

Common Council MEETING AGENDA



June 27, 2023 - 6:04 PM
(Following the 6pm Committee of the Whole Meeting)
City Hall
Council Chambers

Published: 6/23/2023

AGENDA

1. **PRIVILEGE OF THE FLOOR**
2. **CALL TO ORDER, PLEDGE OF ALLEGIANCE**
3. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
4. **APPROVAL OF MINUTES**
 - A. June 13, 2023 Common Council Meeting
5. **REPORTS**
 - A. City Clerk
 - B. Council President
 - C. Mayor
6. **COMMUNICATIONS**
7. **BOARD OF PUBLIC WORKS**
 - A. ITEM 07-23 Approval of the amended construction contract with Stark Pavement Corp to include the scope of work listed in Change Order #1
 - B. ITEM 08-23 Approval of the Development Agreement with Ryan Janssen of Ryan's Buying, LLC. for the Autumn Trace Subdivision
8. **FINANCE COMMITTEE**
 - A. Discussion and recommendation to Common Council on the Procurement Policy relative to the Emergency Management Ordinance - No. 2671
9. **UTILITY COMMITTEE**
 - A. UT 09-23 Recommend to the Common Council to approve Resolution #23-11 Compliance Maintenance Annual Report (CMAR) for the reporting year 2022.
10. **DEFERRED, REFERRED & TABLED ITEMS**
11. **ITEMS REMOVED FROM CONSENT AGENDA, if any**
12. **CONSENT AGENDA-----**
 - A. *Items under the Consent Agenda have passed unanimously by the Committee of the Whole. Items not passed by a unanimous vote will be removed from consent agenda and will be considered separately.*
13. **MINUTES**
 - A. June 13, 2023 Committee of the Whole Meeting
14. **UTILITY & FINANCE**
 - A. Discussion and recommendation to the Common Council approval of the June 28th, 2023 Water Utility claims in the amount of \$39,765.52, Sewer Utility claims in the amount of \$678,542.41 and General City claims in the amount of \$1,530,191.04
15. **LICENSES & PERMITS**

- A. Discussion and recommendation to the Common Council approval of the alcohol license applications for the licensing period of July 1st, 2023 to June 30th, 2024 per the list as presented

16. MISCELLANEOUS

- A. Library Department Update by Director Natalie Beacom
- B. Recommend to Common Council that a public hearing be set for August 14, 2023 at 6:00 PM to be held before the Plan Commission on the suggested amendments to the Zoning Code (Chapter 275)
- C. Discussion and recommendation to Common Council approval of the Department of Public Works RAS for one new Custodial Position effective September 1, 2023
- D. Recommend to Common Council to amend Section 261-4(F) of the Municipal Code of the City of New Berlin regarding restrictions on parking on city right-of-way and city property by order of the Chief of Police
- E. Recommend to Common Council to approve the attached 2023 Salary Table effective 7/1/2023
- F. Discussion and possible action on risk transfer policy for block party special event permits
- G. Discussion and recommendation to approve Ordinance No. 2673, an ordinance to create Section 152-24 of the New Berlin City Code regarding Transient Lodging
- H. Discussion and recommendation to amend the City Clerk 2023 Fee List to add a Transient/Short Term Lodging license fee in the amount of \$200 per calendar year

17. END CONSENT AGENDA-----

18. ADJOURN

Supplemental Information:

- *The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.*
- *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.*
- *You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.*
- *The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.*
- *It is also possible that members of and possibly 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 in the above notice.*



Common Council MEETING MINUTES

June 13, 2023 - 6:04 PM
City Hall
Council Chambers

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. PRIVILEGE OF THE FLOOR

None

2. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Mayor Ament called the Common Council meeting to order at 6:48 PM and lead the Pledge of Allegiance.

3. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

City Clerk Rubina R. Medina took the roll call as follows:

Present: Alderperson Hopkins, Alderperson Maxey, Alderperson Harenda, Alderperson Stribl, Alderperson Kroupa, Alderperson Horbinski, Alderperson La Fever

Excused: None

Staff Present: City Attorney Mark Blum, City Clerk Rubina Medina

City Clerk stated there was a quorum present and the meeting was properly noticed.

4. APPROVAL OF MINUTES

A. May 23, 2023 Common Council Meeting Minutes

MOTION: Motion to approve

VOTE: Motion by: Horbinski
Second by: Kroupa
Motion 7-0

5. REPORTS

A. City Clerk

No report.

B. Council President

No report.

C. Mayor

- Congratulations to **Tobin Jewelers**, located at 3502 South Moorland Road, for being named our **June Business of the Month**. Tobin Jewelers specializes in both diamonds and gemstones. Tobin Jewelers has helped countless members of our community buy or design their engagement rings, bracelets, anniversary pieces, and much more. For more information, please contact them at (262) 789-8451.

- The **Mayor's Office** is now accepting nominations for the **2023 Citizen of the Year Award** through August 31, 2023. Written nominations of 500 words or less may be submitted by any individual or group. The nominee must be a citizen of the City of New Berlin, and achievements must be recent or on-going. For details on the criteria please visit the City's website or contact Maya in the Mayor's Office.
- All are encouraged to attend the Annual **"Fly the Flag"** Celebration at the New Berlin Veterans Memorial Site located on the corner of Casper & National Avenue. The event will be held **Wednesday, June 14th 6:30 pm - 8:00 pm**. The event will include patriotic music, VFW Honor Guard, and First Responders. Complementary Apple Pie and light refreshments will be served. Residents are encouraged to "Fly the Flag" at your homes on June 14th in honor of Flag Day.
- Lastly, please join us for Father's Day at our Historical Park located at 19765 National Avenue on Sunday, June 18th 1-4 pm. It's a great way to celebrate Father's Day with the entire family. Food, desserts, barrel rides, tours and more.

6. COMMUNICATIONS

- A. Linskens Claim

7. PARKS, BUILDINGS & GROUNDS COMMISSION

- A. (7) Discussion and Recommendation to Common Council - KH UA-2300965 Educators Credit Union - 16400 W Al Sitgler Parkway - Community Shred Event scheduled for September 9, 2023 at Malone Park

MOTION: Motion to approve

VOTE: Motion by: Horbinski
Second by: Stribl
Motion 7-0

8. MAYORAL APPOINTMENTS

- A. Discussion and Possible Action to approve the Mayoral Appointments per the list as presented

MOTION: Motion to approve

VOTE: Motion by: Kroupa
Second by: Stribl
Motion 7-0

9. DEFERRED, REFERRED & TABLED ITEMS

No Items.

10. ITEMS REMOVED FROM CONSENT AGENDA, if any

No Items Removed.

11. **CONSENT AGENDA**-----

- A. *Items under the Consent Agenda have passed unanimously by the Committee of the Whole. Items not passed by a unanimous vote will be removed from consent agenda and will be considered separately.*

MOTION: Motion to approve the consent agenda

VOTE: Motion by: Harenda
Second by: La Fever
Motion 7-0

12. MINUTES

- A. May 23, 2023 Committee of the Whole Meeting Minutes

13. UTILITY & FINANCE

- A. Discussion and recommendation to the Common Council approval of the June 14th, 2023 Water Utility claims in the amount of \$160,761.36, Sewer Utility claims in the amount of \$1,381.98 and General City claims in the amount of \$1,191,341.32. US Bank VISA EFT of \$18,622.31.

14. LICENSES & PERMITS

- A. Discussion and recommendation to the Common Council approval of the alcohol license applications for the licensing year of July 1st, 2023 to June 30th, 2024 per the list as presented

15. MISCELLANEOUS

- A. Police Department Update by Chief Hingiss
- B. Set goals and directives for 2024 budget, including tax levy target.

16. END CONSENT AGENDA-----

17. CLOSED SESSION

- A. 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:
City Clerk read the basis for the items to be discussed in Closed Session.

MOTION: Motion to enter into Closed Session at 6:55 PM.

VOTE: Motion by: Hopkins
Second by: Harenda
Motion 7-0

- B. Discussion re: Rickert Claim

18. RECONVENE TO OPEN SESSION

MOTION: Motion to reconvene to open session 7:04 PM.

VOTE: Motion by: Maxey
Second by: Kroupa
Motion 7-0

A. Discussion and possible action re: Rickert claim

MOTION: Motion to approve the Rickert claim as per the City Attorney

VOTE: Motion by: Maxey
Second by: Kroupa
Motion 7-0

19. ADJOURN

MOTION: Motion to adjourn at 7:06 PM.

VOTE: Motion by: Stribl
Second by: Kroupa
Motion 7-0

*Respectfully Submitted,
Rubina R. Medina, City Clerk*



June 27, 2023

TO: Common Council
Mayor Ament
Ald. Horbinski

FROM: Sarah Holtz on behalf of the Board of Public Works

RE: Items from the June 19, 2023 Board of Public Works Meeting requiring Common Council action.

