	\$ 46.00
f)		Late Fee:	\$ 90.00

5. Campgrounds, Recreational and Educational Camps

a)		Campgrounds (1-25 sites).	
	1)	Annual License Fee:	\$225.00
	2)	Pre-inspection Fee:	\$175.00
	3)	First Re-inspection Fee:	\$134.00
	4)	Subsequent Re-inspection Fee:	\$268.00
	5)	New Construction Plan Review Fee:	\$200.00
	6)	Remodel/Addition Plan Review Fee:	\$120.00
b)		Campground (26-50 sites).	
	1)	Annual License Fee:	\$300.00
	2)	Pre-inspection Fee:	\$225.00
	3)	First Re-inspection Fee:	\$175.00
	4)	Subsequent Re-inspection Fee:	\$350.00
	5)	New Construction Plan Review Fee:	\$250.00
	6)	Remodel/Addition Plan Review Fee:	\$150.00
c)		Campground (51-100 sites).	
	1)	Annual License Fee:	\$375.00
	2)	Pre-inspection Fee:	\$275.00
	3)	First Re-inspection Fee:	\$200.00
	4)	Subsequent Re-inspection Fee:	\$400.00
	5)	New Construction Plan Review Fee:	\$300.00
	6)	Remodel/Addition Plan Review Fee:	\$180.00
d)		Campground (101-199 sites).	
	1)	Annual License Fee:	\$425.00



2)	Pre-inspection Fee:	\$325.00
3)	First Re-inspection Fee:	\$250.00
4)	Subsequent Re-inspection Fee:	\$500.00
5)	New Construction Plan Review Fee:	\$350.00
6)	Remodel/Addition Plan Review Fee:	\$210.00
e)	Campground (200+ sites).	
1)	Annual License Fee:	\$475.00
2)	Pre-inspection Fee:	\$400.00
3)	First Re-inspection Fee:	\$275.00
4)	Subsequent Re-inspection Fee:	\$550.00
5)	New Construction Plan Review Fee:	\$425.00
6)	Remodel/Addition Plan Review Fee:	\$255.00
f)	Recreational/Educational Camps.	
1)	Annual License Fee:	\$600.00
2)	Pre-inspection Fee:	\$500.00
3)	First Re-inspection Fee:	\$300.00
4)	Subsequent Re-inspection Fee:	\$600.00
5)	New Construction Plan Review Fee:	\$550.00
6)	Remodel/Addition Plan Review Fee:	\$330.00
g.)	Late Fee:	\$ 90.00

6. Special Event Campgrounds

a)	1-25 sites.	
1)	Annual License Fee:	\$196.00
2)	Pre-inspection Fee:	\$134.00
3)	Re-inspection Fee:	\$134.00
b)	26-50 sites.	
1)	Annual License Fee:	\$232.00
2)	Pre-inspection Fee:	\$134.00
3)	Re-inspection Fee:	\$134.00
c)	51-100 sites.	
1)	Annual License Fee:	\$237.00
2)	Pre-inspection Fee:	\$190.00
3)	Re-inspection Fee:	\$134.00
d)	100-199 sites.	
1)	Annual License Fee:	\$242.00
2)	Pre-inspection Fee:	\$190.00
3)	Re-inspection Fee:	\$148.00
e)	200 or more sites.	
1)	Annual License Fee:	\$248.00
2)	Pre-inspection Fee:	\$218.00
3)	Re-inspection Fee:	\$162.00
f)	Late Fee:	\$ 25.00

7. Public Swimming Pools and Water Attractions

a)	Indoor/Outdoor Swimming Pools or Whirlpools.	
1)	Annual License Fee:	\$300.00
2)	Pre-inspection Fee:	\$190.00
3)	First Re-inspection Fee:	\$175.00

	4)	Subsequent Re-inspection Fee:	\$350.00
	5)	New Construction Plan Review Fee:	\$125.00
	6)	Remodel/Addition Plan Review Fee:	\$ 75.00
b)		Water Attraction with no slides.	
	1)	Annual License Fee:	\$390.00
	2)	Pre-inspection Fee:	\$250.00
	3)	First Re-inspection Fee:	\$200.00
	4)	Subsequent Re-inspection Fee:	\$400.00
	5)	New Construction Plan Review Fee:	\$200.00
	6)	Remodel/Addition Plan Review Fee:	\$120.00
c)		Water Attraction with up to 2 slides per basin.	
	1)	Annual License Fee:	\$425.00
	2)	Pre-inspection Fee:	\$275.00
	3)	First Re-inspection Fee:	\$225.00
	4)	Subsequent Re-inspection Fee:	\$450.00
	5)	New Construction Plan Review Fee:	\$225.00
	6)	Remodel/Addition Plan Review Fee:	\$135.00
d)		Additional Slide, in excess of 2 per basin.	
	1)	Annual License Fee:	\$194.00
	2)	Pre-inspection Fee:	\$100.00
	3)	New Construction Plan Review Fee:	\$ 68.00
	4)	Remodel/Addition Plan Review Fee:	\$ 41.00
e)		Late Fee:	\$ 90.00

8. Tattooing and Body Piercing.

a)		Tattoo or Body Piercing Establishment.	
	1)	Annual License Fee:	\$305.00
	2)	Pre-inspection Fee:	\$204.00
	3)	First Re-inspection Fee:	\$134.00
	4)	Subsequent Re-inspection Fee:	\$268.00
	5)	New Construction Plan Review Fee:	\$ 97.00
	6)	Remodel/Addition Plan Review Fee:	\$ 58.00
	7)	Late Fee:	\$ 90.00
b)		Combined Tattoo/Body Piercing Establishment.	
	1)	Annual License Fee:	\$341.00
	2)	Pre-inspection Fee:	\$261.00
	3)	First Re-inspection Fee:	\$221.00
	4)	Subsequent Re-inspection Fee:	\$295.00
	5)	New Construction Plan Review Fee:	\$119.00
	6)	Remodel/Addition Plan Review Fee:	\$ 71.00
	7)	Late Fee:	\$ 90.00
c)		Temporary Tattoo or Body Piercing Establishment.	
	1)	License Fee (per event up to 7 days):	\$150.00
	2)	Late Fee:	\$ 25.00
d)		Temporary Combined Tattoo/Body Piercing Establishment.	
	1)	License Fee (per event up to 7 days):	\$173.00
	2)	Late Fee:	\$ 25.00

9. School Food Service Facilities

- a) Full Kitchen.
  - 1) Inspection Fee: \$250.00
  - 2) Pre-inspection Fee: \$250.00
  - 3) First Re-inspection Fee: \$353.00
  - 4) Subsequent Re-inspection Fee: \$470.00
  - 5) New Construction Plan Review Fee: \$275.00
  - 6) Remodel/Addition Plan Review Fee: \$165.00
- b) Food Reheat.
  - 1) Inspection Fee: \$186.00
  - 2) Pre-Inspection Fee: \$190.00
  - 3) First Re-inspection Fee: \$240.00
  - 4) Subsequent Re-inspection Fee: \$320.00
  - 5) New Construction Plan Review Fee: \$150.00
  - 6) Remodel/Addition Plan Review Fee: \$ 90.00
- c) Late Fee: \$ 90.00

10. Retail Food Establishments

- a) Retail food establishments which have food sales of at least \$1,000,000 and process potentially hazardous food, including mobile retail vendors and service bases.
  - 1) Annual License Fee: \$1,000.00
  - 2) Pre-inspection Fee: \$ 600.00
  - 3) First Re-inspection Fee: \$ 450.00
  - 4) Subsequent Re-inspection Fee: \$ 700.00
  - 5) New Construction Plan Review Fee: \$ 625.00
  - 6) Remodel/Addition Plan Review Fee: \$ 375.00
- b) Retail food establishments which have food sales of at least \$25,000, but less than \$1,000,000, and process potentially hazardous food, including mobile retail vendors and service bases.
  - 1) Annual License Fee: \$500.00
  - 2) Pre-inspection Fee: \$300.00
  - 3) First Re-inspection Fee: \$250.00
  - 4) Subsequent Re-inspection Fee: \$400.00
  - 5) New Construction Plan Review Fee: \$400.00
  - 6) Remodel/Addition Plan Review Fee: \$240.00
- c) Retail food establishments which have food sales of at least \$25,000, do not engage in food processing, but sell potentially hazardous food, including mobile retail vendors and service bases.
  - 1) Annual License Fee: \$425.00
  - 2) Pre-inspection Fee: \$225.00
  - 3) First Re-inspection Fee: \$148.00
  - 4) Subsequent Re-inspection Fee: \$296.00
  - 5) New Construction Plan Review Fee: \$150.00
  - 6) Remodel/Addition Plan Review Fee: \$ 90.00
- d) Retail food establishments which have food sales of at least \$25,000, and engage in food processing, but do not process potentially hazardous food, including mobile retail vendors and service bases.
  - 1) Annual License Fee: \$338.00
  - 2) Pre-inspection Fee: \$204.00
  - 3) First Re-inspection Fee: \$148.00

4)	Subsequent Re-inspection Fee:	\$296.00
5)	New Construction Plan Review Fee:	\$150.00
6)	Remodel/Addition Plan Review Fee:	\$ 90.00
e)	Retail food establishments, which have food sales of less than \$25,000, and are engaged in food processing, including mobile retail vendors and service bases.	
1)	Annual License Fee:	\$200.00
2)	Pre-inspection Fee:	\$120.00
3)	First Re-inspection Fee:	\$134.00
4)	Subsequent Re-inspection Fee:	\$268.00
5)	New Construction Plan Review Fee:	\$ 89.00
6)	Remodel/Addition Plan Review Fee:	\$ 53.00
f)	Retail food establishments, which have food sales less than \$25,000, do not engage in food processing, but are selling potentially hazardous foods, including mobile retail vendors and service bases.	
1)	Annual License Fee:	\$150.00
2)	Pre-inspection Fee:	\$ 90.00
3)	First Re-inspection Fee:	\$134.00
4)	Subsequent Re-inspection Fee:	\$268.00
5)	New Construction Plan Review Fee:	\$ 81.00
6)	Remodel/Addition Plan Review Fee:	\$ 49.00
g)	Late Fee:	\$ 90.00
11.	Duplicate Permit Fee:	\$ 10.00
12.	Operating Without a License Fee:	\$749.00
13.	Operating Without a Certified Food Manager Fee:	\$150.00
14.	Operating Without a Body Art Practitioner License Fee:	\$150.00
15.	Consultation Fee:	\$127.00

## INSPECTION

### Building Code Permits

- a. *Plan Examination.*
1. One & two family residence: \$175.00
  2. One & two family additions and alterations: \$50.00
  3. Building plans other than one and two family residence will be charged per Oak Creek form OCSBD 118.
  4. Heating plans other than one and two family will be charged per Oak Creek form OCSBD 118.
  5. Residential accessory building 240 square feet or more: \$50.00
  6. Plan Examiner may reduce or waive fees for Items 2. and 5. above when limited or no architectural plans are required.
  7. Review of plans approved by State of Wisconsin \$ 250.00
  8. Decks: \$ 50.00
- b. *Residence-one & two family, multi-family, hotels, motels, or additions thereto.* \$.30/sq. ft. (minimum fee \$50.00).
- c. *Wisconsin uniform building permit seal.* State charge plus \$5.00.

