



**CITY OF NEW BERLIN
COMMON COUNCIL MEETING
Tuesday, February 8, 2022
Following the 6PM Committee of the Whole Meeting
Zoom Meeting
<https://us02web.zoom.us/j/81569970476>**

The Council has satisfied the requirements as directed by the Common Council on June 22, 2021 and Ordinance No. 2651 to hold this meeting via electronic means. The full text of this ordinance and the minutes from the above mentioned meeting can be viewed at www.newberlin.org

Any comments that the public wishes to make may be communicated to the city via email at citizencomments@newberlin.org and will be forwarded to the Mayor and City Council. Interested parties may also participate by:

- Downloading the ZOOM app located at <https://zoom.us/> and utilize this unique ID to join: 815 6997 0476
- Following this direct link to the meeting: <https://us02web.zoom.us/j/81569970476>
- Find your local number: <https://us02web.zoom.us/j/81569970476>

AGENDA

CALL TO ORDER, PLEDGE OF ALLEGIANCE, INVOCATION, PUBLIC NOTICE

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

APPROVAL OF MINUTES

January 25, 2022 Common Council Meeting Minutes

REPORTS

Council President

Mayor

City Clerk

COMMUNICATIONS

Jeter Claim

PLAN COMMISSION

(7) KH PK-2200053 Park Design - Approval of selected consultant for the design of Malone Park

GOLF COURSE COMMISSION

Discussion and Possible Action to Approve the Proposed 2022 Green Fee Rates

ITEMS REMOVED FROM CONSENT AGENDA, if any

CONSENT AGENDA*****

MINUTES

January 25, 2022 Committee of the Whole Minutes

UTILITY & FINANCE

Approval of February 9, 2022 claims for Water Utility in the amount \$10,888.54, Sewer Utility claims in the amount of \$30,721.91, General City claims in the amount of \$1,366,132.81. Tax overpayment checks totaling \$69,501.30 were also generated. WE Energies EFT of \$47,084.44 DEC 2021 INVOICES

LICENSES & PERMITS

Operator (Bartender) license applications for the licensing period ending June 30, 2023 per the list as presented.

MISCELLANEOUS

Recommend to Council to increase grant revenue budget and police department salary overtime budget expense account by an offsetting amount.

END CONSENT AGENDA*****

CLOSED SESSION

The basis for the items to be discussed in Closed Session are as enumerated in Section 19.85(1)(g) of the Wisconsin State Statutes. (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, more specifically:

Fisher Claim

RECONVENE TO OPEN SESSION - Discussion and Possible Action on items listed below

Fisher Claim

ADJOURN

PLEASE NOTE:

- ✓ It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that members of and possible a quorum 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.
- ✓ Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Clerk Georgia Stanford (262) 786-8610.



**CITY OF NEW BERLIN
COMMON COUNCIL - MINUTES
Tuesday, January 25, 2022**

REGULAR MEETING

Zoom Meeting

6:00 PM

Please note: Minutes are unofficial until approved by the Common Council at the next regularly scheduled meeting.

This Committee has satisfied the requirements as directed by the Common Council on June 22, 2021 and Ordinance No. 2651 to hold this meeting via electronic means. The full text of this ordinance and the minutes from the above mentioned meeting can be viewed at www.newberlin.org

To participate in the meeting, view the meeting, and/or ask questions, the public was able to do so by downloading the ZOOM app located at <https://zoom.us/> and utilize Meeting ID # 813 3297 2722 to join.

All votes were taken via a voice roll call vote.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, INVOCATION, PUBLIC NOTICE

Mayor Ament called the Committee of the Whole meeting to order at 6:36PM

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Mayor David Ament, Alderpersons Hopkins, Garrigues (Arrived at 6:21PM), Maxey, Harenda, Stribl, Horbinski and Doyle.

Also Present: City Attorney Mark Blum and City Clerk Georgia Stanford

This meeting was noticed on Friday, January 21, 2021 in accordance with the Open Meetings Law.

APPROVAL OF MINUTES

ITEM: December 14, 2021 Common Council Meeting Minutes

MOTION: Motion to approve the December 14, 2021 Committee of the Whole Meeting Minutes

VOTE: Motion by: Alderman Hopkins
Second by: Alderman Garrigues
Motion Passed 7-0.

ITEM: January 11, 2021 Common Council Meeting Minutes

MOTION: Motion to approve the January 11, 2022 Committee of the Whole Meeting Minutes

VOTE: Motion by: Alderman Stribl
Second by: Alderman Harenda
Motion Passed 7-0.

REPORTS

City Clerk – No Report

Council President – No Report

Mayor –

- Johns Disposal Service has now assumed service for our City-Wide Residential Garbage & Recycling Service. Any old carts that have not yet been picked up by Waste Management will now be taken care of by our Department of Public Works. Please contact the Mayor's office at 262-797-2441 to report your leftover carts or email mstyba@newberlin.org
- Congratulations to Josh Radomski and his Department of Public Works for being named a CVMIC 2021 Member Spotlight Winner. The winner receives \$2,000 to be used towards the purchase of items that reduce risk or improve safety. Their winning submission was for a "Salt Chunk Sifter" whereby the department modified an existing bucket to remove salt chunks from the salt pile. A big thank you to Steve Brooks, our Streets Manager, for his great idea and to our fabulous fabricator, Tom Sievert, for making it happen!
- The Streets department will continue to pick up real/natural Christmas trees throughout the month of January as staffing and the weather allows. Residents should remove lights and bases from the tree before leaving it on the end of their driveway. To advise Streets of a tree pickup please contact 262-780-4609.
- Just a reminder:
 - 4th Quarter water bills are due on January 31st and
 - Property Taxes are also due in full by January 31st or on the following installment dates: January 31st, March 31st & May 31st. Please note that reminders are NOT sent out for the 2nd and 3rd installment due dates.
- A Public Information Meeting will be held on Wed February 2nd, 5 pm – 7 pm here at City Hall to discuss the preliminary design for the Lincoln Avenue Reconstruction Project. All are welcome to come and familiarize yourself with the design and provide feedback.
- Blood Drive to be held Monday February 7th, 2 – 6:30 pm at the Library. Please visit the City's homepage for more details.