A.	ITEM 07-23 Approval of the amended construction contract with Stark Pavement Corp to include the scope of work listed in Change Order #1
Council Motion:	
	This item was considered at the Board of Public Works meeting on June 19, 2023. It was recommended to the Common Council on a vote of 4-0. I do hereby make a motion to approve the amended construction contract with Stark Pavement Corp to include the scope of work listed in Change Order #1

B.	ITEM 08-23 Approval of the Development Agreement with Ryan Janssen of Ryan's Buying, LLC. for the Autumn Trace Subdivision
Council Motion:	
	This item was considered at the Board of Public Works meeting on June 19, 2023. It was recommended to the Common Council on a vote of 4-0. I do hereby make a motion to approve the Development Agreement with Ryan Janssen of Ryan's Buying, LLC. for the Autumn Trace Subdivision

STAFF REPORT

EXECUTIVE SUMMARY

APPLICANT: City of New Berlin

PROJECT: RD-23-01 2023 LRIP Roadway Rehabilitation

LOCATION: Observatory Rd, Magellan Dr, Piccard Ct, and Historic Park

REQUEST: Amend the approved construction contract with Stark Pavement Corp. to include changes to the scope of work listed in Change Order #1.

D.C.D. RECOMMENDATION: Recommend to the Common Council the amendment of the construction contract with Stark pavement Corp. for 2023 LRIP Roadway Rehabilitation Project to include additional changes to the scope of work listed in Change Order #1 in the amount of \$183,648.75. Funds to come from account 04251100 59040 C2023.

At the April 10, 2023 BPW meeting, the City approved the construction contract for the 2023 LRIP Roadway Rehabilitation Project with Stark Pavement Corp for a contract price of \$2,226,250.80. With inspection and contingencies, the approved total project cost is \$2,500,000. The approved budget for this project is \$3,000,000. Due to favorable bids received, the City has the ability to add to the scope of work for this project. The cost of this change order exceeds the originally approved contingency amount, and therefore requires Board of Public Works approval.

Summary of additional work under Change Order 1:

1. Resurface Magellan Dr from Radisson Dr to Marquette Dr, and Piccard Ct from Termini to Magellan Dr (0.39 mi). (\$116,047.50)
2. Install a portion of concrete pavement on Observatory Rd due to a gas pipeline crossing. ANR Pipeline is limiting the City's ability to use vibratory compaction equipment near the pipeline infrastructure. The City has concerns about the durability of asphalt pavement without achieving the appropriate compaction requirements, and is advising to use concrete pavement over the pipeline crossing. (\$51,685.85)
3. Installation of six additional parking stalls at the Historic Park Museum. The City's DPW will perform all excavation and prepare the area for paving, and the City's contractor will finish grade, pave, and complete pavement marking. (\$15,915.40)

Attachments:

Change Order #1

CITY OF NEW BERLIN
DEPARTMENT OF COMMUNITY DEVELOPMENT
BOARD OF PUBLIC WORKS STAFF REPORT

Meeting of June 19, 2023

2023 LRIP Roadway Rehabilitation Project

DATE STAFF REPORT CREATED: June 13, 2023

APPLICANT: City of New Berlin

REQUEST / DESCRIPTION OF PROJECT:

Amend the approved construction contract with Stark Pavement Corp. to include changes to the scope of work listed in Change Order #1.

FISCAL IMPACT:

Previously Approved Project:

Base Bid:	\$ 2,226,250.80
Contingencies (~6%):	\$ 147,073.20
Inspection Contract (~5%):	<u>\$ 126,676.00</u>
Total Project Costs:	\$ 2,500,000.00

Project Costs with Change Order 1:

Base Bid:	\$ 2,226,250.80
Change Order Request #1:	\$ 183,648.75
Additional Inspection Costs:	\$ 10,450.00
Contingencies (~6%):	\$ 152,974.45
Inspection Contract (~5%):	<u>\$ 126,676.00</u>
Total Project Costs:	\$ 2,700,000.00

SOURCE OF FUNDS

2023 Roadway Rehabilitation CIP	Account	04251100 63025 C2018
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D.C.D. RECOMMENDATION:

Recommend to the Common Council the amendment of the construction contract with Stark pavement Corp. for 2023 LRIP Roadway Rehabilitation Project to include additional changes to the scope of work listed in Change Order #1 in the amount of \$183,648.75. Funds to come from account 04251100 59040 C2023.

Attachments:

Change Order #1

Change Order 1 (Additional Roadways)

Bid Item	Description	Unit Cost	Unit	Quantity	Cost
1	Tack Coat	\$ 3.05	GAL	305	\$ 930.25
2	Butt Joints	\$ 3.15	LF	297	\$ 935.55
3	Remove Asphaltic Pavement by Milling, 3-Inch	\$ 1.85	SY	6,101	\$ 11,286.85
4	Base Repair	\$ 37.50	CY	244	\$ 9,150.00
5	Manhole Adjustment, Cast Iron Paving Rings	\$ 280.00	EACH	12	\$ 3,360.00
6	Water Valve or Water Box Adjustment	\$ 80.00	EACH	6	\$ 480.00
7	Asphalt Leveling, 5 LT 58-28 S, 1-Inch	\$ 67.10	TON	386	\$ 25,900.60
8	Asphalt Surface, 4 LT 58-28 S, 2-Inch	\$ 66.75	TON	737	\$ 49,194.75
9	Asphalt Binder, Base Patch (<8-Foot Width), 3 LT 58-28 S, 3-Inch	\$ 12.75	SY	366	\$ 4,666.50
10	Asphalt Binder, Base Patch (>=8-Foot Width), 3 LT 58-28 S, 3-Inch	\$ 13.00	SY	366	\$ 4,758.00
11	Shouldering, Reclaimed Asphalt Pavement, 3/4" Dense	\$ 43.50	TON	42	\$ 1,827.00
12	Shoulder Restoration, Topsoil, Fertilizer, Seed, Matting, Watering	\$ 3.00	LF	686	\$ 2,058.00
13	Traffic Control	\$ 1,500.00	LUMP SUM	1	\$ 1,500.00
				Total Cost	\$ 116,047.50

Change Order 1 (Observatory Rd Concrete Pavement)

Bid Item	Description	Unit Cost	Unit	Quantity	Cost
1	8-Inch Concrete Pavement Per Item A. Base Bid of Proposal	\$ 134.95	SY	383	\$ 51,685.85
				Total Cost	\$ 51,685.85

Change Order 1 (Historic Park Parking Lot)

Bid Item	Description	Unit Cost	Unit	Quantity	Cost
1	Fine Grade, Asphalt Pavement (2.5" 4 LT 58-28 S, 1.5" 5 LT 58-28 S, Pavement Marking (Yellow, Paint)	\$ 93.62	SY	170	\$ 15,915.40
				Total Cost	\$ 15,915.40

STAFF REPORT EXECUTIVE SUMMARY

APPLICANT/PROJECT: Ryan Janssen / Ryan's Buying, LLC – Autumn Trace Subdivision

LOCATION: 4908 S. Calhoun Road (Tax Key NBC 1258.999)

REQUEST: Approval of a Development Agreement for the property located at 4908 S. Calhoun Road (Tax Key NBC 1258.999)

DCD RECOMMENDATION: Approval of the Development Agreement for Ryan Janssen of Ryan's Buying, LLC., for a proposed subdivision development on the property located at 4908 S. Calhoun Road subject to final review as to form by the City Attorney and final plans on file.

1. General:

- a. Applicant shall have an approved Development Agreement prior to issuance of Building Permits. The Development Agreement shall be recorded at the Waukesha County Register of Deeds.
- b. Public infrastructure improvements include:
 - (1) Roadway improvements on Calhoun Road including acceleration/deceleration tapers and a bypass lane at the access point. A new public roadway will be constructed with a permanent cul-du-sac for the development.
 - (2) Stormwater management includes wet ponds constructed within the development. A Stormwater Management Plan Agreement meeting the requirements of Zoning Code 275-55.1 between the Developer and the City will be recorded.

DETAILS IN ATTACHED STAFF REPORT

CITY OF NEW BERLIN
DEPARTMENT OF COMMUNITY DEVELOPMENT
BOARD OF PUBLIC WORKS STAFF REPORT

Meeting of June 19, 2023

Ryan Janssen/ Ryan's Buying, LLC. – Autumn Trace Subdivision
Tax Key 1258.999

DATE STAFF REPORT CREATED: June 14, 2023

DEVELOPER'S NAME: Ryan Janssen/Ryan's Buying, LLC.

NAME OF DEVELOPMENT: Autumn Trace Subdivision

TYPE OF DEVELOPMENT: The Development will have a total of 20-lots.