- d. *Commercial, retail, office or institutional (i.e. schools, churches, hospitals, etc.).* \$.30/sq ft (minimum fee \$50.00).
- e. *Manufacturing, industrial & utilities (office areas to be included under 4).* \$.30/sq. ft. (minimum fee \$50.00).
- f. *Residential accessory building & garage in excess of 120 sq. ft.* \$.20/sq. ft. (minimum fee \$50.00).
- g. *Agriculture Building.* \$.25/sq. ft. (minimum fee \$50.00).
- h. *All other buildings, structures, alterations, repairs, signs and paving where not listed as category.* \$10.00 for each \$1,000.00 estimated value or fraction thereof (minimum fee: \$50.00).
- i. *Permit to start construction of footings and foundation.* \$100.00 accessory building foundation only or additions, per Comm. Chapter 2.
- j. *Heating, incinerator units, wood burning appliance, fireplace:* \$50/Unit, up to and including 150,000 input BTU units. Additional fee of \$5.00/each 50,000 BTUs or fraction thereof .
- k. *Air conditioning.*
  - 1. Wall unit: \$15.00
  - 2. Other than wall unit: \$50.00/unit up to 3 tons or 36,000 BTUs. Additional fee of \$5.00/each ton or 12,000 BTUs or fraction thereof.
- l. *Heating & air conditioning distribution systems.* \$1.50/100 sq. ft. of conditioned area with a \$25.00 minimum.
- m. *Exhaust system over 1,000 cfm.* \$25.00 per unit.
- n. *Occupancy permit.*
  - 1. Residential: \$40.00/unit
  - 2. Commercial & Industrial (new or change of use): \$70.00
  - 3. Temporary Use (i.e. tent): \$40.00 each
- o. *Decks* 75.00
- p. *Fences, pools (in-ground/above ground/spas).* \$50.00
- q. *Wrecking or razing. Building Inspector may waive fee if structure is condemned.* \$.05/sq. ft. \$50.00 minimum. \$500 maximum.
- r. *Moving buildings over public ways.* \$100.00
- s. *Fuel tanks.* \$20.00/tank for installation and removal for review of tank location only.
- t. *Special inspections and reports.* \$100.00
- u. *Double fees.* Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be double the fees charged.
- v. Failure to order inspection: \$50.00
- w. Re-inspection fee: \$50.00
- x. *Building permit fees may be refunded* (except plan examination fees and Wisconsin Uniform Building Permit Seal fee) upon good cause shown as to nonuse thereof and within a reasonable time after payment, provided that the minimum fee of \$50.00 shall not be refundable.
- y. Minimum for any permit: \$50.00

NOTE: Fees based on square footage shall include all floor areas (including crawl space) measured to outside wall dimensions and will be rounded to nearest whole dollar amount.

NOTE: Total fees shall be rounded up to the next whole dollar.

## Electrical Code Permits

The minimum fee for any permit shall be \$50.00. Where additional permits by the same license on the same job are necessary and the nature of the work is the same as that of the original permit, the minimum fee shall not apply. The term "outlet" as used in this subsection shall mean any opening for the connection of current consuming or controlling devices generally. Where outlets are installed in common or "in gang", the outlets shall be counted individually. Fees shall be as follows:

- a. *Service-new, replacement, alteration or temporary.* \$65.00 each 0-600 amps, \$70.00 each 601-1200 amps, \$75.00 each greater than 1200 amps.
- b. *Feeders, subfeeders, and additional panels each 110 amps or fraction thereof:* \$40.00 each.
- c. *Wireways, busways, under floor raceways or auxiliary gutters.* \$1.00/foot.
- d. *Generators, transformers, reactors, rectifiers, capacitors, welders, converters, electric furnaces or similar devices.* Each unit per kW: \$1.00/kW.
- e. *Commercial combination heating & air-conditioning units.* \$40.00 each.
- f. *Commercial refrigerator units.* Each motor compressor unit: \$20.00 each.
- g. *Residential air-conditioning.* Each motor compressor unit: \$20.00 each.
- h. *Gas or oil burners, residential electric furnaces, or conversion of (circle unit type).* \$20.00 each.
- i. *Electric space heating & baseboard system, per zone control.* \$12.00 each.
- j. *Electric appliances, commercial and residential [i.e. range, oven, clothes dryer, dishwasher, disposal, water heater; circle unit type(s) or indicate other].* \$10.00 each.
- k. *Swimming pools (includes associated wiring & grounding):* \$50.00 each.
- l. *Hydro-massage tubs, spas, hot tubs, etc. (circle or list type):* \$50.00 each.
- m. *Fuel dispensers for gasoline, oil, water pumps, or similar units:* \$50.00 each.
- n. *PV Systems: Residential \$50.00; Commercial \$100.00.*
- o. *Moving picture, X-ray machine, high frequency therapeutic apparatus and similar equipment:* \$50.00 each.
- p. *Switches, and convenience outlets:* \$1.00 each.
- q. *Dimmers & rheostats:* \$4.00 each.
- r. *Lighting fixtures-incandescent medium base, studded lights, festoon lighting, and fluorescent:* \$1.00 each.
- s. *Area light and standard:* \$30.00 each.
- t. *HID fixtures (i.e., mercury vapor, sodium, LED etc.):* \$5.00 each.
- u. *Strip lighting, track lighting, plug-in strip, trolley duct, trolley wire or similar.* \$1.00 each strip or 10-foot length.
- v. *Audible or visual electric signal or communication devices (i.e., fire alarms, horns, exit lights, door bells, etc.):* \$1.00 each.
- w. *Power receptacles over 150 Volts:* \$8.00 each.
- x. *Motors, each motor per HP or fraction thereof:* \$1.00 each HP.
- y. *Ceiling fan:* \$4.00 each.
- z. *Signs-electric illuminated (i.e., neon, fluorescent, comb. or other).* Each Sign: \$30.00 each.
- aa. *To Change, alter, repair or correct an electrical installation where none of the above apply-specify:* \$50.00
- bb. *Re-inspection fee.* First re-inspection: \$50.00
- cc. *Failure to call for inspection upon inspection and/or final inspection before occupancy.* Per occurrence: \$75.00
- dd. *Work started before electrical permit issued.* Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be double the fees charged.

- ee. *Refund of fees.* That portion in excess of minimum fee is eligible to be refunded to a permit holder, if a request is made in writing, within 45 days of the issuance of such permit, provided that the minimum fee of \$50.00 shall not be refundable.
- ff. *Minimum for any permit:* \$50.00.
- gg. *Direct reconnection of residential equipment* (minimum fee does not apply): \$25.00 each.
- hh. *Direct reconnection of commercial electrical equipment* (minimum fee does not apply): \$30.00 each.

NOTE: Total fees shall be rounded up to the next whole dollar.

### **Plumbing Code Permits**

The schedule of permit fees to be paid at the time the permit is issued shall be as follows:

- a. *Connection to main sewer (sanitary), per first 100 feet.*
  - 1. Main sewer to property line: \$50.00
  - 2. Property line to structure: \$50.00
  - 3. Main sewer to structure: \$90.00
  - 4. each additional 100 feet: \$50.00
- b. *Connection to main sewer (storm), per first 100 feet.*
  - 1. Main sewer to property line: \$50.00
  - 2. Property line to structure: \$50.00
  - 3. Main sewer to structure: \$90.00
  - 4. each additional 100 feet: \$50.00
- c. *Water extension, per first 100 feet.*
  - 1. Main sewer to property line: \$50.00
  - 2. Property line to structure: \$50.00
  - 3. Main sewer to structure: \$90.00
  - 4. each additional 100 feet: \$50.00
- d. *Private water system and/or well, new or required inspection:* \$20.00 each.
- e. *Catch basin, storm or sanitary manholes, condensate pits:* \$20.00
- f. *Plumbing fixtures and/or fixture connections, range boilers, steamers, water heater (except replacement), etc.:* \$10.00 each.
- g. *Automatic washer connection* (mandatory in case of all new residence construction): \$10.00
- h. *Replacement fixtures:* \$25.00 (exempt from the minimum \$50.00 fee).
  - 1. Water heater replacement.
  - 2. Dishwasher or kitchen sink replacement.
  - 3. Toilet and lavatory replacement.
- i. *Back flow pressure reducing valve (fee may be waived for existing single family dwellings):* \$35.00
- j. *Building drain:* \$35.00
  - 1. each additional 50 feet: \$25.00
- k. *Funnel drains:* \$10.00
- l. *Condensate pumps:* \$10.00
- m. *Grease traps:* \$35.00.
- n. *Lawn sprinkler system:* \$45.00.
- o. *Private sewage disposal system and/or holding tanks (includes state fees for ground water and sanitary permits):* \$250.00
- p. *Sanitary Permit (special approval required; includes state fees for ground water and sanitary permits):* \$450.00

- q. *Verification of soil test for mound septic tanks:* Minimum of \$225.00, not to exceed \$300.00, per test.
- r. *Street cut (slurry mix backfill)* \$60.00 per cut (**ENGINEERING DEPARTMENT APPROVAL REQUIRED**). See Section 3.40c(32)a.
- s. *Well operation permit.* \$25.00.
- t. *Work not completed for ordered inspection:* \$50.00
- u. *Failure to order final Inspection:* \$50.00
- v. *Minimum for any permit:* \$50.00
- w. *Work started before permit issued.* Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be double the fees charged.
- x. *Plumbing permit fees may be refunded upon good cause* shown as to nonuse thereof and within a reasonable time after payment provided that the minimum fee of \$50.00 shall not be refundable.
- y. Wis. Adm. Comm. S. 2.64 regarding plumbing plan review fees and all future amendments, revisions or modifications thereto is hereby adopted by reference.