MAYORAL APPOINTMENTS

ITEM: Recommend the appointment of Nick Kozak to the Safety Saturday Committee with term effective immediately and expiring 10/1/2023.

MOTION: Motion to approve the appointment of Nick Kozak to the Safety Saturday Committee with term effective immediately and expiring 10/1/2023.

VOTE: Motion by: Alderman Hopkins
Second by: Alderman Stribl
Motion Passed 7-0.

ITEMS REMOVED FROM CONSENT AGENDA, if any

ITEM: Recommend the Common Council adopt Ordinance No. 2658, an Ordinance to Repeal and Replace Section 152-5 of the Municipal Code of the City of New Berlin Regarding Direct Sellers.

MOTION: Motion to waive the 2nd and 3rd readings

VOTE: Motion by: Alderman Stribl
Second by: Alderman Harenda
Motion Passed 7-0.

MOTION: Motion to approve Ordinance No. 2658

VOTE: Motion by: Alderwoman Doyle
Second by: Alderman Maxey
Motion Passed 7-0.

ITEM: Recommend the Common Council adopt Ordinance #2657 repealing & recreating Chapter 24 of the Municipal Code of the City of New Berlin regarding Emergency Management.

MOTION: Motion to waive the 2nd and 3rd readings

VOTE: Motion by: Alderman Harenda
Second by: Alderman Hopkins
Motion Passed 7-0.

MOTION: Motion to approve Ordinance No. 2657 with the changes as presented

VOTE: Motion by: Alderman Stribl
Second by: Alderwoman Doyle
Motion Passed 7-0.

ITEM: Repeal and Recreate Section 261-4(D) of New Berlin Code Regarding Issuance of Overnight Parking Permit

MOTION: Motion to waive the 2nd and 3rd readings

VOTE: Motion by: Alderman Garrigues
Second by: Alderman Stribl
Motion Passed 7-0.

MOTION: Motion to approve Ordinance No. 2656

VOTE: Motion by: Alderman Hopkins
Second by: Alderman Stribl
Motion Passed 7-0.

CONSENT AGENDA*****

ITEM: Consent Agenda

MOTION: Motion to approve the consent agenda

VOTE: Motion by: Alderman Garrigues
Second by: Alderwoman Doyle
Motion Passed 7-0.

MINUTES

December 14, 2021 Committee of the Whole Meeting Minutes

January 11, 2021 Committee of the Whole Meeting Minutes

UTILITY & FINANCE

Approval of Water Utility claims in the amount of \$17,023.67(2021 INVOICES) AND \$9,149.68 (2022 INVOICES), Sewer Utility claims in the amount of \$42,523.10 (2021 INVOICES) AND \$469.96 (2022 INVOICES) and General City claims in the amount of \$1,129,550.05 (2021 INVOICES) AND \$266,495.96 (2022 INVOICES).
US Bank VISA EFT of \$18,693.99 NOV/DEC 2021

LICENSES & PERMITS

Operator (Bartender) license applications for the licensing period ending June 30, 2023 per the list as presented

MISCELLANEOUS

Update from Municipal Courts Manager Catherine Hausen

END CONSENT AGENDA*****

CLOSED SESSION

The basis for the items to be discussed in Closed Session are as enumerated in Section 19.85(1)(g) of the Wisconsin State Statutes. (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, more specifically:

MOTION: Motion to enter closed session at 6:50PM

VOTE: Motion by: Alderwoman Doyle
Second by: Alderman Maxey
Motion Passed 7-0.

Ehrenberger Claim

RECONVENE TO OPEN SESSION - Discussion and Possible Action on items listed below

MOTION: Motion to reconvene into open session at 6:54PM

VOTE: Motion by: Alderman Harenda
Second by: Alderwoman Doyle
Motion Passed 7-0.

ITEM: Ehrenberger Claim

MOTION: Motion to DENY the Ehrenberger Claim

VOTE: Motion by: Alderman Stribl
Second by: Alderman Garrigues
Motion Passed 7-0.

ADJOURN

MOTION: Motion to adjourn at 6:55PM

VOTE: Motion by: Alderwoman Doyle
Second by: Alderman Maxey
Motion Passed 7-0.

STAFF REPORT

EXECUTIVE SUMMARY

APPLICANT/PROJECT: City of New Berlin / Park Designs for Malone Park

LOCATION: 16400 Al Stigler Pkwy

REQUEST: Approval of the Design Contract for Malone Park

D.C.D. RECOMMENDATION: Recommend to the Common Council the awarding of a Professional Services Design Contract to the most responsive, qualified consultant, Ayres Associates for the design of Malone Park in an amount of \$248,815, with contingencies the not-to-exceed total project cost are \$250,000, from account 04252900 61118 C2022.