NUMBER OF ACRES OF DEVELOPMENT: 88.4 Acres

CURRENT ZONING: R-1/R-2 , C-1and C-2 (See File #:RZ-2202324).

PLAN COMMISSION APPROVAL DATE: Approval of a Preliminary Plat May 8, 2023

SUMMARY OF INFRASTRUCTURE:

Sanitary Sewer:	-
Water Main:	-
Storm Sewer:	-
Roadways:	1,910 LF
Public Trail:	-

UNIQUE SITE CHARACTERISTICS:

Environmental Corridor: Yes, Secondary Environmental Corridor.

Wetland On Property: Wetlands have been registered on the City's Zoning Map, see file #: WD-2202499. Wetlands were field delineated by Eric Parker, an assured delineator with Hartland Ecological Group, Inc. on November 7, 2022.

Conservancy Districts (C-1, C-2): Yes, C-1 and C-2

NRCS Map Classification: Not Inventoried

Floodplain: Yes, Zone AE

Topography / Geologic: Site slopes to the southeast corner (wetland/floodplain area) of the site. The highest point of the property is at the northwest corner.

ALTERNATIVE TRANSPORTATION PLAN: None proposed for this area. Private trails will be provided.

ENVIRONMENTAL IMPACT: Wetlands have been registered on the City's Zoning Map, see file #: WD-2202499. Wetlands were field delineated by Eric Parker, an assured delineator with Hartland Ecological Group, Inc. on November 7, 2022. A restoration plan for the outlot has been submitted. A Conservation Easement is required to encompass the open space/outlot.

STORM WATER MANAGEMENT / DRAINAGE PLAN: Applicant is required to adhere to all City of New Berlin Codes, Ordinances and Plans regarding storm water conveyance and maintenance as identified by the Department of Community Development. A stormwater management plan has been submitted.

SANITARY SEWER PROVISION:

Within Current Sewer Service Area: No

Basin Capacity Available: N/A

Adequate Linkage: N/A

Onsite System Required: Yes, perc. tests and soil information have been submitted with the preliminary plat. Additional information is included in the findings section below.

TRAFFIC IMPACT: TIA is not required. Section 275-58C(2)(a) states that a TIA is required for any subdivision or multifamily residential development with 40 or more dwelling units. The subdivision plat includes 20 lots, therefore a TIA is not required..

ESTIMATED AMOUNT OF SURETY INSTRUMENT: \$TBD

DCD RECOMMENDATION:

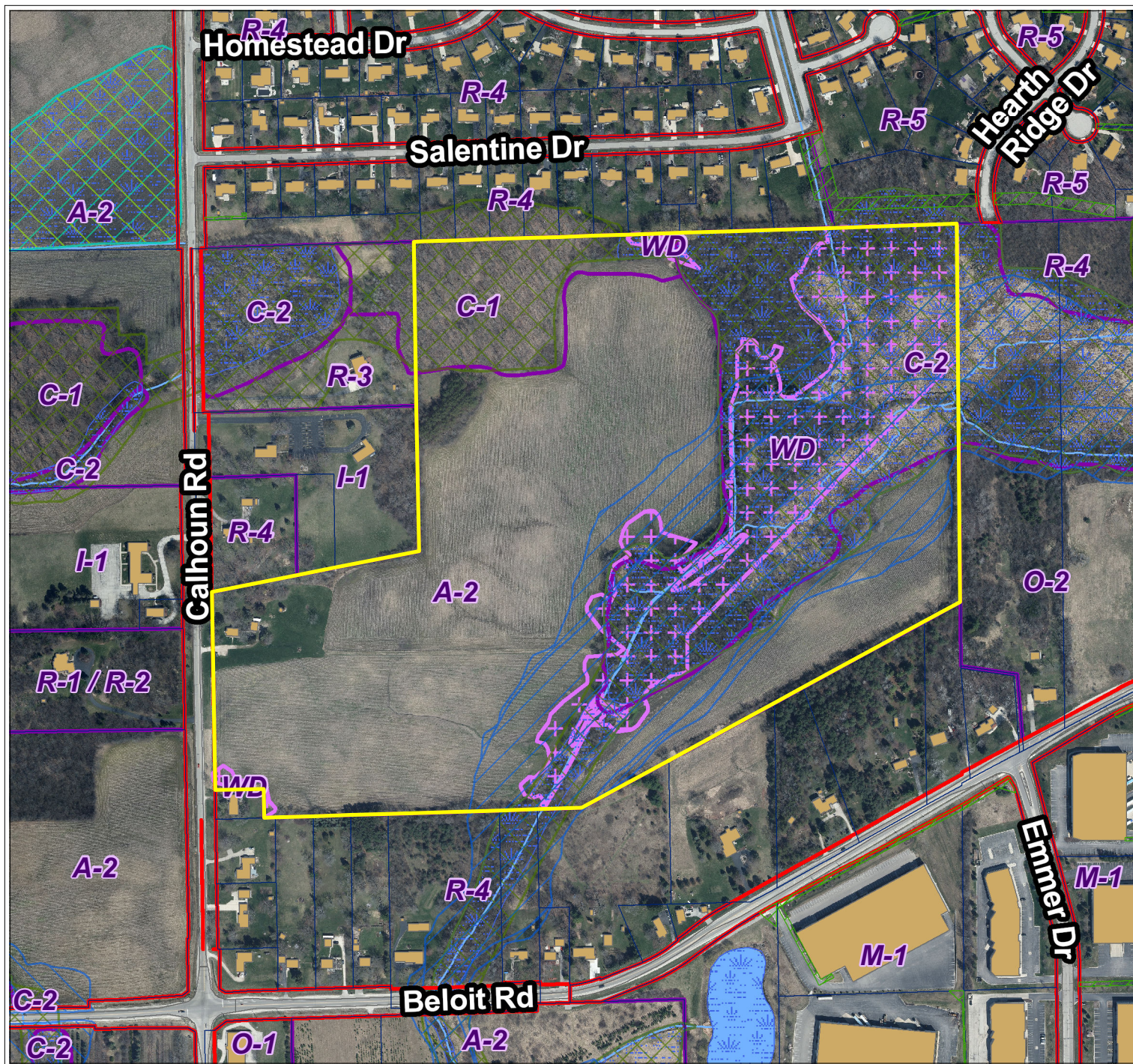
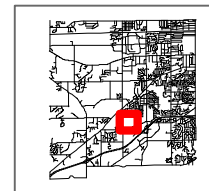
Approval of the Development Agreement for Ryan Janssen of Ryan's Buying, LLC., for a proposed subdivision development on the property located at 4908 S. Calhoun Road subject to final review as to form by the City Attorney and final plans on file..
SEE EXECUTIVE SUMMARY.

Attachments:

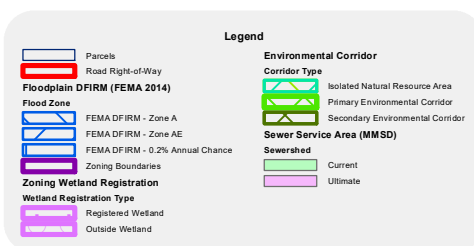
Location Map

Site Plan

Development Agreement



City of New Berlin
Department of Community Development
3805 S Casper Dr.
New Berlin WI 53151
(262) 797-2445
www.newberlin.org



0 187.5 375 Feet



The information and depictions herein have been produced using data available through photogrammetric means by the City of New Berlin. The informations and depictions herein are for informational purposes and the City of New Berlin specifically disclaims accuracy in this reproduction and specifically admonishes and advises that any and all depiction, measurements, distances depicted herein and as to which specific or precise accuracy is required should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means.

Development Agreement

This Development Agreement (this "AGREEMENT") is entered into this ____ day of _____, 20__, by and between [Ryan's Buying, LLC](#), its successors, assigns and future owners of the PROPERTY, hereinafter referred to as (the "DEVELOPER") and the CITY OF NEW BERLIN, a Wisconsin municipal corporation (the "CITY").

RECITALS

WHEREAS, DEVELOPER is the owner of approximately [88.4](#) acres of land in the CITY, said land described on [Exhibit A](#) attached hereto (the "PROPERTY");

AND, WHEREAS, DEVELOPER desires to develop the PROPERTY for [residential purposes](#) under the [Autumn Trace](#) (the "DEVELOPMENT"), which includes certain public improvements described on [Exhibit B](#) attached hereto (the "PUBLIC IMPROVEMENTS");

AND, WHEREAS, said land is currently zoned [R-1/R-2, C-1, and C-2](#), and the proposed DEVELOPMENT conforms to said zoning classification,

City of New Berlin
Tamara Simonson
3805 S Casper Dr
New Berlin, WI 53151

Tax Key No. NBC 1258.999

AND, WHEREAS, the CITY Plan Commission on [May 8, 2023](#) recommended approval of the Preliminary Plat and the Common Council on [May 23, 2023](#) approved Resolution #[23-10](#), which approved of the DEVELOPMENT with conditions;

AND, WHEREAS, the CITY Board of Public Works on [June 19, 2023](#) recommended approval of the AGREEMENT and the CITY Common Council on [June 27, 2023](#) approved the AGREEMENT.