### INFORMATION REQUESTS

- a. Miscellaneous copies: \$0.25 per page.
- b. Open record copies: A requester shall be charged a fee to defray the cost of locating and copying records as follows:
  1. The cost of photocopying shall be \$0.25/page for black and white copies and \$1.00/page for color copies.
  2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
  3. The cost of providing typed verbatim transcripts of an audio taped record shall be the actual cost per hour, plus copy charges of \$0.25 per page.
  4. If mailing or shipping is necessary for any requested copy or copies, the actual cost thereof shall also be charged. A flat fee of \$35.00 annually shall be charged for mailing Common Council agendas or Common Council proceedings on a regular basis. A flat fee of \$5.00 shall be charged for each complete Common Council or Plan Commission agenda packet requested, plus \$1.00 for each color copy included therein.
  5. An archival research deposit of \$15.00, payable in advance, shall be charged for the research and retrieval of records not readily available in the City Clerk's Office and for which the expected total cost would exceed \$50.00. A credit will be applied towards copy costs; if the research and retrieval is less than the deposit, a refund will be issued.
  6. The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.
  7. Elected and appointed officials of the City of Oak Creek shall not be required to pay for public records they may reasonably require for the proper performance of their official duties nor shall any charges be required of the local news media.



8. The legal custodian may provide copies of a record without charge or at a reduced charge where he determines that waiver or reduction of the fee is in the public interest.
- c. Photographs
1. The cost for Fire Department digital photographs shall be established as .25 cents per copy.
  2. The cost for Police Department digital photographs shall be established as .25 cents per copy.
- d. Real estate inquiries (Statement of Real Property Status)  
 Except for local residents requesting a duplicate copy of their personal real estate tax bill, all persons who request the City of Oak Creek to furnish written information as to or copies of:
1. Real estate taxes;
  2. Special assessments;
  3. Contemplated public improvements;
  4. Sewer or water charges;
  5. Flood plain zoning;
  6. Or other like inquiries covering a specific parcel of real estate in the City of Oak Creek shall pay the sum of \$50.00, with an additional \$10.00 for rush requests, to the City Treasurer to cover the cost of the investigation and/or processing of such inquiry. Said fee shall be paid at the time of the inquiry or prior to mailing or pickup or faxing of the requested information.
- e. Accident reports  
 The cost for Police Department accident reports shall be established as \$.25 per page.
- f. Fire incident reports  
 The cost for Fire Department incident reports shall be established as \$.25 per page.
- g. Audio/Video tapes, film and CD/DVDs  
 The fee for audio/video tapes, film and CDs or DVDs shall be the actual cost to produce such items, plus the cost of supplies, postage, etc.
- h. Tax roll and Assessment Roll  
 Electronic media: Charge actual costs, \$100.00 minimum.
- i. Real estate Summary Sheet  
 \$10.00.
- j. Computer records
1. Miscellaneous computer printouts generated  
 Charge actual costs
  2. Electronic files  
 Charge actual costs
- k. Fax transmittals: \$1.00/page long distance \$.50 per page local

1. Voter Records

1. Statewide Voter Registration System (SVRS) Records (established by State)

Electronic Data file: \$25.00 plus \$5.00 per 1,000 voter names, rounded to the nearest thousand.

2. City voter records

Computer printouts: The actual cost to produce or copy each computer printout shall be charged, plus the actual cost of postage and supplies.

**LIBRARY**

All patrons shall be charged fees covering the cost of lost and damaged items. In addition, there will be a service charge in the amount of \$3.00 per item.

**RECREATION**

Recreation Department fees shall be established by the Recreation Manager according to guidelines adopted by the Parks, Recreation and Forestry Commission and subject to review by the Parks, Recreation and Forestry Commission. A list of the fees and charges will be on file in the Parks, Recreation and Forestry Office. The Recreation Manager shall provide a copy of any change to the fees to the City Clerk 15 days prior to the effective date of such change. The Clerk shall provide a copy to the Common Council as soon as practicable. The fees shall go into effect at the end of the 15-day period unless an alderman or the Mayor objects in writing, in which case the fee change shall be brought before the entire Common Council for consideration and approval.

**POLICE DEPARTMENT**

a. Transient Merchant Identification Cards

All transient merchants shall pay a fee of \$30.00 at the Police Department

b. Bicycles

1. Bicycle license - \$3.50, non-expiring
2. Replacement bicycle license - \$2.00

c. Alarm Permit Fees

1. Alarm devices (except police console connected) – no fee
2. Alarms connected to police consoles - \$100.00 initial installation

d. Police False Alarm Charges - Annually

1. 1-3 alarms – no charge
2. 4-7 alarms - \$50.00 per alarm
3. 8 or more alarms - \$200 per alarm

e. Fingerprint Service

1. Fingerprint Service - \$10.00 fee per individual

## STREETS

a. Driveway Culvert Installation

Driveway culvert installation charges for labor and material provided by the City of Oak Creek shall be determined on a front foot basis in the following manner:

1. 12", 15" or 18" Culvert: \$34.64/foot plus cost of a pipe.
2. 21", 24" or 30" Culvert: \$51.96/foot plus the cost of pipe.
3. 36", 42" or 48" Culvert: \$67.41/foot plus the cost of pipe.
4. 54", 60" or 72" Culvert: \$87.00/foot plus cost of pipe.

b. Equipment Rental Charges

1. The fee schedule for equipment will reflect the actual costs per hour to use various pieces of equipment in the Street Department inventory, and will be established using the equipment cost comparison agreement between the State of Wisconsin and Milwaukee County Department of Public Works. A complete schedule of equipment and fees shall be maintained at the Street Department.
2. The fee for labor to operate rented equipment shall be:
  - a. Labor performed by Equipment Operators: \$47.32 per hour.
  - b. Labor performed by Mechanics: \$52.93 per hour.
  - c. Supervisor: \$55.38 per hour.
  - d. Street Supervisor: \$64.84 per hour.

- c. Freon disposal fee. \$15.00 for disposal of refrigerators, air conditioners, freezers and dehumidifiers.
- d. Mulch. \$25.00 delivery charge.
- e. Special Pick-ups: \$25.00 for a special pick up.
- f. Tires: \$3.00 per tire.
- g. Televisions: \$7.00 per television.

## TREASURER'S OFFICE

### Animals

a. Dog Annual License Fee

1. \$12.00 if the owner provides certification by a veterinarian that the dog has been spayed or neutered.
2. \$24.00 if the dog is fertile.
3. A fee that is equal to half the amount of the normal license fee if five (5) months of age after July 1<sup>st</sup> of license year

b. Cat Annual License Fee

1. \$12.00 if the owner provides certification by a veterinarian that the cat has been spayed or neutered.
2. \$24.00 if the cat is fertile.
3. A fee that is equal to half the amount of the normal license fee if five (5) months of age after July 1<sup>st</sup> of license year.

c. Late Annual License Fee

1. \$ 6.00 for a dog or cat that has been spayed or neutered.

2. \$12.00 for a dog or cat that is fertile for animals not licensed prior to April 1 of that year; the annual license is acquired after thirty (30) days of occupancy in the City; or the annual license is obtained after the dog or cat is over five (5) months old.

d. Impound Fee

1. \$15.00 for each day or fraction thereof.

Treasurer Service Fees

A charge of \$25.00 per check shall be charged to recover all reasonable costs and expenses in connection with the collection of a worthless check which any person issues to the city:

- a. NSF (non-sufficient funds)
- b. Account Closed
- c. Stop Payment
- d. Refer to Maker
- e. Stale Date
- f. A payment that is returned to the City for any reason

**NON-DEPARTMENT SPECIFIC**

Technology Fee

A charge of \$5 per permit, or invoice that is generated from the Financial/Inspection software.

**WEIGHTS AND MEASURES**

According to Section 98.04 (2), Wis. Stats., the City of Oak Creek may recover an amount not to exceed the cost of fees for weights and measures inspection work by assessing fees on the persons who receive the services rendered. Fees for weights and measures services provided by the State of Wisconsin Department of Agriculture, Trade and Consumer Protection are as follows and shall be billed by the City on an annual basis:

- a. \$20.00 each small capacity scale, meter or liquid measuring device (LMD)
- b. \$50.00 each large capacity scale

**CIVIC CENTER MEETING ROOM FEE SCHEDULE**

Civic Center Meeting Rooms	Resident Fees		Non-Resident Fees	
	Monday – Friday:	Saturday	Monday – Friday:	Saturday
Multi-Purpose Room	\$50 / 4 hours	\$100 Flat Fee	\$100 / 4 hours	\$200 Flat Fee
	Security Deposit* - \$60		Security Deposit* - \$60	
Technology Training Center	\$50 / 4 hours	\$100 Flat Fee	\$100 / 4 hours	\$200 Flat Fee
	Security Deposit* - \$60		Security Deposit* - \$60	
Council Chambers	\$50 / 4 hours	\$100 Flat Fee	\$100 / 4 hours	\$200 Flat Fee
	Security Deposit* - \$60		Security Deposit* - \$60	
Tower Room	\$25 / 4 hours		\$50 / 4 hours	
Lake Vista Room	\$25 / 4 hours		\$50 / 4 hours	
Heritage Room	\$25 / 4 hours		\$50 / 4 hours	
Delphi Room	\$25 / 4 hours		\$50 / 4 hours	
Library Business Center	\$25 / 4 hours		\$50 / 4 hours	
Storytime Room <i>(only available for Service Groups)</i>			No Charge	
			Security Deposit* - \$60	

\*Refundable Deposit: Due the day of the reservation.  
 Technology Training Sessions: \$20 per user per training class

BE IT FURTHER RESOLVED that the schedule of fees, permits and charges may be amended from time to time by resolution of the Common Council.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

Oak Creek Health Department  
Environmental Health  
Licensing and Inspection Program  
Fee Study and Evaluation



Jackie Ove  
Anne Barberena  
Elizabeth Ruder  
Jamie Kinzel

# OVERVIEW

## 1. Project goals

- Create Environmental Health Program fee schedule that considers:
  - Risk to the public
  - Environmental health and administrative staff time
  - Fee schedules in similar communities
  - Licensing program costs paid by operators, not the public (tax levy)