1. In January, the City of New Berlin solicited Proposals from 4 firms for design services for Malone Park. The work consists of preparing plans, specifications and estimates for this park in 2022.
2. Analysis of Need
 - a. The construction of these restrooms facilities date back to the 1970's. The Parks Department continues to perform routine maintenance on these buildings, and in the mid 1990's completed Americans with Disabilities Act (ADA) upgrades to meet required accessibility standards. By doing so, the size of the restrooms were reduced as well as functionality for park users, especially larger picnic rental groups. The proposed upgrades will reduce the long term maintenance costs, add more functionality for park users, address remaining ADA items, add more storage capacity and make the restrooms more convenient and accessible to our park patrons.
 - b. A summary of Malone Park's deficiencies is outlined in the CIP Request.
3. Project Description and Scope of Services
 - a. This project consists of the removal of the existing structures (Shelter #1, Shelter #2, Concessions and Gazebo) and the design, purchase and installation of three new structures within Malone Park to comply with ADA standards. Shelter #1 and Concessions will be removed and a new structure with a shelter, restrooms and concessions will replace them in the same general location. Shelter #2 will be removed and a new structure with a shelter and restrooms will replace it near the playground. The Gazebo will be removed and a new shelter will replace it near the west park entrance. Utility work to include sanitary, water and electrical service.
 - b. Features such as site amenities, lighting and site work/landscaping shall be incorporated into the design.
 - c. The existing paved trail system throughout the park has numerous issues, as outlined in the ADA Study. The design shall include adding and/or replacing trails to provide for paved accessible routes to play components, athletic fields and shelters.
 - d. The design will also explore the addition of a third basketball court just to the east of the existing courts and 6-7 pickleball courts near the tennis courts.
4. Design services will include the preparation of final construction plans and bidding documents.

5. On January 28, 2022, the City received two (2) Proposals for the Professional Engineering Services for Park Design. Staff reviewed the Proposals and determined that Ayres Associates is the most responsive, qualified consultant.
6. The project proposal is attached, along with the composite scoring sheet.

DETAILS IN ATTACHED STAFF REPORT

CITY OF NEW BERLIN
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLAN COMMISSION STAFF REPORT

Meeting of February 7, 2022

City of New Berlin / Malone Park
16400 Al Stigler Pkwy

DATE STAFF REPORT CREATED: 1/10/2022

APPLICANT: City of New Berlin

REQUEST / DESCRIPTION OF PROJECT:

1. This project consists of the removal of the existing structures (Shelter #1, Shelter #2, Concessions and Gazebo) and the design, purchase and installation of three new structures within Malone Park to comply with ADA standards. Shelter #1 and Concessions will be removed and a new structure with a shelter, restrooms and concessions will replace them in the same general location. Shelter #2 will be removed and a new structure with a shelter and restrooms will replace it near the playground. The Gazebo will be removed and a new shelter will replace it near the west park entrance. Utility work to include sanitary, water and electrical service.
2. Features such as site amenities, lighting and site work/landscaping shall be incorporated into the design.
3. The existing paved trail system throughout the park has numerous issues, as outlined in the ADA Study. The design shall include adding and/or replacing trails to provide for paved accessible routes to play components, athletic fields and shelters.
4. The design will also explore the addition of a third basketball court just to the east of the existing courts and 6-7 pickleball courts near the tennis courts.

PROPOSALS RECEIVED: 2

SELECTED CONSULTANT: Ayres Associates

FISCAL IMPACT: Estimated Design Cost \$248,815

SOURCE OF FUNDS: \$250,000 04252900 61118 C2022 Malone Park

D.C.D. RECOMMENDATION: Recommend to the Common Council the awarding of a Professional Services Design Contract to the most responsive, qualified consultant, Ayres Associates for the design of Malone Park in an amount of \$248,815, with contingencies the not-to-exceed total project cost are \$250,000, from account 04252900 61118 C2022. **See Executive Summary.**

Attachments:

Selected Proposal – Project Approach
Request for Proposal
Composite Scoring Sheet



Project Approach

In our eyes, a successful project is about more than doing the right thing; it's about treating our partners and colleagues in a way that shows them how much we value their trust, and how greatly we value our relationship with them. No matter the size or scope of the project, we hold tight and true to **delivering what we promise**, with a lot of time invested into building a reliable, long-term partnership along the way. Through the completion of thousands of projects in Wisconsin, we've not only gained a thorough understanding of the communities in which we work, but we've also developed the knowledge necessary to solve common challenges in new and creative ways, always with a keen and resourceful eye toward timeline, budget, and constructability.

The City is seeking to develop plans for implementing multiple park improvements that promote accessibility, play, and community at Malone Park. These improvements will change the landscape of the park, and how they thread into the existing landscape will be one factor in determining its success. From our talks with Kristen Hogan and reviewing the City of New Berlin's Park and Open Space plan, we have begun to develop a deep understanding of the community's desires and existing site constraints. We'll apply our knowledge and connections from working on similar projects to be advocates for the City and make it a priority to ask good questions to identify the heart of the issue. From the very beginning, we will work to understand for whom and where we are designing.

As a creative design group, we love to come up with new and innovative solutions; however, our inventive ambition is balanced by the functional side of our design team. We strive to find a balance between creativity and performance. This begins and ends with understanding that at the end of the day we are delivering playgrounds, courts, and outdoor spaces for a community to enjoy. From day one, we will work with multiple manufacturers to identify potential solutions and options that will lead to a competitive construction bidding market, resulting in buildable solutions that accomplish the functional goals of this project.

Having a place where people can gather strengthens the community bonds that hold us all together. Parks like Malone are where families create memories, and those memories can transcend generations and turn into traditions that span decades.