AND, WHEREAS, it is now necessary that DEVELOPER and CITY enter into an AGREEMENT relative to the manner and method by which the PUBLIC IMPROVEMENTS will be developed;

NOW, THEREFORE, DEVELOPER and CITY agree as follows:

I. GENERAL

- A. DEVELOPER has prepared plans for the PUBLIC IMPROVEMENTS, which plans have been presented to and approved by the CITY.
- B. [A Subdivision Plat substantially conforming to the criteria of State Statutes and CITY Ordinances](#), constituting the DEVELOPMENT, has been or shall be recorded at DEVELOPER's sole expense.

- C. Prior to start of construction of the PUBLIC IMPROVEMENTS, DEVELOPER shall provide insurance policy endorsements to the CITY naming the CITY as additional insured on a primary and noncontributory basis with respect to Comprehensive General Liability coverage for the PUBLIC IMPROVEMENTS work performed by DEVELOPER. The comprehensive general liability coverage will carry limits of not less than \$1M per occurrence and \$2M in the aggregate. The coverage shall be issued on an occurrence basis for this project. In addition, the DEVELOPER shall carry liability coverage for all vehicles and hired and non-owned vehicles with limits acceptable to the CITY. The DEVELOPER shall all carry Workers Compensation coverage with statutory limits. The policies shall be written by an insurance company licensed to do business in Wisconsin. DEVELOPER shall provide not less than 30 days written notice to the CITY prior to change, modification or termination of said policy. Such notice provisions shall be in the unconditional affirmative, phrases such as "shall endeavor to notify" are unacceptable and shall be rejected.

II. SEQUENCE OF DEVELOPMENT

- A. CONSTRUCTION PLAN APPROVALS
- B. DEVELOPMENT AGREEMENT APPROVALS AND SURETIES
- C. PRE-CONSTRUCTION MEETING
- D. EROSION CONTROL AND STORMWATER BEST MANAGEMENT PRACTICES
- E. GRADING
- F. SANITARY SYSTEM (Private Systems)
- G. WATER SYSTEM – N/A
- H. STORM DRAINAGE SYSTEM
- I. ROAD SYSTEM
- J. PRIVATE UTILITIES (Electric, Gas, Telephone, CATV, etc.)
- K. RESTORATION
- L. RECORD DRAWINGS AND CERTIFICATIONS
- M. EASEMENT RECORDING
- N. FINAL PLAT APPROVAL

III. GRADING AND EROSION CONTROL

- A. COMPLIANCE
 - 1. DEVELOPER shall secure proper Erosion Control Permits to implement the approved Erosion Control Plan.
 - 2. Erosion Control Methods shall be those required by the erosion control ordinances as adopted by the CITY, County, or State. The Primary Contractor shall be responsible for maintaining erosion control in accordance with the Erosion Control Permit during construction.
 - 3. DEVELOPER shall be responsible for pre-grading and maintaining grades within the DEVELOPMENT in accordance with the approved DEVELOPER's Grading Plan until the CITY approves the Final Plat.

4. DEVELOPER shall be responsible for implementing the approved Master Grading Plan. This shall be achieved as part of the DEVELOPERs construction activities and by providing the approved Master Grading Plan to lot buyers for implementation during the building permit phase of the individual lots.

B. INSPECTION and MAINTENANCE

1. Oversight of all construction and maintenance shall be performed under the direction of the Department of Community Development (DCD), at the DEVELOPER's sole expense.
2. All erosion control measures shall be maintained in accordance with the Erosion Control Permits.
3. DEVELOPER, at his/her sole expense, shall be responsible for removing erosion control measures as directed by the DCD.

IV. SANITARY SYSTEM

- A. No municipal sanitary sewer is currently available to the DEVELOPMENT; each and every building or lot shall be served by an on-site or off-site disposal system installed in accordance with existing ordinances and regulations of the Waukesha County Environmental Services Department.
- B. Should any of the Common or Open Spaces be used for private owner waste treatment systems (POWTS), those locations shall be as shown on the approved Construction Plans. Those POWTS shall be constructed, landscaped and maintained as an integral part of the open space and so as not to adversely impact or limit the use, character and sight lines of said open space.
- C. DEVELOPER hereby indemnifies and holds harmless the CITY, its officers, agents, employees and assigns (hereafter the Parties Indemnified) as and against any and all demands, actions, causes of action, expenses or claims made against the Parties Indemnified, including but not limited to the actual attorney fees of the Parties Indemnified in defending such claims, arising from or related to the granting of permission to the DEVELOPER to construct POWTS partially or completely in the open space for this subdivision.
- D. With respect to the private owner waste treatment system sites which will be provided for the lots herein, sites for Lots 11,12,13,14,15, 17, and 20 shall be protected by the DEVELOPER according to the approved Construction Plans and in compliance with the approval of the City of New Berlin and Waukesha County. DEVELOPER shall install a casing within the Right-of-Way to access the system locations and prepare the easements necessary for property owners to access those off-site locations to survey, test, construct, reconstruct, install, use, operate, maintain, inspect, repair, replace, alter, and remove off-lot private owner waste treatment system sites together with related attachments, equipment, facilities, fixtures, and appurtenances thereto, together with all reasonable rights of ingress and egress for the exercise of such rights granted.
- E. It is the intention of the DEVELOPER to construct sewerage transmission pipes beneath the Right-of-Way being dedicated to the CITY hereunder in order to facilitate the construction of off-site private owner waste treatment system for some of the lots in this Subdivision. The DEVELOPER acknowledges that said casings for the transmission pipes shall be constructed prior to the building of the roadway and pursuant to specifications approved by the City Engineer. The DEVELOPER further

acknowledges that any future maintenance or reconstruction of said transmission lines or other work in the CITY Right-of-Way shall require the written permission of the CITY and an approved easement indemnifying the CITY as and against claims or damages arising from said construction work. The DEVELOPER shall further agree to restore the roadway to the satisfaction of the CITY following any construction permitted in the Right-of-Way.

V. WATER SYSTEM

A. No municipal water is currently available to the DEVELOPMENT; each and every building shall be served by an on-site private well system installed in accordance with existing ordinances and regulations of the Waukesha County Environmental Services Department and the Wisconsin Department of Natural Resources.

1.

VI. STORM DRAINAGE SYSTEM

A. COMPONENTS

1. Storm drainage shall be provided by means of storm sewers, culverts, ditches, Storm Water Best Management Practices (BMP's), and appurtenances in the public right-of-way and/or in drainage easements where required and/or within natural areas (where applicable and permitted), all in accordance with storm drainage plans prepared by DEVELOPER and approved by the DCD and entirely at the DEVELOPER's sole expense. All storm drainage shall be in conformance with the approved Stormwater Management Plan.

B. CONSTRUCTION

1. The DEVELOPER shall be responsible for the planning, design and construction of facilities for storm drainage (the Storm Drainage System) until such stormwater exits the exterior perimeter line of the DEVELOPMENT or until it reaches a point, outside of and adjacent to the PROPERTY from which point such stormwater passes into, or through specified conduits or channels. Such design shall be reviewed and approved by the DCD prior to construction.
2. The design and construction plan for the Storm Drainage System shall be reviewed and approved by DCD prior to construction.
3. Nothing in this paragraph shall be deemed to limit the DEVELOPER's responsibility to adjacent owners for discharged water. Should any claim be made against the CITY for increased water discharge or altered drainage patterns from the project, DEVELOPER shall indemnify, defend and hold harmless the CITY paying all costs thereof (including but not limited to actual attorney fees) and further indemnify the CITY from any loss or damage based upon a claim arising from water allegedly discharged within or from the site, except if the loss or damage was caused by the negligence or willful misconduct of the CITY.
4. Major drainage improvements shall be constructed during the first phase of the DEVELOPMENT including, but not limited to the BMP's and necessary downstream improvements.
5. All normal maintenance and/or repair of the Storm Drainage System shall be the obligation of the DEVELOPER. The DCD, at its sole discretion, may

require the DEVELOPER to restore the Storm Drainage System to its original condition should its function diminish through disrepair or other causes.

6. The DCD may periodically inspect the Storm Drainage System upon reasonable notice. Should maintenance and/or repair work not be completed in a timely manner to the CITY's reasonable satisfaction, the CITY shall have the authority to complete said work and charge all reasonable costs, including but not limited to engineering, administration costs and legal costs, to the DEVELOPER of the land set forth in the legal description on Exhibit A with each owner assessed an undivided fractional ownership of the expense as a lien against their property.