## 2. Fee Schedule background

- Environmental Health Fee Schedule in Oak Creek
- Fee schedules in similar communities

## 3. Current fee evaluation

## 4. Building a sustainable program

- 2017 revenue dynamics



# 1. Project goals

Implement Environmental Health Program fee schedule that incorporates:

- **Risk to the public**
  - Operation complexity
    - What kind of processes are involved in this operation
      - Potentially hazardous food vs non-potentially hazardous
      - Complex processes: food handling, preparation, storage
  - Operation volume
    - How much product is used or consumed by the public?
      - Capacity
      - Gross Annual Sales
  
- **Environmental Health and Administrative Staff Time**
  - Time for comprehensive inspections, consultation, administrative tasks, and licensing.
    - Complexity
    - Building size
    - Staff size
    - Volume

# 1. Project goals

Implement Environmental Health Program fee schedule that incorporates:

- **Fees in similar communities**
  - How have other communities designed fee schedules to support the needs of the program?
- **Licensing program costs paid by operators, not the public (tax levy)**
  - More environmental health staff time needed for effective program
  - Fees do not currently support a growing demand for environmental health services





## 2. Fee Schedule background

- Oak Creek Health Department is an **agent** for the Wisconsin Department of Agriculture, Trade, and Consumer Protection
- As an agent, the Oak Creek environmental health program administers licensing and inspection:
  - Restaurants (fast food, fine dining)
  - Retail Food Establishments (grocery stores, convenience stores)
  - Recreational Water (public swimming pools, water parks, apartment complex pools)
  - Lodging (hotels, motels, tourist rooming houses)
  - Campgrounds
  - Recreational Education Camps
  - Vending Machines
  - Tattoo/Body Piercing (DSPS)



## 2. Fee Schedule background



- The State is reimbursed 10-20% of the annual permit fees collected by each agent  
- according to the State's fee schedule (not the Agent, Oak Creek)



## 2. Fee Schedule background- staff time for services

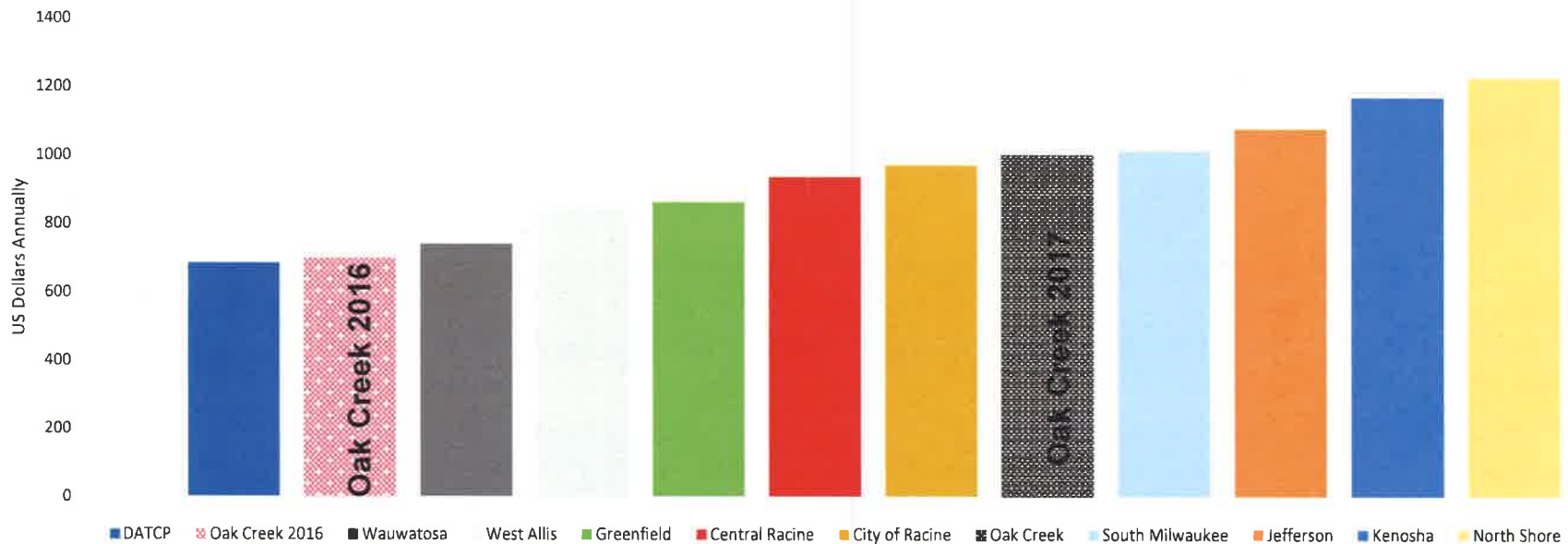
- In 2016, Oak Creek EHS Observed Complex Violations
  1. Missing required safety equipment
  2. Unapproved special processes requiring variance(s)
  3. Remodeled to remove safety features and equipment
  4. Excessive compounding violations
  5. Operating as a higher complexity than licensed
- To gain compliance, Oak Creek operators required:
  1. In-depth consultation
  2. Education
  3. Resources to gain compliance
  4. Extensive EHS follow-up
    - a. Staff education sessions
    - b. Re-inspection
    - c. Corrective Action Plans



### 3. Current Fee Evaluation: Incorporating Risk, Complexity, and Staff Time

#### Proposed Annual Fee Increase:

Large Potentially Hazardous Retail Establishments  
*grocery stores (Meijer, Pick N' Save, Woodman's)*

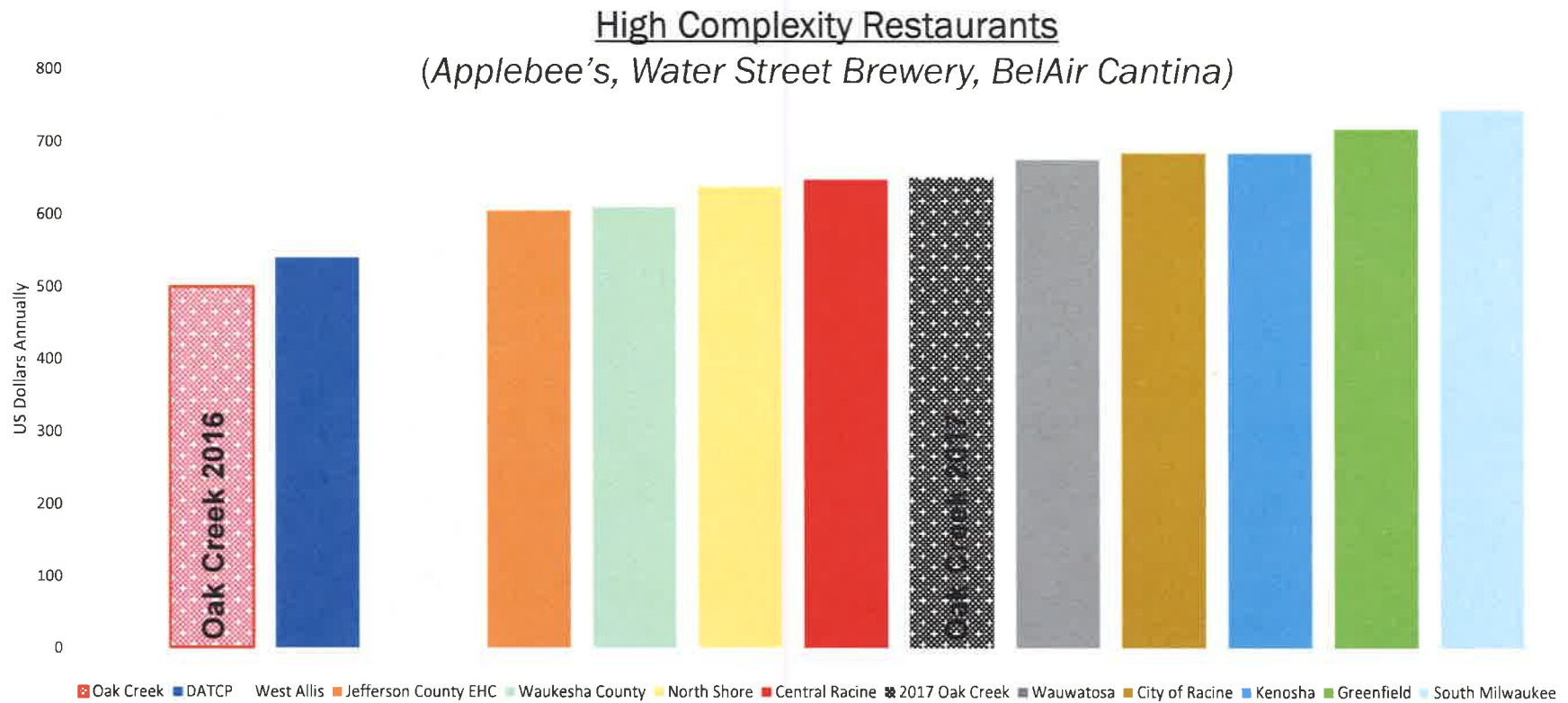


Large, high volume, highly complex facility = complete inspection requires extensive staff time