Our approach to this park begins with seeing the projects through the lens of New Berlin's community. This project needs to stand the test of time; it needs to be the place where community members form fond memories.

As designers and professionals passionate about parks, we love to develop the 3D models and graphics necessary to bring these projects to life. However, we understand that these visualizations are only that: images. To get projects built it takes understanding of where budgets, needs, and time align.

Having worked with you on previous projects, both conceptual and built, we have a clear understanding of where you would like to be at the end. As we work through the entire process, we will keep our aim on our construction target and find ways to bring value to the construction process.

Balancing creativity and performance methodology

Our simple and effective approach of collaboration and communication can be summarized in just five steps:

1. Identify existing opportunities and constraints.
2. Translate those opportunities and constraints into a fun and interactive design that inspires.
3. Give you the tools and resource to accurately communicate the proposed improvements and the effects the community can expect to see.
4. Develop detailed bidding documents that provide enough constraints for accurate bidding but flexible enough for contractors and be competitive.
5. When construction does start, think of us as your advocates, providing you with a clear picture as to where we are at, where we are going, and what you can expect.

Scope of Work

Start Up Meeting and Data/Base Map Collection

Ayres' design team will mine available information to help inform future decision making. We will meet with City staff to review current and-or past plans of Malone Park, tour the site, and launch into a design workshop to better understand ideal schedule, key issues, goals, and objectives. Our workshop process will help City staff and the design team zero in on the most important issues now and into the future along with what are the opportunities pushing this project forward. To help inform the project issues, goals, and objectives, the following topics will be discussed during the workshop with City staff:

- Overall function of Malone Park
- Current and potential community events for the park including July 4th festivities
- Programmed sports and regular tournaments
- ADA accessible access and circulation
- Connection to neighborhoods and other City parks
- Preferred materials
- Support facilities and infrastructure needs
- Lighting
- Maintenance challenges and concerns

After the design team has mined available information and developed a clear understanding of issues, goals, and objectives, we will begin to develop multiple iterations of potential solutions with corresponding estimates. A clear direction for the design of park improvements related to budget will be the conclusion of this first phase of the process.

FUNDING

Although the City of New Berlin has strong support among local and private donors, our funding specialist, Keely Campbell, has done a review of funding that may be available for this project. The WDNR's Stewardship Grant (due May 1 annually) is the first place she would start.



Design Development

Our design team will take input from the previously completed ADA study and the design objectives presented by the City to create preliminary plans and alternatives for the preliminary design meeting. Preliminary plans will include two designs with different budgets to discuss with City staff. Comments from the preliminary design meeting will be incorporated in the design process for the Plan Commission meeting. Three existing structures will be removed and replaced to meet the growing needs of the park and to meet ADA compliance. Existing paths will be altered and extended to be ADA-compliant and connect the entire park system. It is assumed water, sanitary and electrical services will be present to serve the three new buildings. Once final plans have been reviewed by the Plan Commission, Ayres will submit final construction plans and bidding documents to the City of New Berlin for bidding.

Design development plan will include:

- Survey/existing conditions (by others)
- Tree preservation plan and details
- Demolition plan showing areas of pavement to be removed, above and below ground structure building and utility removals
- Utility plans showing location of water, electric, stormwater and gas required for the new structures. Assumes utility available at the site.
- Site grading plan
- Enlargement plans calling out in more detail the layout materials, amenities and structures
- Utility details
- Site details of all paving and amenities
- Develop an estimate of probable cost



**PATHS WITH ASPHALT ISSUES,
RUTTING & CRACKING.**

Deliverables

- Full architectural plans for three structures assuming Romtec structures or equal
- Site plan rendering
- Design development plan set in PDF format
- Excel file of estimate of probable cost
- Meeting notes and documents
- Updated project schedule

Meetings (up to 10)

- Design development kickoff meeting
- Meeting to review alternatives
- Coordination meeting with design team to review preliminary plans and update project schedule
- Presentation to the Plan Commission
- Final construction plan submittal
- Bid opening attendance

100% Construction Document Plans/Bidding

In this stage, we'll take the input from the design development phase and develop 60% construction document plans for review, followed by 100% construction documents. These plans will further refine the design development plans and incorporate changes from City staff comments that were discussed during the previous phase. We'll then coordinate with the all preferred play equipment vendors to get accurate construction drawings for the set that can be competitively bid between contractors and manufacturers. Once 60% drawings have been developed, we will meet with City staff to review construction document plans, estimates, and manufacturer details.

Construction document plans will include:

- Title Sheet
- General Notes
- Existing Conditions
- Project Overview and Benchmarks
- Erosion Control
- Building Demo
- Construction Details
- Plan Details

- Grading Plan
- Pathway Plan
- Lighting Plan
- Architectural Plans
- Structural Plan
- Structural Details
- Estimate of Probable Cost

Once the construction plans are approved, Ayres will publicly solicit bids for the project. The bid process and materials will conform with Wisconsin statutes and laws regarding the public bidding process for Wisconsin municipalities. We will hold a pre-bid meeting to clarify any questions and ensure a fair and even bidding process, and if questions come up that result in clarifications, we'll waste no time issuing all necessary addenda to ensure there are no delays in the bidding process. Once bids are received, we'll craft a bid tabulation sheet to assist in bidder selection by City staff. We will answer all bidders' questions, develop a NOI, and issue clarification addenda as needed throughout the bidding process. All bids received will be reviewed with City staff, and we'll submit a recommendation for a preferred contractor to City Council for approval.