C. OWNERSHIP

1. The components of the Storm Drainage System in public rights of way and public easements shall be dedicated to the CITY. When dedicated to the CITY upon approval and final acceptance by the CITY, system components shall become the property of the CITY and thereafter be maintained by the CITY.
2. The Storm Drainage System and private drainage easements shall remain in the sole ownership and responsibility of DEVELOPER even if they are located within easements for access or maintenance.
3. Development of this parcel is subject to the Stormwater Management Plan established for the DEVELOPMENT. All landowners and/or owners of land within the DEVELOPMENT are and shall be jointly and severally responsible for the Storm Drainage System within the DEVELOPMENT. In the event the DEVELOPER default(s) in its duty to maintain the Storm Drainage System, as reasonably determined by the CITY, each of the property owners will be responsible for a pro-rata share of the costs of the maintenance and/or repair of the Storm Drainage System. Should the CITY have to perform repairs and/or maintenance, all of the direct and indirect costs thereof shall become a lien against the DEVELOPER with each owner assessed an undivided fractional ownership of the expense.

D. INSPECTION

1. Oversight of all construction shall be performed under the direction of the DCD, at the DEVELOPER's sole expense.

E. STORMWATER CHARGES

1. Upon issuance of the Occupancy Permit by the CITY, each building site or building in the DEVELOPMENT shall be subject to the Stormwater Utility fee in the same amount and collected in the same manner as are Stormwater Utility fees for all other parts of the CITY.

VII. **PUBLIC ROADWAYS**

A. LOCATION

1. Roadways shall be constructed in such a manner that the centerline of the roadway improvements shall be centered upon the centerline of the right-of-way.
2. Roadways shall be constructed in each and every road right-of-way platted, shall be built to the exterior lot line of the subdivision and constructed with a

temporary cul-de-sac/hammerhead or permanent cul-de-sac as directed by the City Engineer.

B. CONSTRUCTION

1. DEVELOPER shall provide the geotechnical data compiled during the design of the roadways to the City Engineer. Should the geotechnical data submitted to the CITY not be sufficient to satisfy the City Engineer, the DEVELOPER shall grant the CITY with a right of entry to obtain the required data. Costs associated with obtaining the required data shall be at the DEVELOPER's sole expense.
2. DEVELOPER shall install and/or improve the roadways per the approved plans.
3. The asphaltic binder course shall not be installed after September 1st, without prior approval of the City Engineer.
4. At the direction of the City Engineer, DEVELOPER shall adjust all affected utilities prior to installing the final asphalt surface course at DEVELOPER's sole expense.
5. Prior to final asphaltic surface course construction, all repairs and restoration of damaged, broken or otherwise deficient asphaltic concrete base course, curb and gutter sections, side path (if applicable), water system, sanitary system, and storm drainage system shall be completed at DEVELOPER's sole expense.
6. The final asphaltic surface course shall not be installed after October 1st, and shall be installed in the same calendar year as the binder course.
7. Material storage or stockpiling shall not be allowed on road surface after final surface course is installed.
8. DEVELOPER shall be responsible for any damage to the road system until final acceptance.

C. INSPECTION

1. Oversight of all construction and maintenance shall be performed under the direction of the DCD, at the DEVELOPER's sole expense. All of DEVELOPER's construction and maintenance activities as provided for hereunder shall be performed in accordance with the standards set forth in CITY's Development Handbook.

D. STREET SIGNS

1. Street Names shall be in conformance with the CITY's policies.
2. Street signs shall be installed by the DEVELOPER prior to placement of the binder course or the streets being opened to the public.

E. STREET LIGHTING

1. DEVELOPER shall pay for the cost of street lighting, as set forth in the approved plan.

F. RELOCATION OF PRIVATE UTILITIES

1. To the extent the CITY incurs any expense for private utilities to move their

private infrastructure in the public right-of-way necessitated by the DEVELOPMENT, the DEVELOPER shall be responsible for those costs.

VIII. SURETY INSTRUMENTS

A. Prior to signing of this AGREEMENT by the CITY, DEVELOPER shall deposit with the CITY a surety instrument in accordance with §235-22 of the Municipal Code in the amount of 120% of the estimated cost of all the PUBLIC IMPROVEMENTS as approved by the CITY in a form approved by the City Attorney.

1. Public Site Grading
2. Public Road System
3. Public Storm Drainage System
4. Other Special Conditions

B. FORFEITURE OF SURETY

1. Preliminary Acceptance Reduction
 - a. The surety may be reduced to 10%, by the itemized amount of each of the Utilities (Storm Drainage System), as the PUBLIC IMPROVEMENTS receive preliminary acceptance by the CITY.
 - b. The surety for the Public Road System portion of the PUBLIC IMPROVEMENTS may be reduced to 10% of the construction costs of the Public Road System after the CITY issues preliminary acceptance.
2. Return of Surety
 - a. 12-months after preliminary acceptance, the CITY will conduct a final inspection. The DEVELOPER shall make all necessary repairs. After repairs are made and approved, the CITY will issue final acceptance and return the surety to the DEVELOPER'S financial institution.
3. Substantial Completion Reduction (Subdivisions)
 - a. Per Wisconsin §236.13 Substantial Completion is "the installation of the asphalt or concrete binder course on roads to be dedicated or, if the required public improvements do not include a road to be dedicated, at the time that 90 percent of the public improvements by cost are completed"
 - b. Upon substantial completion, the surety for the PUBLIC IMPROVEMENTS shall be reduced to "an amount equal to the total cost to complete any uncompleted public improvements plus 10% of the total cost of the completed public improvements". This shall serve as a maintenance surety to guarantee workmanship and materials of construction of the Public Road System for a period of 14-months after substantial completion.
 - c. Substantial Completion shall not be considered preliminary acceptance.
4. Return of Surety (Subdivisions).
 - a. 12-months after substantial completion, the CITY will conduct an inspection. The DEVELOPER shall make all necessary repairs. After repairs are made and approved, the CITY will return the surety to the DEVELOPER'S financial institution.

b. Return of Surety shall not be considered final acceptance.

C. CASH PAYMENTS FOR:

1. Reasonable administrative fees including but not limited to engineering, inspection, and legal fees incurred to date of approval as billed by an itemized statement and to be paid within fourteen (14) days of receipt of invoice.
2. Street signs.
3. Street light installation cost at entrances to the DEVELOPMENT, if necessary.

D. PUBLIC SITES AND OPEN SPACES

1. In order to conform to the provisions of Section 235-34 C (3) of the Municipal Code, DEVELOPER agrees to pay Public Site and Open Space Fees, required prior to the CITY signing the Final Plat. These fees are in addition to any connection fees required by the CITY prior to individual building permits being granted.

E. MISCELLANEOUS

1. DEVELOPER shall be responsible for providing documents to the prospective buyers outlining the responsibilities of any Homeowner's Association, and any and all associated costs, at the time of closing on the individual units within the DEVELOPMENT.
2. DEVELOPER shall be responsible for any other items, as reasonably required in writing by the CITY, necessary to accomplish the intent of this AGREEMENT.

IX. DEED RESTRICTIONS

- A. This AGREEMENT shall be recorded in the office of the Registrar of Deeds of Waukesha County, Wisconsin by the DEVELOPER at the expense of the DEVELOPER and the use and occupancy of all lots therein shall be subject to the terms and provisions of this AGREEMENT. A copy shall be provided to the CITY.
- B. Any other restrictions desired by the DEVELOPER, but not required by the CITY may be recorded at the DEVELOPER's option. The CITY will not be responsible for the enforcement of those restrictions.
- C. No private sewage systems shall be located within the existing treeline adjacent to the DEVELOPMENT's exterior boundary line as depicted on the Master Grading Plan, unless approved by the City Engineer or his/her Designee. Private sewage systems, when not situated on the lot being serviced or adjacent to the lot being serviced, constructed in wooded areas of the open space outlots, shall maintain a minimum setback of 15 feet from any lot line.

X. ACCEPTANCE OF PUBLIC IMPROVEMENTS

- A. All PUBLIC IMPROVEMENTS required by the CITY within the DEVELOPMENT are the DEVELOPER's sole responsibility.
- B. The DEVELOPER shall take all necessary action so as to have all PUBLIC IMPROVEMENTS of the DEVELOPMENT specified in the AGREEMENT installed and approved within two years following the date of commencing construction for each of

the PUBLIC IMPROVEMENTS.