### 3. Current Fee Evaluation: Incorporating Risk, Complexity, and Staff Time

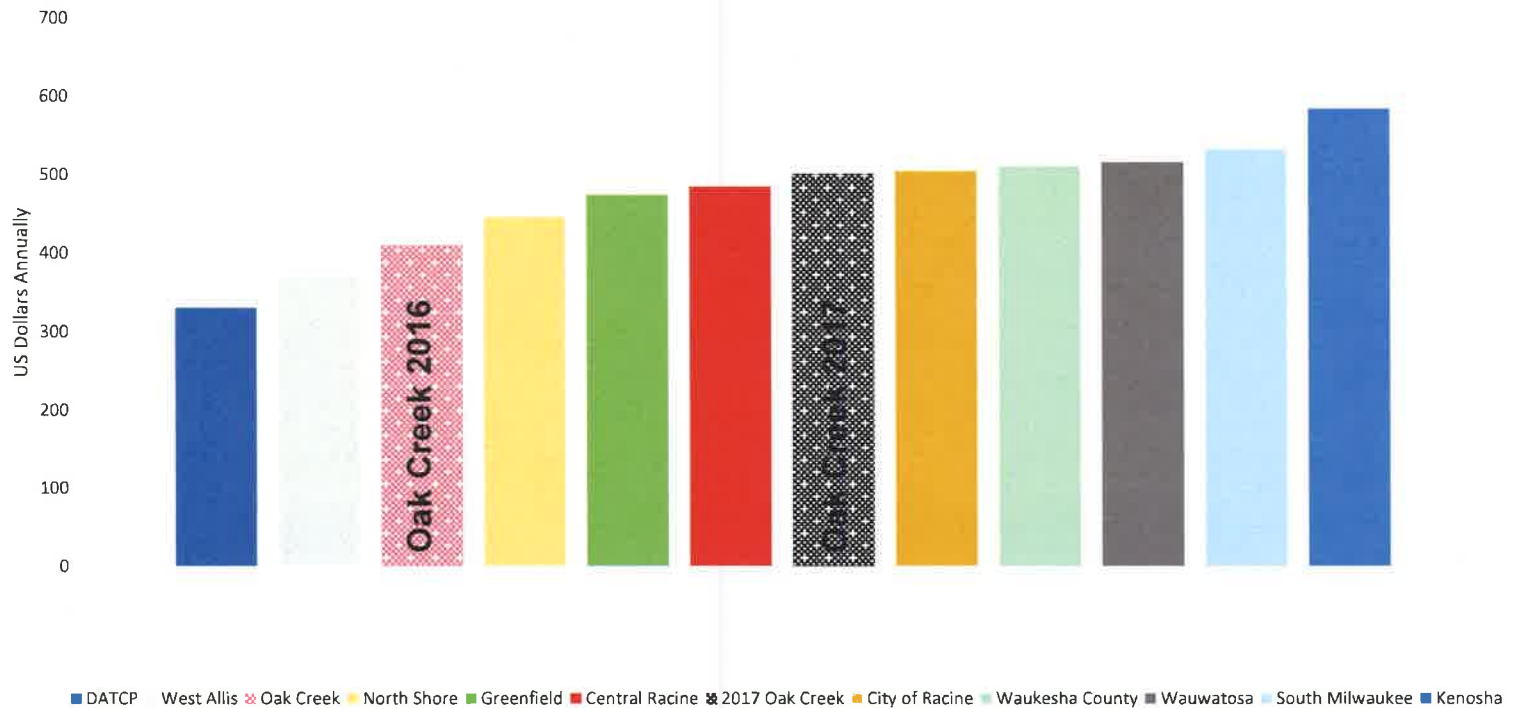
#### Proposed Annual Fee Increase:



### 3. Current Fee Evaluation: Incorporating Risk, Complexity, and Staff Time

#### Proposed Annual Fee Increase:

Moderate Complexity Restaurants  
(McDonald's, Dunkin' Donuts, Arby's)





### 3. Current Fee Evaluation: Supporting Staff Time Complex Violations and Follow Up, Re-inspection fees

#### What is a *re-inspection*?

- A re-inspection is an inspection specifically designed to address violations observed during a *routine* inspection.
- Re-inspections **do not occur *unless*** at least one of the following occurs during a routine inspection:
  1. **Uncorrected Critical Violations**
  2. **More than 10 total violations**
  3. **Repeat violations from previous inspections**
  4. **Major non-critical violations**
  5. **Unsatisfactory conditions are identified during a complaint investigation**

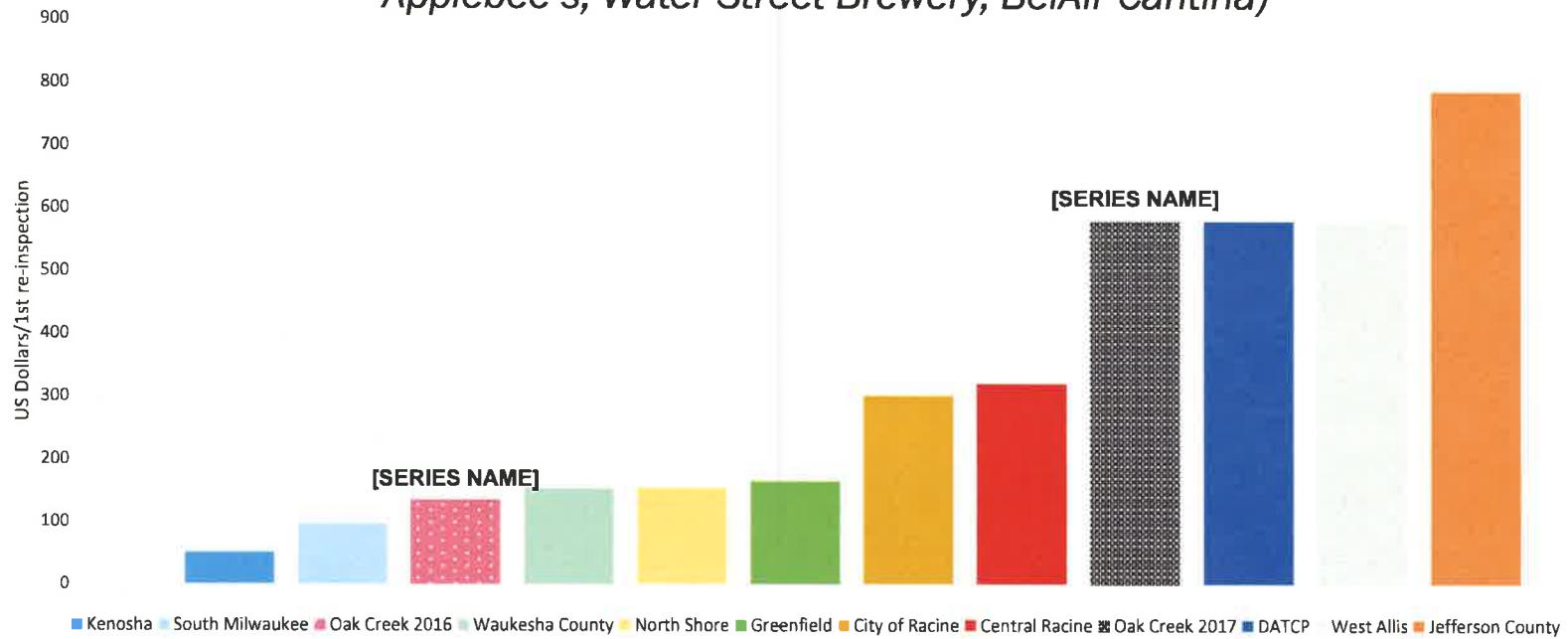
#### Why are adjustments to current re-inspection fee schedule important?

- Under the current fee schedule, almost all facilities are charged (\$134) for a re-inspection.
  - No consideration for risk, complexity, or staff time
  - Unfair to operators
  - Revenue loss for City

### 3. Current Fee Evaluation: Supporting Staff Time

#### Proposed Re-Inspection Fee Increase:

High complexity restaurants:  
*Applebee's, Water Street Brewery, BelAir Cantina)*

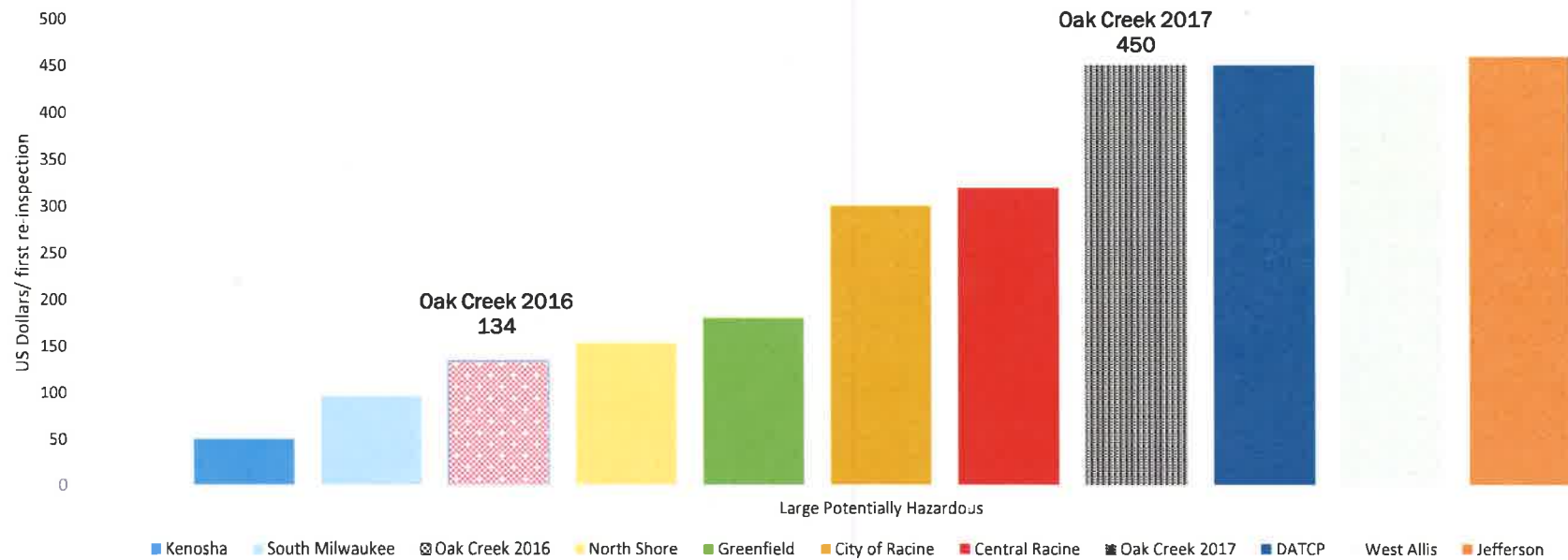


During 2016, most facilities inspected during the 2016-2017 fiscal year have required at least one re-inspection.