Deliverables

- Five hard copies and an electronic copy of the construction plans in AutoCAD and PDF format
- Three hard copies of the bidding documents and an electronic copy in PDF format

Meetings

- Preliminary design and submittal presentation
- Presentation to the Plan Commission
- Final construction plan submittal
- Bid opening

MAJOR MILESTONES	
PROJECT TASK	DATE
Award of Contract and Notice to Proceed	February 8, 2022
Preliminary Designs Completed	August 1, 2022
Preliminary Designs to the Plan Commission	August 15, 2022
Final Designs Completed	September 12, 2022
Bidding Phase Complete	Winter 2023

Design Fees

We propose a not-to-exceed fee for the tasks included within this proposal of **\$248,815**.

For a more detailed breakdown of tasks please see the spreadsheet on the following pages.

**CITY OF NEW BERLIN
REQUEST FOR PROPOSAL
MALONE PARK DESIGN**

The City of New Berlin (City) desires to retain the professional services of an engineering consultant to complete a design and preparation of final plans and specifications, as well as related site improvements for Malone Park, which includes the reconstruction of park structures and trail improvements.

Qualified consultants are invited to submit proposals to accomplish the scope of work hereinafter defined. The consultant will be expected to work directly with the City. The Department of Community Development will be the lead agent for the Project.

1. Project Description and Scope of Services

A. Malone Park

- 1) This project consists of the removal of the existing structures (Shelter #1, Shelter #2, Concessions and Gazebo) and the design, purchase and installation of three new structures within Malone Park to comply with ADA standards. Shelter #1 and Concessions will be removed and a new structure with a shelter, restrooms and concessions will replace them in the same general location. Shelter #2 will be removed and a new structure with a shelter and restrooms will replace it near the playground. The Gazebo will be removed and a new shelter will replace it near the west park entrance. Utility work to include sanitary, water and electrical service.
- 2) Features such as site amenities, lighting and site work/landscaping shall be incorporated into the design.
- 3) The existing paved trail system throughout the park has numerous issues, as outlined in the ADA Study. The design shall include adding and/or replacing trails to provide for paved accessible routes to play components, athletic fields and shelters.
- 4) The design will also explore the addition of a third basketball court just to the east of the existing courts and 6-7 pickleball courts near the tennis courts.

2. Data Collection

- A. A field survey of the parks shall be completed by the selected consultant as necessary to complete the designs for the limits of work.
- B. The selected consultant shall compile existing topographic, cadastral and utility as-built information as needed from the City of New Berlin data files.

- C. The field survey shall be completed based upon state plane coordinates. The Elevation Datum the City of New Berlin uses is 'NAVD 1988 (US Survey Feet)'. The X/Y Coordinate system the City uses is NAD 1927 State Plane Wisconsin South 4803. Verify the accuracy of City topographic data by comparing to field survey data.
- D. The consultant shall perform, or retain a sub-consultant to perform, a minimum of 2 soil borings within the foundation areas of the proposed structures as necessary to complete the design.

3. Preliminary Design

- A. Based upon the field survey data and the information compiled from the City, prepare park designs including the features outlined in the Project Description and Scope of Services.
- B. Submit the preliminary designs to the City for review and approval.

4. Final Construction Plans and Bidding Documents

- A. Upon receiving approval of the preliminary designs by the City, complete the final construction plans and bidding documents.
- B. Prepare appropriate construction details.
- C. Prepare a construction erosion control plan.
- D. Apply for any applicable DNR permits.
- E. Prepare bidding documents based upon City of New Berlin standards.
- F. Submit the final construction plans and bidding documents to the City for review and approval.

5. Bidding Phase

- A. Prepare the official bidding notice and submit the notice to the City.
- B. Provide digital construction plans and bidding documents to be uploaded to Questcdn.com for perspective bidders.
- C. Provide plan and specification clarifications to perspective bidders.
- D. Attend the Bid Opening.
- E. Evaluate bids received, prepare a letter of recommendation for award and submit it to the City.

6. Administration

A. Attend up to ten meetings with the City. It is anticipated that these meetings may include:

1. Preliminary design submittal and presentation.
2. Presentation to the Plan Commission.
3. Final construction plan submittal.
4. Bid opening attendance.

B. Prepare and submit construction cost estimates to the City.

C. Deliverables shall include:

1. Five hard copies and an electronic copy of the construction plans in AutoCad and PDF format.
2. Three hard copies of the bidding documents and an electronic copy in PDF format.
3. No bidding documents and construction plans will be produced for distribution to perspective bidders.

7. Schedule

A. Based on the evaluation of the Proposals received, a consultant will be selected. A proposed contract will then be prepared and negotiated with the most responsive, responsible consultant.