- C. After completing the required PUBLIC IMPROVEMENTS, the DEVELOPER shall provide a complete Itemized accounting of expenditures to the CITY by providing an invoice or other supporting documentation from the DEVELOPER stating what was donated and the associated cost of the donated asset to ensure an accurate reporting of contributed capital assets
- D. PUBLIC IMPROVEMENTS shall be accepted by the CITY when the DEVELOPER has met and satisfied each of the terms and conditions of this AGREEMENT, permits, applicable ordinances of the CITY, and the requirements of the CITY's Development Handbook.
- E. Preliminary Acceptance:
 - 1. When all systems (Utility and Road) have been installed per the CITY's Development Handbook and to finish grade and tested and all punch list items have been corrected and all requirements have been satisfied by the DEVELOPER and approved by the CITY.
 - 2. Required Documentation: The following list shall not be considered all-inclusive, but rather a guide to what is typically required.
 - a. As-builts for Stormwater Best Management Practices
 - b. As-built for Road Centerline
 - c. Itemized as-built construction cost list for Public Infrastructure
 - d. Easement Documents recorded
 - e. All Inspection invoices are paid to date
- F. Final Acceptance:
 - 1. 12-months after preliminary acceptance, the CITY will conduct an inspection of the systems and prepare a punch list of items that need correction.
 - 2. Final Acceptance will be granted after all punch list items have been corrected by the DEVELOPER and approved by the CITY, and paragraph D above has been satisfied.
 - 3. Required Documentation: The following list shall not be considered all-inclusive, but rather a guide to what is typically required.
 - a. Erosion Control Removed
 - b. As-builts for Utilities
 - c. All Inspection invoices are paid
 - d. Lien waivers submitted

XI. GENERAL CONDITIONS

- A. DEVELOPER further agrees to abide by such further orders or directions as may be reasonably given by the CITY and/or its Boards and Commissions, as may be necessary to implement and carry out the terms and intent of this AGREEMENT, provided such further orders or directions are usually and customarily required of like developments similarly stated.

- B. It is expressly understood and agreed that the terms of this AGREEMENT are covenants running with the land and binding on DEVELOPER and CITY. The terms of the AGREEMENT regarding insurance, warranty and surety obligations shall survive the expiration of this AGREEMENT.
- C. The signatory DEVELOPER shall not dissolve its Corporation, LLC, or other business group designation, without written notification to the CITY, more specifically the CITY Engineer, a minimum of 60 days prior to the dissolution. The written notification shall include a plan for meeting the requirements of the AGREEMENT and the identity and contact information for the person(s)/entity that will be the subsequent responsible party.
- D. DEVELOPER shall be responsible for the repair to existing roadways and infrastructure for damage caused as a result of its construction activities.
- E. DEVELOPER is required to have the public utilities (sanitary system, water system, & storm drainage system) located and marked in the field until the final as-built drawings for the utilities are approved by the CITY. As a courtesy, the New Berlin Utility Department will forward by FAX any locates requests that are received for the DEVELOPMENT. DEVELOPER shall provide the New Berlin Utility Department with a regular business hours phone number, FAX number, and an after business hours phone or pager number, so Emergency Locate requests can be forwarded, as necessary.
- F. DEVELOPER and subsequent owners of lots shall promptly remove all construction debris including, but not limited to, paper, plastic, insulation, packaging, etc. and will take adequate measures to keep all debris on the lot site to prevent littering adjoining properties.
- G. Streets shall be swept daily as needed to remove silt, stone, ground or other materials which have been tracked or eroded onto the streets. The DCD may periodically inspect the streets for debris and determine if street sweeping is required. Reasonable efforts will be made to contact the responsible party to get the impacted streets swept. Should street sweeping not be completed in a timely manner to the DCD's reasonable satisfaction, the CITY shall have the authority to complete said work and charge all reasonable costs for the street sweeping to the responsible party. In the event that said costs are not promptly paid, the CITY may assess those charges against the property within this DEVELOPMENT as a special charge for current services pursuant to Wis Stat Sec. 66.0627.
- H. DEVELOPER agrees, to the fullest extent permitted by law, to indemnify and hold the CITY harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by the DEVELOPER's negligent or intentional acts, errors or omissions in the performance of its obligations under this AGREEMENT and those of its contractors/subcontractors or anyone for whom the DEVELOPER is legally liable. Neither party will be responsible to the other for consequential damages including, but not limited to, loss of profit, loss of investment or business interruption.
- I. DEVELOPER or its successor or assignee shall be responsible for maintenance of rights-of-way up to the edge of the roadways adjoining the DEVELOPMENT to include grass cutting and any litter removal consistent with the landscaping of the DEVELOPMENT. Failure to maintain this area shall subject the DEVELOPMENT to charges by the CITY.

- J. Setbacks, height restrictions, and locations of all structures shall be as regulated by the zoning ordinances of the CITY.
- K. All conditions of approval for the DEVELOPMENT by the [Plan Commission](#) and/or Common Council shall be followed.
- L. Except for the specific responsibilities and obligations retained by the DEVELOPMENT hereunder, CITY shall provide to the DEVELOPMENT and its occupants the same governmental services, as are generally provided to other residents, residences, and citizens of the CITY.
- M. Neither the CITY's own inspection nor the CITY's acceptance of DEVELOPER's dedication to the CITY shall be deemed a waiver of the DEVELOPER's obligation to construct the Water, Sanitary, Storm Drainage, and Road Systems according to the CITY's Development Handbook.

XII. SPECIAL CONDITIONS

- A. Fire or emergency protection services are available to the DEVELOPMENT.
- B. Snow and ice removal from private roadways, drives or parking lots shall not be placed in public roadways or rights-of-way.
- C. DEVELOPER shall be responsible for submitting a Stormwater Management Practice Maintenance Agreement in accordance with the requirements of the CITY Zoning Code. DEVELOPER shall also be responsible for recording the document, in a form that is acceptable to the CITY, at the Waukesha County Register of Deeds so that the Agreement is binding upon all subsequent owners of lands within the DEVELOPMENT.
- D. The Stormwater Management BMP's are to be maintained per the approved Stormwater Management Practice Maintenance Agreement referred to above.
- E. The DEVELOPER shall provide an open space maintenance plan satisfactory to the CITY as required under the Municipal Code Chapter 235-41. The DEVELOPER and ultimately the Condo/Homeowners Association shall be responsible for implementing said plan and maintaining said areas according to that plan. The DEVELOPER shall landscape and provide access to the open space as may be required by and in accordance with applicable CITY ordinance(s).
- F. DEVELOPER shall permanently mark the location of the corners of the private owner waste treatment system sites located in the open space.
- G. DEVELOPER shall permanently mark the location of the private owner water treatment system pipe located in the Right-of-Way. The DEVELOPER is responsible for any field located requests by public and private utilities for said POWTS pipes in the Right-of-Way.

[signature page(s) follow]

ACKNOWLEDGMENT

IN WITNESS WHEREOF, the said DEVELOPER has caused this AGREEMENT to be signed.

In the presence of:

(DEVELOPER's Name)

(Authorized Signature)

DEVELOPER acknowledges that the person signing this AGREEMENT has the authority of [Ryan's Buying, LLC](#) to do so and that the document has been approved by official action of the DEVELOPER.

(STATE OF WISCONSIN)
(COUNTY OF WAUKESHA) SS.
(CITY OF _____)

Personally came before me this ___ day of _____, 20__, the above named [Ryan Janssen](#) to me known to be the person who executed the foregoing instrument.

Notary Public Waukesha County Wisconsin
My commission expires:

Approved as to form:

City Attorney

Accepted pursuant to the Authority of the Common Council:

CITY OF NEW BERLIN

Mayor

City Clerk

Drafted by: _____

CERTIFICATION

I, Rubina Medina , duly appointed as City Clerk for the City of New Berlin, do hereby certify that the attached plans and maps are true and correct copy of the original and if they are not legible or readable, a copy of the original is available at the City of New Berlin Engineering Department.