### 3. Current Fee Evaluation: Incorporating Risk, Complexity, and Staff Time

#### Proposed Re-inspection Fee Increase:

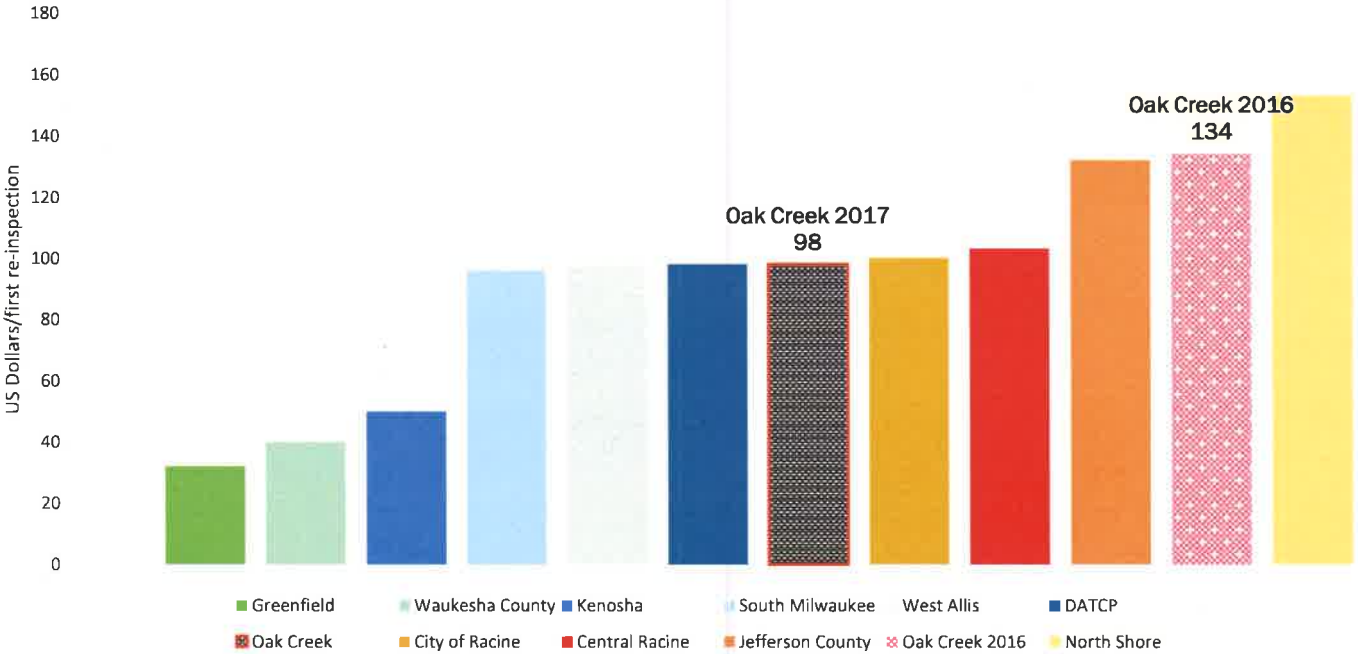
Large Potentially Hazardous Retail Establishments  
*grocery stores (Meijer, Pick N' Save, Woodman's)*



### 3. Current Fee Evaluation: Incorporating Risk, Complexity, and Staff Time

#### Proposed Re-inspection Fee Decrease:

Pre-packaged Restaurants  
*(Diane's Second Chance Saloon, Woodland Golf Course)*



### 3. Current Fee Evaluation: Plan Review

#### 1. What is plan review?

- the process of evaluation of architectural plans of a new operation with regard to physical facilities and features related to environmental health and safety.
- the first step in the licensing process for new construction or remodeled facilities.
- Completed by other departments in the City as well as the health department
  - Each reviewer is responsible for implementing different administrative codes and ordinances
  - Inspection,(electrical, plumbing, engineering) and fire charge per feature



### 3. Current Fee Evaluation: Supporting Staff Time, Plan Review

Amendments to the plan review fee schedule

#### 2. Why is plan review important?

- Federal/State do not complete
- Protects new operator
  - Hazardous design errors/omissions
  - Costly post-construction corrections
- The City of Oak Creek is experiencing massive growth
  - Many new businesses = many new plan reviews



### 3. Current Fee Evaluation: Supporting Staff Time, Plan Review

Amendments to the plan review fee schedule

#### 3. Why adjust the plan review fee schedule in Oak Creek?

- The staff time required to complete plan review is not covered by current fees
  - The process is time-consuming
    - Submissions are made by contractors instead of operators
    - Getting answers requires lengthy correspondence
    - Interdepartmental collaboration required
    - Submissions are missing information
    - Submissions include false information
  - Process occurs over days, weeks, or potentially months
  - Submitted plans almost always require revisions



### 3. Current Fee Evaluation: Supporting Staff Time, Plan Review

Amendments to the plan review fee schedule

#### 4. Plan reviews require different levels of involvement based on the extent of construction.

- New construction is more involved than remodeling an existing facility
- Environmental health staff propose that **remodeled facilities are charged 60% of the plan review fee for new construction.**
- Example: Moderate Complexity Restaurant

New Construction: \$275

Remodel/Addition: \$165





### 3. Current Fee Evaluation: Supporting Staff Time, Plan Review

Amendments to the environmental health fee schedule

#### 1. What is a *consult fee*?

- a fee for staff time during consultation outside of the licensing process.
- Ex: a new operator is interested in purchasing a property to open a recreational business
  - Operator requests for the facility to be evaluated by environmental health staff prior to purchase



# Supporting Staff Time: Consult Fee

Amendments to the environmental health fee schedule

- Other departments in the City of Oak Creek charge an hourly service fee
  - Ex: engineering, fire
- North Shore Health Department also charges a consult fee
- **Environmental health staff propose a \$127 consult fee to match North Shore**





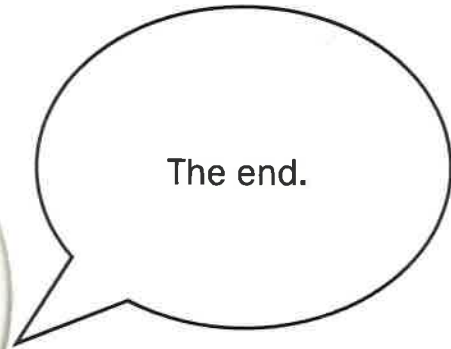
# A Sustainable Environmental Health Program

## Revenue Use

- **Increase staff capacity**
  - Increase environmental health staff hours
    - Support the demand for operator training and education
    - Food safety/handling course
    - Pool safety/operator course
    - On site training for operators
  - Provide improved resources for community and operators
    - Environmental health/safety guidance and signage for operators
    - Increase community outreach via social media, website, operator groups
  - Provide safe/quality staff resources
    - City vehicle and maintenance
    - Updated Equipment
    - Training/Certification



Oak Creek Health Department  
Environmental Health  
Licensing and Inspection Program  
Fee Study and Evaluation



# Supporting Staff Time: Plan Review

Amendments to the plan review fee schedule

## Plan review fees by other departments

Sprinkler review \$68.91

All underground plan \$68.91

Fire alarm system \$68.91

Hood systems \$34.45

Dry chemical systems \$68.91

Special systems \$68.91

Final Occupancy \$51.68



# City of Oak Creek Common Council Report

**Meeting Date:** February 20, 2017

**Item No.:** 10

**Recommendation:** That the Council adopts Resolution No. 11800-022017 approving a Certified Survey Map for the property at 10861 S. Howell Ave.

**Background:** Arlene Buttke, WE Energies, and Jerry Franke, Wispark, LLC, are requesting approval of a Certified Survey Map (CSM) for the property at 10861 S. Howell Ave. The proposal is to re-divide the property into two (2) new development lots of conforming size, and one (1) outlot which will contain one of the existing stormwater ponds for OakView Business Park.

Several easements are reflected on the CSM:

- Existing 100-foot-wide easement from Howell Ave. to the western property line of Outlot 1 for the existing ATC transmission towers.
- Existing 5-foot-wide path clear zone easement per CSM 8608 for a portion of the Oak Leaf Trail along Howell Ave.
- Existing 31-foot-wide Wisconsin Electric Power Co. easement (within existing ATC easement) over the northerly portions of the proposed lots to the western property line of Outlot 1.
- A 40-foot-wide access easement south of the existing ATC easement and along the northern portion of the proposed Lot 1 for the benefit of Lot 2.
- A storm sewer easement along the southern portion of Lot 2 to Outlot 1 for the benefit of Lot 1.
- Existing storm pond, drainage, and storm sewer easement to and on Outlot 1.

The Council will note that a wetland is shown crossing the northerly boundary of the proposed Lot 2. This wetland was first delineated with all other wetlands in OakView Business Park in 2008, with supplemental reporting in 2012 and Wetland Fill Permit Letters issued by the Wisconsin Department of Natural Resources in 2013. Based on plans submitted for the proposed substation on Lot 2, approved by the Plan Commission on February 14, this wetland will remain undisturbed.

Finally, a WisDOT road reservation is shown crossing the eastern portion of Lot 1. This was dedicated as public right-of-way in CSM 8608. Per the Conditions and Restrictions approved by the Council at the public hearing on February 7, 2017, access from Howell Avenue requires approval by the Wisconsin Department of Transportation. Copies of all approvals and/or permits shall be provided to the Department of Community Development and Engineering Department. WisDOT has also provided comments on the CSM, which were submitted to the Applicants.

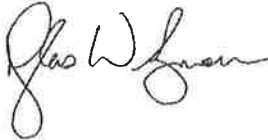
The Plan Commission reviewed this CSM at their meeting on February 14, 2017 and have recommended approval with the condition that all technical corrections,



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

**Fiscal Impact:** This CSM will create two new development lots and one outlot for stormwater infrastructure within an existing business park. No special assessments have been identified. Although the proposed Lot 2 will contain a development for utility purposes (no fiscal impact), taxes generated from the development of the proposed Lot 1 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,



Andrew J. Vickers, MPA  
City Administrator

Fiscal Review by:



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller



RESOLUTION NO. 11800-022017

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

RESOLUTION APPROVING A CERTIFIED SURVEY MAP  
FOR ARLENE BUTTKE, WE ENERGIES, AND JERRY FRANKE, WISPARK, LLC

10861 S. Howell Ave.  
(5th Aldermanic District)

WHEREAS, ARLENE BUTTKE, WE ENERGIES, AND JERRY FRANKE, WISPARK, LLC, hereinafter referred to as the subdividers, have submitted a certified survey map in compliance with all statutory requirements; and

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

NOW, THEREFORE, BE IT RESOLVED that this certified survey map, in the City of Oak Creek, Wisconsin, is hereby approved by the Common Council subject to the condition that all technical corrections, including, but not limited to spelling errors, minor coordinate geometry corrections, and corrections required for compliance with the Municipal Code and Wisconsin Statutes, are made prior to recording.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 20<sup>th</sup> day of February, 2017.