B. The following time schedule is anticipated:

- | | |
|---|------------------|
| 1. Receipt of all Proposals | January 28, 2022 |
| 2. Staff selection of Consultant | February 2, 2022 |
| 3. Plan Commission | February 7, 2022 |
| 4. Award of contract and Notice to Proceed | February 8, 2022 |
| 5. Preliminary designs completed | August 1, 2022 |
| 6. Preliminary designs to the Plan Commission | August 15, 2022 |

- | | |
|------------------------------------|--------------------|
| 7. Communication to PBG from staff | August 15, 2022 |
| 8. Final Designs completed | September 12, 2022 |
| 9. Bidding Phase Completed | Winter 2023 |

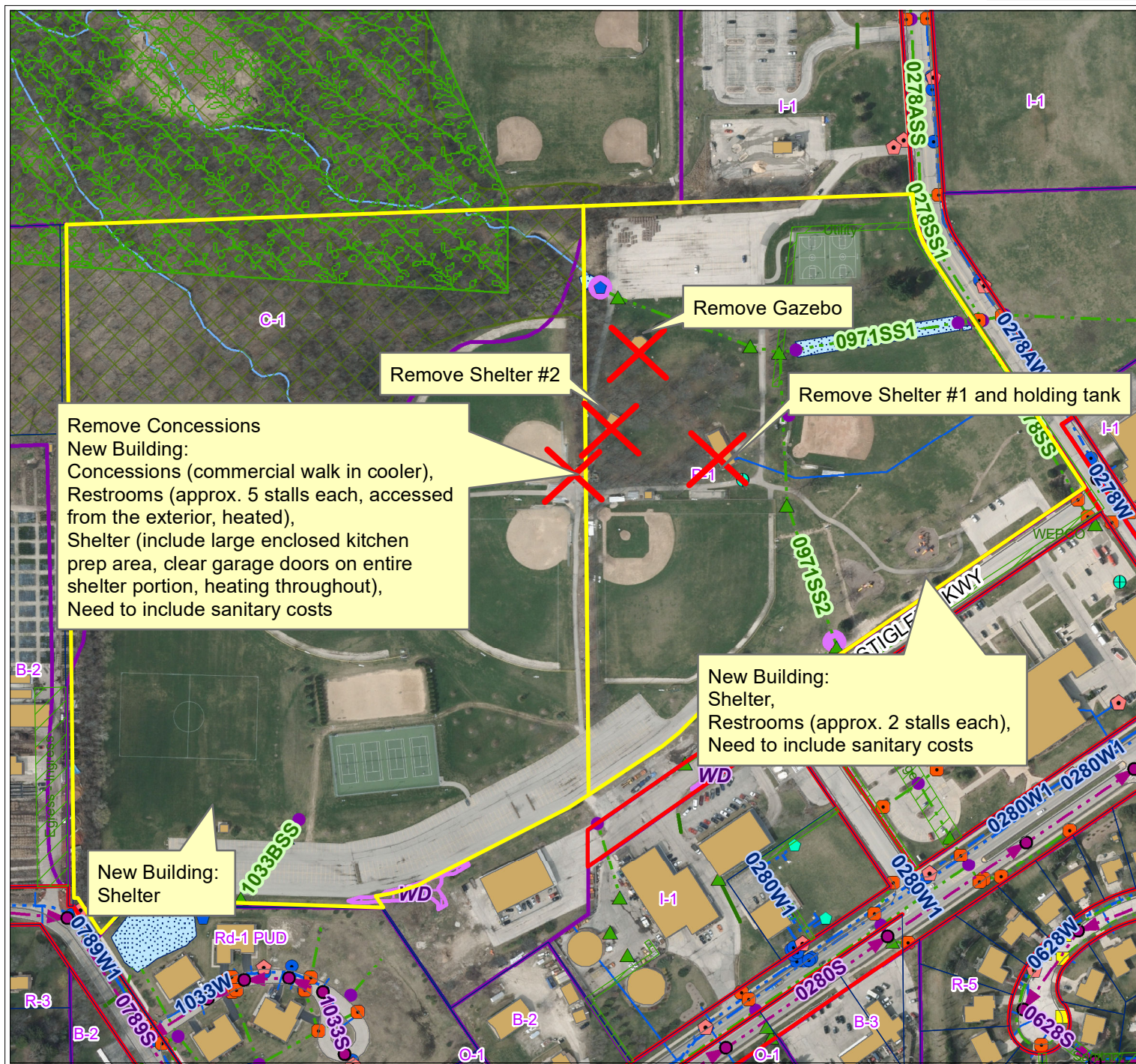
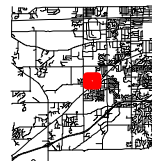
C. Submittal

1. Five copies of proposals should be submitted to the Department of Community Development by 10:00 AM., Friday, January 28, 2022. Late submittals will not be accepted and will be returned unopened. Proposals should be mailed or delivered to:

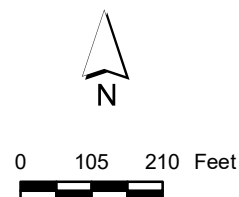
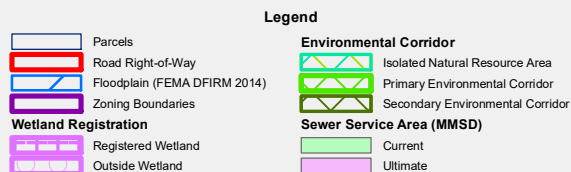
Kristen Hogan, Principal Planner
3805 South Casper Drive
New Berlin, WI 53151

2. Proposals will be evaluated based on the consultants professional qualifications, the experience and qualification of the project team, Consultant present and committed work load, project approach, consultant effort, and cost.
3. All questions regarding proposals should be directed to Kristen Hogan at the following e-mail address: khogan@newberlin.org.

Malone Park Structure Replacement Project



City of New Berlin
Department of Community Development
3805 S Casper Dr.
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Malone Park Design

COMPOSITE SHEET

CRITERIA	MULTIPLIER
Experience and Qualifications of Project Team	20
Consultant present and committed work load	20
Project Approach	20
Consultant Effort (ie. Hours to complete)	20
Cost	20

NUMBER OF EVALUATORS:

4

CONSULTANT	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Average	Ranking
GRAEF	3.6	3.2	4.4	4.6	3.95	2
Ayres	4	3.6	4.6	4.4	4.15	1



February 7, 2022

TO: Common Council
Mayor Ament
Alderman Hopkins

FROM: Golf Course Commission

RE: Items from the Golf Course Commission Meeting from December 2, 2021 requiring Common Council action.