Document: _____

File Number: _____

Date: _____

Name: Rubina Medina

Signature: _____

Title: City Clerk

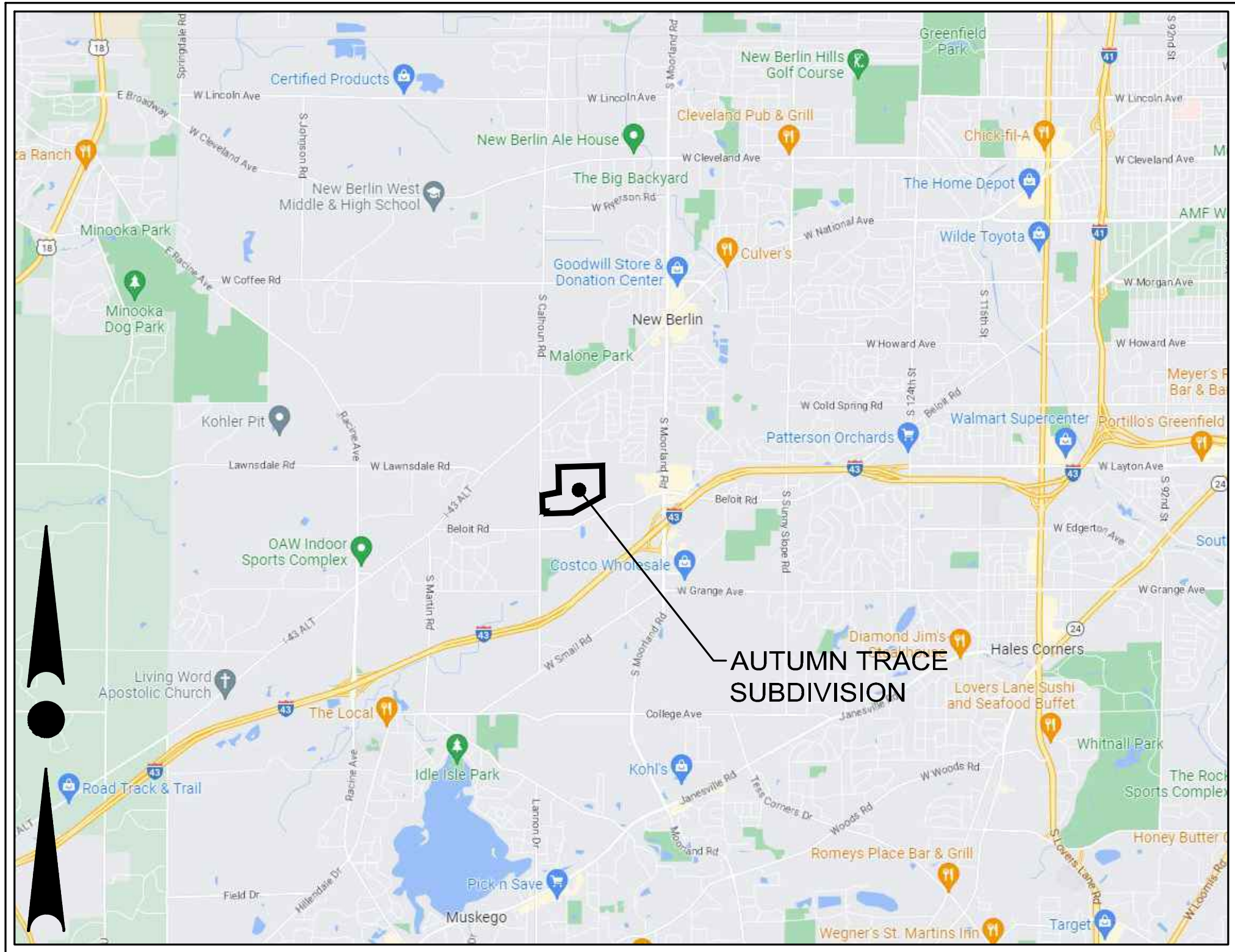
EXHIBIT A
LEGAL DESCRIPTION

EXHIBIT B
DESCRIPTION OF PUBLIC IMPROVEMENTS

X:\2022\22-063-1124 AUTUMN TRACE (CALHOUN RD 21 LOT) NEW BERLIN\DRAWINGS\CONSTRUCTION PLANS\AUTUMN TRACE_COVER&DETAILS_22X34.DWG

GENERAL NOTES

- THE LATEST EDITIONS OF THE FOLLOWING DOCUMENTS AND ANY SUPPLEMENTS THERETO, SHALL GOVERN ALL CONSTRUCTION ITEMS ON THIS PLAN UNLESS OTHERWISE NOTED.
 - STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN, 6TH EDITION (SSSWCW)
 - THE WISCONSIN D.O.T. STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, LATEST EDITION
 - WDNR STORMWATER RUNOFF TECHNICAL STANDARDS.
 - WISDOT PAL APPROVED EROSION CONTROL MEASURES LIST, LATEST EDITION.
 - CITY OF NEW BERLIN TECHNICAL STANDARDS.
- THE CONTRACTOR SHALL TAKE ALL MEASURES NECESSARY TO MINIMIZE EROSION, WATER POLLUTION AND SILTATION CAUSED BY CONSTRUCTION OF THIS PROJECT. EROSION CONTROL MEASURES SHALL BE IN ACCORDANCE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES TECHNICAL STANDARDS.
- EROSION CONTROL PLAN: PRIOR TO BEGINNING WORK, AN APPROVED EROSION CONTROL PLAN WILL BE PROVIDED BY THE ENGINEER. THE CONTRACTOR IS RESPONSIBLE FOR PROPERLY IMPLEMENTING THE APPROVED PLAN.
- THE CONTRACTOR SHALL FIELD VERIFY THE ELEVATIONS OF THE BENCHMARKS PRIOR TO COMMENCING WORK. THE CONTRACTOR SHALL ALSO FIELD VERIFY LOCATION, ELEVATION AND SIZE OF EXISTING UTILITIES, AND VERIFY FLOOR, CURB OR PAVEMENT ELEVATIONS WHERE MATCHING INTO EXISTING WORK. THE CONTRACTOR SHALL FIELD VERIFY HORIZONTAL CONTROL BY REFERENCING SHOWN COORDINATES TO KNOWN PROPERTY LINES. NOTIFY ENGINEER OF DISCREPANCIES IN EITHER VERTICAL OR HORIZONTAL CONTROL PRIOR TO PROCEEDING WITH WORK.
- THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO BEGINNING CONSTRUCTION (CALL DIGGERS HOTLINE AT 800-242-8511). COST OF REPLACEMENT OR REPAIR OF EXISTING UTILITIES DAMAGED AS A RESULT OF THE CONTRACTOR'S OPERATION SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
- EXISTING UTILITY INFORMATION IS SHOWN FROM SURVEY WORK, FIELD OBSERVATIONS, AVAILABLE PUBLIC RECORDS, AND AS-BUILT DRAWINGS. EXACT LOCATIONS AND ELEVATIONS OF UTILITIES SHALL BE DETERMINED PRIOR TO INSTALLING NEW WORK. EXCAVATE TEST PITS AS REQUIRED.
- PROPERTY CORNERS SHALL BE CAREFULLY PROTECTED UNTIL THEY HAVE BEEN REFERENCED BY A PROFESSIONAL LAND SURVEYOR. PROPERTY MONUMENTS DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.
- ENGINEER SHALL BE NOTIFIED 48 HOURS IN ADVANCE OF PERFORMING ANY CONSTRUCTION.
- ALL TRENCHING SHALL BE PERFORMED ACCORDING TO OSHA STANDARDS.
- ALL ITEMS SHALL INCLUDE ALL THE NECESSARY MATERIALS AND LABOR TO COMPLETE THE ITEM IN PLACE.
- THE CONTRACTOR SHALL CLEAN ALL ADJACENT STREETS OF ANY SEDIMENT OR DEBRIS BY SWEEPING BEFORE THE END OF THE WORKING DAY OR AS REQUIRED BY THE CITY OF NEW BERLIN.
- THE CONTRACTOR MUST AND IS REQUIRED TO NOTIFY THE CITY OF NEW BERLIN SEWER AND WATER UTILITY A MINIMUM OF 48 HOURS IN ADVANCE OF WATER MAIN FILLING, WATER MAIN FLUSHING, WATER MAIN TESTING AND WATER MAIN CONNECTIONS. NO CONNECTION SHALL BE MADE TO THE EXISTING WATER SYSTEM UNTIL SAFE SAMPLES FROM THE NEW MAIN HAVE BEEN OBTAINED.



LOCATION MAP
NOT TO SCALE

AUTUMN TRACE RESIDENTIAL DEVELOPMENT PRELIMINARY SITE DEVELOPMENT PLANS CITY OF NEW BERLIN, WISCONSIN



SITE PLAN
SCALE: 1" = 300'

OWNER:
JANSSEN - BRUCKNER
PO BOX 277
EAGLE, WI 53119
CONTACT: RYAN JANSSEN

ENGINEER:
TRIO ENGINEERING, LLC
4100 N CALHOUN ROAD, SUITE 300
BROOKFIELD, WI 53005
CONTACT: MR. JOSHUA PUDELKO, P.E., M.S.
PHONE: 262-790-1480
FAX: 262-790-1481
EMAIL: jpudelko@trioeng.com

SURVEYOR:
LANDTECH SURVEYING
111 W. 2ND ST.
OCONOMOWOC, WI 53066
PHONE: (262) 367-7599

SHEET INDEX

CIVIL	
T1	- COVER SHEET
C1.0	- EXISTING SITE PLAN
C1.1	- OVERALL DEVELOPMENT PLAN
C1.2-1.3	- SITE PLANS
C2.0-2.2A	- MASTER/INTERIM GRADING PLANS
C2.3-2.5	- POND DETAILS
C3.0	- EROSION CONTROL PLAN
C4.0-4.2	- ROADWAY PLANS
C5.0	- OVERALL SITE UTILITY PLAN
C5.1-5.2	- SEPTIC AND STORM PLANS
C6.0	- CONSTRUCTION DETAILS