Passed and adopted this 20<sup>th</sup> day of February, 2017.

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

Approved this 20<sup>th</sup> day of February, 2017.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

**CERTIFIED SURVEY MAP No.**

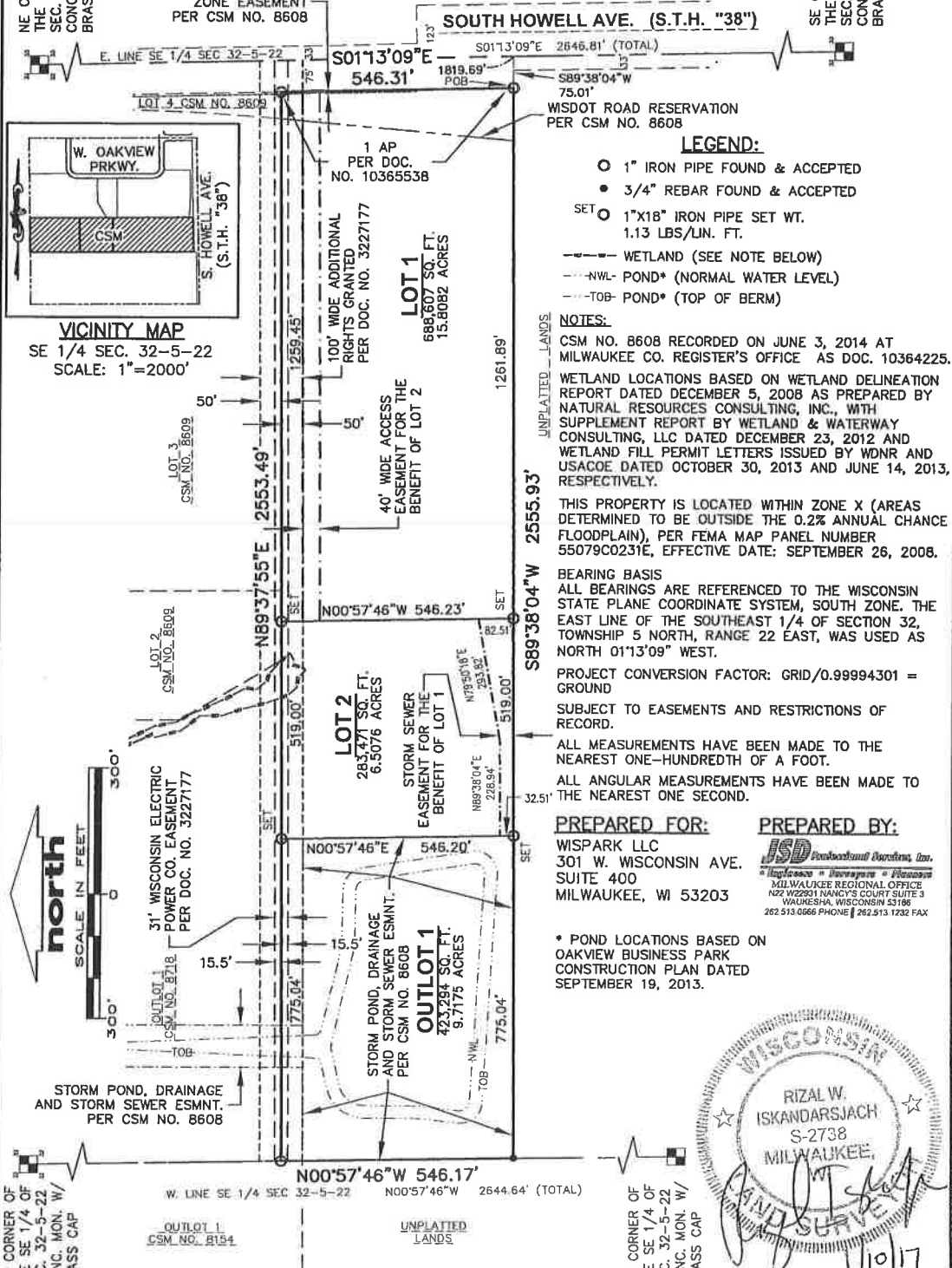
BEING A REDIVISION OF ALL OF LOT 4 OF CERTIFIED SURVEY MAP NO. 8608, LOCATED IN THE SOUTHEAST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 32, TOWNSHIP 5 NORTH, RANGE 22 EAST, CITY OF OAK CREEK, MILWAUKEE COUNTY, WISCONSIN.

NOTE: WHEN LOT 4 OF CSM NO. 8608 IS DEVELOPED THERE SHALL BE CROSS ACCESS EASEMENT FROM LOT 4 TO TRANSMISSION LINE CORRIDOR AND ADJACENT SOUTH PROPERTY, PER DOC. NO. 10365538.

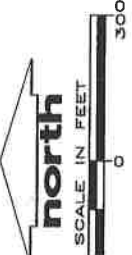
5' WIDE PATH CLEAR ZONE EASEMENT PER CSM NO. 8608

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

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



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



- LEGEND:**
- 1" IRON PIPE FOUND & ACCEPTED
  - 3/4" REBAR FOUND & ACCEPTED
  - SET ○ 1"x18" IRON PIPE SET WT. 1.13 LBS/LIN. FT.
  - WETLAND (SEE NOTE BELOW)
  - NWL- POND\* (NORMAL WATER LEVEL)
  - TOB- POND\* (TOP OF BERM)

**NOTES:**  
CSM NO. 8608 RECORDED ON JUNE 3, 2014 AT MILWAUKEE CO. REGISTER'S OFFICE AS DOC. 10364225.

WETLAND LOCATIONS BASED ON WETLAND DELINEATION REPORT DATED DECEMBER 5, 2008 AS PREPARED BY NATURAL RESOURCES CONSULTING, INC., WITH SUPPLEMENT REPORT BY WETLAND & WATERWAY CONSULTING, LLC DATED DECEMBER 23, 2012 AND WETLAND FILL PERMIT LETTERS ISSUED BY WDNR AND USACOE DATED OCTOBER 30, 2013 AND JUNE 14, 2013, RESPECTIVELY.

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 SOUTHEAST 1/4 OF SECTION 32, TOWNSHIP 5 NORTH, RANGE 22 EAST, WAS USED AS NORTH 01°13'09" 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.

**PREPARED FOR:** WISPARK LLC  
301 W. WISCONSIN AVE.  
SUITE 400  
MILWAUKEE, WI 53203

**PREPARED BY:** JSD Professional Services, Inc.  
Milwaukee Regional Office  
422 WEST NANCY'S COURT SUITE 3  
WAUKESHA, WISCONSIN 53186  
262.513.0666 PHONE | 262.513.1232 FAX

\* POND LOCATIONS BASED ON OAKVIEW BUSINESS PARK CONSTRUCTION PLAN DATED SEPTEMBER 19, 2013.



DATED THIS 10th DAY OF JANUARY, 2017  
THIS INSTRUMENT WAS DRAFTED BY RIZAL W. ISKANDARSJACH, S-2738

# City of Oak Creek Common Council Report

Meeting Date: February 20, 2017

Item No.: 11

**Recommendation:** That the Common Council adopts Resolution No. 11798-022017 approving an Intergovernmental Cooperation Agreement between the City of Franklin and the City of Oak Creek outlining responsibilities for a shared street tree planting project related to the South 27<sup>th</sup> Street reconstruction project. (Project No. 17020, 2<sup>nd</sup> Aldermanic District)

**Background:** The WisDOT S. 27<sup>th</sup> Street (STH 241) reconstruction project (Drexel to College) is substantially complete. However, there remains a significant amount of streetscaping work to be completed. This includes installation of the remaining signage and plantings.

In March of 2014, under Resolution No. 11470-033114, the City entered into an Intergovernmental Memorandum of Understanding between the City of Franklin and the City of Oak Creek documenting local cost-sharing pertaining to the development of the South 27<sup>th</sup> Street Corridor Plan. One of the provisions of that agreement established that the cost of project trees shall be split equally between the two cities.

WisDOT did not include the trees and other plantings as part of its work under the road building contract. It has adopted a policy where it provides a credit toward the local community's overall project cost share, with the locals then being responsible for purchasing and installing the plantings and for their long-term health and maintenance.

Engineering and Forestry staff from Franklin and Oak Creek has collaboratively worked out what is thought to be a fair distribution of tasks to administer a joint tree planting contract. It is thought appropriate that these tasks be formalized in the attached Intergovernmental Cooperation Agreement. The agreement provides that:

- There are approximately 162 trees to be planted, 81 for each city.
- Franklin will be responsible for project trees planted along the west side of 27<sup>th</sup> Street and within the road median north of Rawson Avenue.
- Oak Creek will be responsible for project trees planted along the east side of 27<sup>th</sup> Street and within the road median south of Rawson Avenue.
- Each city will purchase its own tree stock.
- There will be a publicly bid contract for planting of the city-provided tree stock.
- Oak Creek will prepare the tree-planting bid package, publicly advertise for bids, award the contract and administer it.
- Oak Creek will invoice Franklin for one-half of the contractor costs under the tree-planting contract.
- Oak Creek will provide the topsoil and mulch for all project trees.
- Franklin will provide staking materials for all project trees.

- Franklin will store all project tree stock at its DPW yard.
- Franklin will accept all project clean excavation spoils at its DPW yard.

**Fiscal Impact:** Oak Creek has reserved funding for the tree planting contract under CIP #17020. Oak Creek will issue full payments to the contractor and invoice Franklin for 50% reimbursement as its agreed-upon cost share.