Golf Course Operations and Year to Date Financials

Council Motion:

This item was considered at the Golf Course Commission meeting on December 2, 2021. It was recommended to the Common Council on a vote of 6-0. I do hereby move that the Council approve the adoption of the 2022 green fee rates as presented.

New Berlin Hills

Proposed 2022 Rates



<u>Weekday</u>	2020-2021	2022	\$ Increase	% Increase
9 holes - Public	\$ 19.00	\$ 20.00	\$ 1.00	5.26%
9 holes - Resident/Military	\$ 17.00	\$ 18.00	\$ 1.00	5.88%
9 holes - Senior	\$ 15.00	\$ 15.00	\$ -	0.00%
9 holes - Senior Resident	\$ 13.00	\$ 13.00	\$ -	0.00%
18 holes - Public	\$ 33.00	\$ 35.00	\$ 2.00	6.06%
18 holes - Resident/Military	\$ 28.00	\$ 29.00	\$ 1.00	3.57%
18 holes - Senior	\$ 23.00	\$ 23.00	\$ -	0.00%
18 holes - Senior Resident	\$ 18.00	\$ 18.00	\$ -	0.00%
<u>Weekend</u>				
9 holes - Public	\$ 23.00	\$ 23.00	\$ -	0.00%
9 holes - Resident/Military	\$ 18.00	\$ 18.00	\$ -	0.00%
18 holes - Public	\$ 39.00	\$ 41.00	\$ 2.00	5.13%
18 holes - Resident/Military	\$ 34.00	\$ 36.00	\$ 2.00	5.88%
<u>Weekend (after 2:00pm)</u>				
9 holes - Public	\$ 17.00	\$ 19.00	\$ 2.00	11.76%
9 holes - Resident/Military	\$ 15.00	\$ 15.00	\$ -	0.00%
18 holes - Public	\$ 29.00	\$ 31.00	\$ 2.00	6.90%
18 holes - Resident/Military	\$ 22.00	\$ 24.00	\$ 2.00	9.09%



**CITY OF NEW BERLIN
COMMITTEE OF THE WHOLE - MINUTES
Tuesday, January 25, 2022**

REGULAR MEETING

Zoom Meeting

6:00 PM

Please note: Minutes are unofficial until approved by the Common Council at the next regularly scheduled meeting.

This Committee has satisfied the requirements as directed by the Common Council on June 22, 2021 and Ordinance No. 2651 to hold this meeting via electronic means. The full text of this ordinance and the minutes from the above mentioned meeting can be viewed at www.newberlin.org

To participate in the meeting, view the meeting, and/or ask questions, the public was able to do so by downloading the ZOOM app located at <https://zoom.us/> and utilize Meeting ID # 813 3297 2722: to join.

All votes were taken via a voice roll call vote.

CALL MEETING TO ORDER

Mayor Ament called the Committee of the Whole meeting to order at 6:03PM

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Mayor David Ament, Alderpersons Hopkins, Garrigues (Arrived at 6:21PM), Maxey, Harenda, Stribl, Horbinski and Doyle.

Also Present: Municipal Court Manager Cathy Hausen, City Attorney Mark Blum and City Clerk Georgia Stanford

This meeting was noticed on Friday, January 21, 2021 in accordance with the Open Meetings Law.

APPROVAL OF MINUTES

ITEM: December 14, 2021 Committee of the Whole Meeting Minutes

MOTION: Motion to approve the December 14, 2021 Committee of the Whole Meeting Minutes

VOTE: Motion by: Alderman Stribl
Second by: Alderwoman Doyle
Motion Passed 6-0.

ITEM: January 11, 2021 Committee of the Whole Meeting Minutes

MOTION: Motion to approve the January 11, 2022 Committee of the Whole Meeting Minutes

VOTE: Motion by: Alderman Harenda

Second by: Alderman Stribl
Motion Passed 6-0.

UTILITIES & FINANCE

ITEM: Approval of Water Utility claims in the amount of \$17,023.67(2021 INVOICES) AND \$9,149. 68 (2022 INVOICES), Sewer Utility claims in the amount of \$42,523.10 (2021 INVOICES) AND \$469.96 (2022 INVOICES) and General City claims in the amount of \$1,129,550.05 (2021 INVOICES) AND \$266,495.96 (2022 INVOICES).
US Bank VISA EFT of \$18,693.99 NOV/DEC 2021

MOTION: Motion to approve the January 26, 2022 utilities and finances as presented

VOTE: Motion by: Alderwoman Doyle
Second by: Alderman Hopkins
Motion Passed 6-0.

LICENSES & PERMITS

ITEM: Operator (Bartender) license applications for the licensing period ending June 30, 2023 per the list as presented.

MOTION: Motion to approve the Operator (Bartender) license applications for the licensing period ending June 30, 2023 per the list as presented.

VOTE: Motion by: Alderman Hopkins
Second by: Alderman Maxey
Motion Passed 6-0.

MISCELLANEOUS

ITEM: Update from Municipal Courts Manager Catherine Hausen

MOTION: *No Action*

ITEM: Recommend the Common Council adopt Ordinance #2657 repealing & recreating Chapter 24 of the Municipal Code of the City of New Berlin regarding Emergency Management.

MOTION: Motion to recommend Ordinance #2657 repealing & recreating Chapter 24 of the Municipal Code of the City of New Berlin regarding Emergency Management with the changes as follows: Section 24-2 has been revised to remove the language referencing changes as part of the budget process and referencing that the appointment of the manager would only occur by direct Council action and not just as part of the budget process. For consistency purposes, section 24-6 was updated to be consistent with 24-4, as state of emergency could only be made by the director of DCD or the Emergency Management Director in the absence of the Mayor and Council President.

VOTE: Motion by: Alderman Stribl
Second by: Alderman Harenda
Motion Passed 7-0.

ITEM: Recommend the Common Council adopt Ordinance No. 2658, an Ordinance to Repeal and Replace Section 152-5 of the Municipal Code of the City of New Berlin Regarding Direct Sellers.

MOTION: Motion to recommend Ordinance No. 2658, an an Ordinance to Repeal and Replace Section 152-5 of the Municipal Code of the City of New Berlin Regarding Direct Sellers.

VOTE: Motion by: Alderman Harenda
Second by: Alderman Maxey
Motion Passed 7-0.

DEFERRED, REFERRED & TABLED ITEMS

ITEM: Repeal and Recreate Section 261-4(D) of New Berlin Code Regarding Issuance of Overnight Parking Permit (This item was tabled on October 26, 2021. Motion to table by Alderman Garrigues. Seconded by Alderwoman Doyle.)

MOTION: Motion to remove the item from the table

VOTE: Motion by: Alderman Garrigues
Second by: Alderman Maxey
Motion Passed 7-0.

MOTION: Motion to recommend Ordinance No. 2656 to the Common Council

VOTE: Motion by: Alderman Stribl
Second by: Alderman Harenda
Motion Passed 7-0.

ADJOURN

MOTION: Adjourn at 6:35PM.

VOTE: Motion: Alderman Maxey
Second by: Alderwoman Doyle.
Motion Passed 7-0.

*Respectfully Submitted,
Georgia Stanford, City Clerk*



NEW OPERATOR (BARTENDER) LICENSE APPLICANTS

Council Meeting Date: February 8, 2022

The below individuals hereby make application to the Common Council of the City of New Berlin for an Operator's (Bartender) License to serve fermented malt beverages and intoxicating liquors subject to Wisconsin Statutes and City of New Berlin Ordinances for the period ending June 30, 2023.

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Applicant's Name		Invited	Place of Employment as Operator	Applying for License
1.	Darcey Bauer		Bobbleheads	Operator's 2 Year
2.	Jeffery S. Sterling		Marcus Theatres	Operator's 2 Year
3.	Justin E. Thimmesch		Balers	Operator's 2 Year



REQUESTED ACTION STATEMENT

January 6th, 2022

TO: Mayor Ament
Common Council

FROM: Jeff Hingiss, Police Department

ISSUE:

2021 Operating Budget Adjustment

REQUESTED:

Recommend to Council to increase grant revenue budget and police department salary overtime budget expense account by an offsetting amount.

FISCAL IMPACT:

The police department spent \$27,035.38 on overtime costs for our participation in various grant programs, and the City of New Berlin received \$27,035.38 in grant reimbursements.

Increase Revenue	Amount
01010100-41020 Grants-Local	\$27,035.38

Increase Expense	
15212000-50070 Police-Salary-Overtime	\$27,035.38

RATIONALE:

The police department participated in various grant programs that addressed traffic safety and drug usage. This required officers and detectives to work additional hours, which were paid out of the police department's Salary-Overtime account. The City of New Berlin received \$27,035.38 from other local, County, and State agencies as reimbursement for our participation, and we are requesting that those funds be transferred back to our Salary-Overtime account.

Date	Amount Requested	Amount Rec'd	Overtime Reason
1/20/2021	597.19	\$597.19	Anti Heroin Grant - Metro (Waukesha County)
2/17/2021	341.25	\$341.25	CEASE OT - Metro (State of WI)
3/10/2021	1,222.52	\$1,222.52	January 2021 Safety Grant City of Muskego
3/18/2021	617.80	\$617.80	OWI Safety Grant - Village of Mukwonago
4/14/2021	946.68	\$946.68	Seatbelt Grant - city of Muskego
4/28/2021	981.24	\$981.24	Seatbelt Grant - city of Muskego
5/6/2021	1,169.48	\$1,169.48	OWI Safety Grant - Village of Mukwonago
5/6/2021	170.63	\$170.63	CEASE OT - Metro (State of WI)
5/26/2021	1,244.00	\$1,244.00	Seatbelt Grant - city of Muskego
6/3/2021	1,262.12	\$1,262.12	OWI Safety Grant - Village of Mukwonago
7/21/2021	28.21	\$28.21	DRE BOTS - Howard
7/22/2021	2,654.80	\$2,654.80	OWI Safety Grant - Village of Mukwonago
7/28/2021	2,789.52	\$2,789.52	Seatbelt Grant - city of Muskego
10/1/2021	191.10	\$191.10	CEASE OT - Metro (State of WI)
10/14/2021	2,647.12	\$2,647.12	OWI Safety Grant - Village of Mukwonago (Chk 3750.48 - 2647.12 = 1103.36 overpaid)
10/21/2021	3,994.16	\$3,994.16	Speedwave Grant - State of WI
11/10/2021	3,008.48	\$3,008.48	Seatbelt Grant - City of Muskego
11/24/2021	3,169.08	\$3,169.08	BOTS Safety Grant Speedwave Grant - State of WI

\$27,035.38 TOTAL