Prepared by:



Michael C. Simmons, P.E.  
City Engineer

Respectfully submitted,



Andrew J. Vickers, M.P.A.  
City Administrator

Fiscal Review by:



Bridget M. Souffrant, CMTW  
Finance Director/Comptroller

RESOLUTION NO.11798-022017

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

**RESOLUTION APPROVING AN INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN THE CITY OF FRANKLIN AND THE CITY OF OAK CREEK OUTLINING RESPONSIBILITIES FOR A SHARED STREET TREE PLANTING PROJECT RELATED TO THE SOUTH 27TH STREET RECONSTRUCTION PROJECT**

**(2<sup>ND</sup> ALDERMANIC DISTRICT)**

WHEREAS, under Resolution No. 11470-033114 the City of Oak Creek entered into an intergovernmental memorandum of understanding ("MOU") with the City of Franklin, establishing cost sharing responsibilities for the various local infrastructure costs on WisDOT's S. 27<sup>th</sup> Street reconstruction project (Drexel to College); and

WHEREAS, Paragraph IV. of the MOU documents that costs of the streetscaping elements shall be shared by the parties as follows: 50% Oak Creek and 50% Franklin; and

WHEREAS, WisDOT has provided a local cost share credit for the trees and other plantings within the streetscaping elements plan, with the locals being responsible for the purchase, planting and maintenance of the trees and plantings; and

WHEREAS, Engineering and Forestry staff from Oak Creek and Franklin have collaboratively developed a shared task list for the development and administration of a publicly bid tree planting project, and it is documented in the herein proposed Intergovernmental Cooperation Agreement.

~~NOW, THEREFORE, BE IT RESOLVED~~ by the Mayor and Common Council of the City of Oak Creek that the Intergovernmental Cooperation Agreement between the City of Franklin and the City of Oak Creek outlining responsibilities for a shared street tree planting project related to the South 27th Street reconstruction project, in such form and content as annexed hereto, be and the same is hereby approved.

BE IT FURTHER RESOLVED that the Mayor, City Clerk, Finance Director and City Attorney are hereby authorized to execute and deliver such agreement.

Introduced at a regular meeting of the Common Council of the City of Oak Creek held this 20<sup>th</sup> day of February, 2017.

Passed and adopted this 20<sup>th</sup> day of February, 2017.

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

Approved this 20<sup>th</sup> day of February, 2017.

ATTEST:

\_\_\_\_\_  
Mayor

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

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

INTERGOVERNMENTAL COOPERATION AGREEMENT  
*South 27th Street Corridor Plan: STREET TREE PLANTING*

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the CITY OF FRANKLIN, 9229 West Loomis Road, Franklin, Wisconsin 53132 (“FRANKLIN”) and the CITY OF OAK CREEK, 8040 South 6th Street, Oak Creek, Wisconsin 53154 (“OAK CREEK”), municipal corporations organized and existing under and by virtue of the laws of the Constitution and laws of the State of Wisconsin (collectively, the “PARTIES”).

WITNESSETH:

WHEREAS, the Wisconsin Department of Transportation is reconstructing South 27th Street (US Highway 241) between West College Avenue and West Villa Drive (the “CORRIDOR”), and South 27th Street is the shared border between FRANKLIN and OAK CREEK; and

WHEREAS, pursuant to prior agreement(s) with the Department of Transportation, the PARTIES are responsible for the purchase and installation of approximately 162 trees in the CORRIDOR (the “PROJECT”); and

WHEREAS, the PARTIES entered into an Intergovernmental Memorandum of Understanding Between the City of Franklin and the City of Oak Creek Documenting Cost-Sharing Pertaining to the Development of the *South 27th Street Corridor Plan, A Joint Project, City of Franklin, City of Oak Creek* on the 25th day of March, 2014, which Memorandum provides at paragraph IV. that with certain unrelated exceptions, “[a]ll of the costs of the implementation of the *South 27th Street Corridor Plan* Streetscape elements,... shall be shared by the parties as follows: Franklin 50%; Oak Creek 50%”, and with the Streetscape elements listed in Exhibit A annexed thereto including street tree planting; and

WHEREAS, the purpose of this Agreement is to set forth the understanding of the PARTIES with respect to the PROJECT.

NOW, THEREFORE, it is hereby agreed by and between the PARTIES as follows:

1. FRANKLIN will purchase tree stock for all PROJECT trees to be planted on the west side of the South 27th Street Right-of Way and on median locations north of West Rawson Avenue.

2. OAK CREEK will purchase tree stock for all PROJECT trees to be planted on the east side of the South 27th Street Right-of Way and on median locations south of West Rawson Avenue.
3. The PARTIES will separately and individually establish the locations for their respective PROJECT trees to be planted.
4. FRANKLIN will provide survey data of the FRANKLIN tree locations to OAK CREEK.
5. OAK CREEK will provide contract administration for a contractor to install all FRANKLIN and OAK CREEK trees in the entire CORRIDOR, including, but not limited to: develop plans and specifications; solicit bidders, receive bids, and award contract; and issue change orders and approve pay requests.
6. FRANKLIN will provide review and comment on Oak Creek's plans, specifications, change orders, etc.
7. FRANKLIN will receive delivery of all PROJECT tree stock at the Franklin Public Works Department (7979 West Ryan Road, Franklin, Wisconsin 53132) and allow the contractor to access the Department site as needed to retrieve trees.
8. FRANKLIN will receive the contractor's clean spoils at the Franklin Public Works Department site.
9. OAK CREEK will provide topsoil and mulch for the contractor to use for the entire PROJECT.
10. The PARTIES will coordinate supervision of the contractor's work.
11. FRANKLIN will provide staking materials for the entire PROJECT.
12. The PARTIES will water, maintain, and otherwise care for their respective trees after contractor installation.
13. OAK CREEK will invoice FRANKLIN for one-half of contract payments made to the contractor.
14. This document may be signed in counterparts, all of which, when taken together shall constitute one Agreement.

15. This Agreement shall be effective only upon the approval of the respective governing bodies of FRANKLIN and OAK CREEK.

IN WITNESS WHEREOF, the PARTIES have executed and delivered this AGREEMENT under corporate seal as of the date and year first above written.

CITY OF FRANKLIN

CITY OF OAK CREEK

By: \_\_\_\_\_  
Stephen R. Olson, Mayor

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

By: \_\_\_\_\_  
Sandra L. Wesolowski, City Clerk

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

By: \_\_\_\_\_  
Paul Rotzenberg, Director of  
Finance and Treasurer

By: \_\_\_\_\_  
Bridget M. Souffrant, Finance  
Director/Comptroller

Approved As To Form:

By: \_\_\_\_\_  
Jesse A. Wesolowski, City Attorney

By: \_\_\_\_\_  
Melissa L. Karls, City Attorney



**MINUTES  
LICENSE COMMITTEE  
February 16, 2017 at 8:30 a.m.**

This meeting was called to order at 8:30 a.m.

Present were: Ald. Kurkowski and Ald. Gehl. Ald. Verhalen was excused. Also in attendance was City Clerk Catherine Roeske and Deputy City Clerk Christa Miller.

1. Ald. Kurkowski, seconded by Ald. Gehl, moved to approve the minutes of 1/12/17. On roll call, all voted aye.
2. The Committee reviewed an Operator's license submitted by Amanda Salla, 1942 S. 80<sup>th</sup> St., West Allis, WI (Kwik Trip). Ms. Salla was in attendance.

Ms. Salla failed to disclose 2003 Possession of Marijuana and 2003 Possession of Paraphernalia convictions.

Ms. Salla advised the Committee that she had been 18 years old when those convictions had taken place and that since that time she had not had any other convictions, and failed to recall them as they were nearly fifteen years ago.

Ald. Gel, seconded by Ald. Kurkowski, moved to approve the request for an Operator's license submitted by Amanda Salla, 1942 S. 80<sup>th</sup> St., West Allis, WI (Kwik Trip). On roll call, all voted aye.

3. The Committee reviewed an Operator's license submitted by Shane Kelly, 3112 S. New York Ave., Milwaukee (Water Street Brewery). Mr. Kelly was not in attendance.

On his application, Mr. Kelly disclosed a 2013 OWI conviction and a conviction for "drug paraphernalia" in Waukesha.

The Committee reviewed the police report and found that Mr. Kelly had two drug related convictions in 2013 in Waukesha, both occurring on the same day and concluded that by Mr. Kelly's admission of "drug paraphernalia" it was their interpretation that he meant to disclose them both together.

Mr. Kelly did not disclose a Unlawful Conduct at Public Event conviction from 2008 in Brown County.

The Committee noted that Mr. Kelly appeared to have disclosed the more severe convictions and that it did not seem he willfully intended to omit the Unlawful Conduct at Public Event conviction.

Ald. Kurkowski, seconded by Ald. Gehl, moved to approve the request for an Operator's license submitted by Shane Kelly, 3112 S. New York Ave., Milwaukee (Water Street Brewery).

4. The Committee reviewed the special event application for a "Back the Blue" run/walk to be held on May 20, 2017, from 9:00 a.m. to 12:00 p.m.

The event is scheduled to have approximately 1500 participants.

City Clerk Roeske advised the Committee that the event details had been vetted through the various affected departments and all had come back as favorable.

Ald. Kurkowski requested confirmation that the event had an official "Certified Event Coordinator". City Clerk Roeske advised that she would check into this.

Ald. Kurkowski, seconded by Ald. Gehl, moved to approve the special event application for a "Back the Blue" run/walk to be held on May 20, 2017, from 9:00 a.m. to 12:00 p.m., with a request that they have a certified event coordinator on staff. On roll call, all voted aye.

5. The Committee reviewed the special event application for a "Meadowview/Shepard Hills PTO" event to be held on May 6, 2017, from 8:00 a.m. – 11:00 a.m.

The event is scheduled to have approximately 150 participants.

City Clerk Roeske advised the Committee that the event details had been vetted through the various affected departments and all had come back as favorable.

Ald. Kurkowski, seconded by Ald. Gehl, moved to approve the special event application for a "Meadowview/Shepard Hills PTO" event to be held on May 6, 2017, from 8:00 a.m. – 11:00 a.m. On roll call, all voted aye.

6. The Committee reviewed the special event application for a "Ragnar Relay Chicago" run/walk event to be held on June 9-10, 2017, from 10 p.m. – 6:00 a.m.

The event is scheduled to have approximately 3,000 staggered participants.

City Clerk Roeske advised the Committee that the event details had been vetted through the various affected departments and all had come back as favorable. Additionally, she indicated that the staging location has been moved to a local church, outside of a residential area.

Ald. Kurkowski, seconded by Ald. Gehl, moved to approve the special event application for "Ragnar Relay Chicago" Run/Walk event to be held on June 9-10, 2017, from 10 p.m. – 6:00 a.m., with a request that they have a certified event coordinator on staff. On roll call, all voted aye.

Ald. Gehl, seconded by Ald. Kurkowski, moved to adjourn the meeting at 8:59 a.m. On roll call, all voted aye.