4100 N. CALHOUN RD., SUITE 300
BROOKFIELD, WI 53005
PHONE: (262) 790-1480
FAX: (262) 790-1481
EMAIL: jpudelko@trioeng.com

PROJECT:
AUTUMN TRACE SUBDIVISION
CITY OF NEW BERLIN, WI

BY: JANSSEN - BRUCKNER
PO BOX 277
EAGLE, WI 53119

REVISION HISTORY

DATE	DESCRIPTION
02/24/23	PRELIM SUBMITTAL
03/30/23	PER CITY COMMENTS
06/17/23	CIVIL PLANS

DATE:

MAY 17, 2023

JOB NUMBER:

22-063-1124

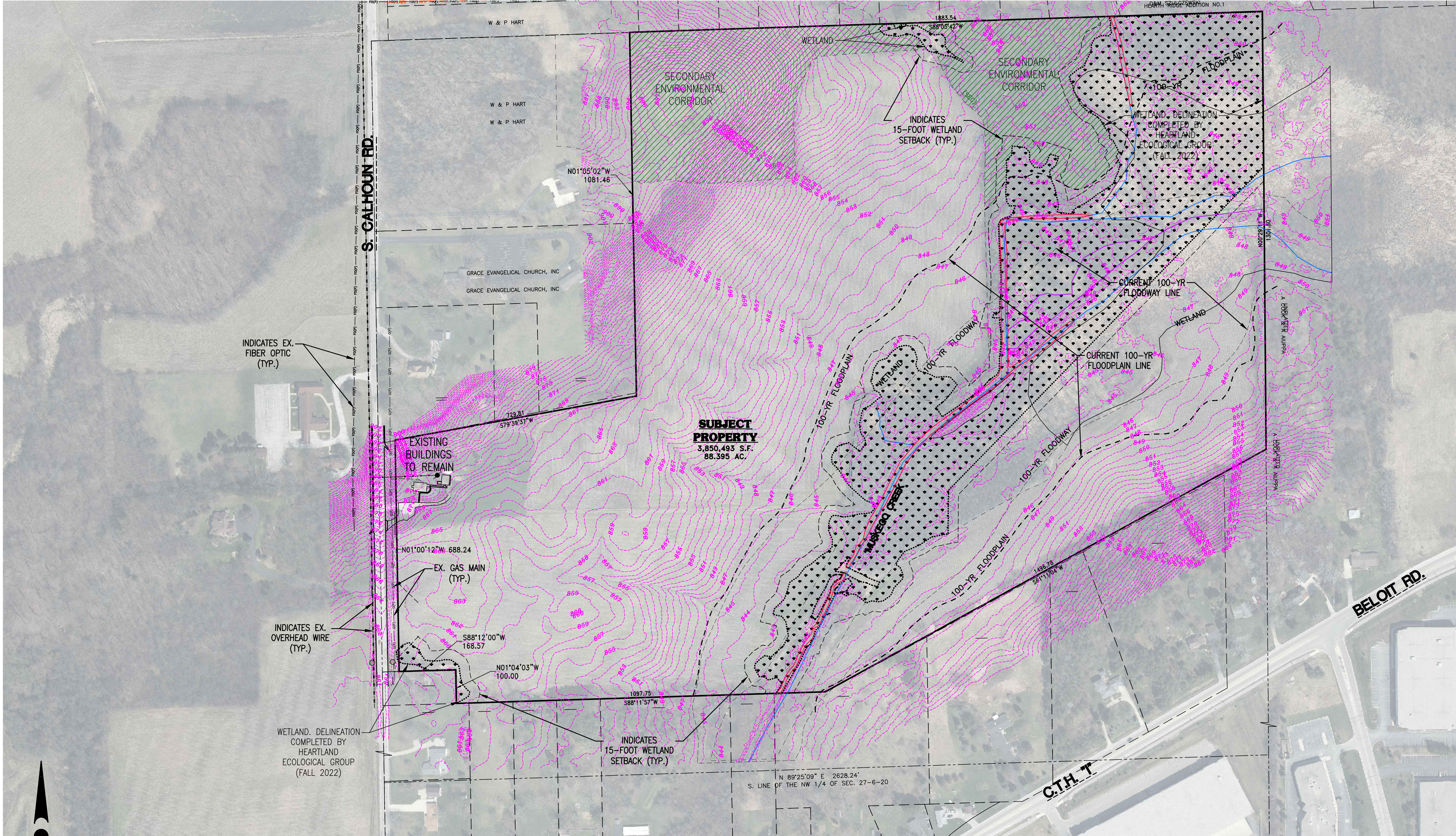
DESCRIPTION:

COVER
SHEET

SHEET

T1

X:\2022\22-063-1124 AUTUMN TRACE (CALHOUN RD 21 LOT) NEW BERLIN\DRAWINGS\CONSTRUCTION PLANS\AUTUMN TRACE_SITE PLANS_22X34.DWG



0 75 150 300
SCALE: 1" = 150' (22"x34")
SCALE: 1" = 300' (11"x17")



CONTRACTOR IS REQUIRED TO CONTACT DIGGERS HOTLINE TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND UTILITIES PRIOR TO COMMENCING THE WORK. WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.
CALL DIGGERS HOTLINE 1-800-242-8511

NOTE:
EXISTING UNDERGROUND UTILITY INFORMATION WAS OBTAINED FROM AVAILABLE RECORDS. THE ENGINEER MAKES NO GUARANTEE AS TO THE ACCURACY OF THIS INFORMATION. VERIFICATION TO THE SATISFACTION OF THE CONTRACTOR OF ALL UNDERGROUND UTILITIES, WHETHER OR NOT SHOWN ON THE PLANS, SHALL BE ASSUMED AS A CONDITION OF THE CONTRACT. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES BETWEEN LOCATION OF UTILITIES IN THE FIELD AND LOCATIONS SHOWN ON THE PLANS.



4100 N. CALHOUN RD., SUITE 300
BROOKFIELD, WI 53005
PHONE: (262) 790-1480
FAX: (262) 790-1481
EMAIL: jpudelski@trioeng.com

PROJECT:
AUTUMN TRACE SUBDIVISION
CITY OF NEW BERLIN, WI
BY: JANSSEN - BRUCKNER
PO BOX 277
EAGLE, WI 53119

REVISION HISTORY

DATE	DESCRIPTION
02/24/23	PRELIM SUBMITTAL
03/30/23	PER CITY COMMENTS
06/17/23	CIVIL PLANS

DATE:
MAY 17, 2023

JOB NUMBER:
22-063-1124

DESCRIPTION:
EXISTING SITE
AND DEMOLITION
PLAN

SHEET

C1.0

ADJUSTED TRACT ACREAGE

DESCRIPTION	Total Area	Adjustment Factor	Adjusted Total Area Deduction	ADJUSTED TRACT ACREAGE
	(acres)	(deduction)	(acres)	(acres)
CALHOUN RD.	88.40			
- Wetlands (outside Floodway)	8.77	-0.95	-8.33	
- Floodway	21.78	-1.00	-21.78	
- Floodplain	5.97	-0.50	-2.99	
- Steep Slopes (>20%)	0.12	-0.80	-0.10	
- Moderately Steep Slopes (15%-20%)	0.68	-0.60	-0.41	
TOTAL ADJUSTED TRACT ACREAGE				54.79
Required conservation area (75% of adjusted)				41.10
LOT COUNT BASED ON ADJUSTED TRACT ACREAGE				11

Per 275-33-D (12)(a) The subdivision must include at least 75% of the adjusted tract acreage as conservation area.

Conservation area shall not be used for residential lots, except 70% of the area may be 10 acre or larger "conservation lots".

DENSITY CALCULATION

Description	Total Area (acres)	Allowable Lots	Notes
TOTAL AREA "4908 S CALHOUN RD"	88.395	17.68	Total area excludes the Calhoun Road right-of-way
LARGE TRACT DENSITY BONUS (88.395 acres - 50 acres)	38.395	3.84	Large Tract density bonus applies to tracts >50 acres in size, calculated as 1 additional lot for every 10 acres of total tract acreage above 50 acres in the R-1/R-2 District. The 27.8 acres of Wetlands on the site are given to be part of the first 50 acr
TOTAL CONSERVATION SUBDIVISION APPLICATION	88.395	21.52	Maximum # of possible lots in the conservation subdivision.

PROPOSED ZONING

R1/R2 ZONING REQUIREMENTS per Table 275-33-2						
Conservation Subdivision	Lot Area*	Lot Width**	Lot Depth	Front & Rear	Side	Wetland
	(s.f.)	(ft)	(ft)	(ft)	(ft)	(ft)
R-1/R-2	20,000 or 32,670	110 or 130	None	40	15	30

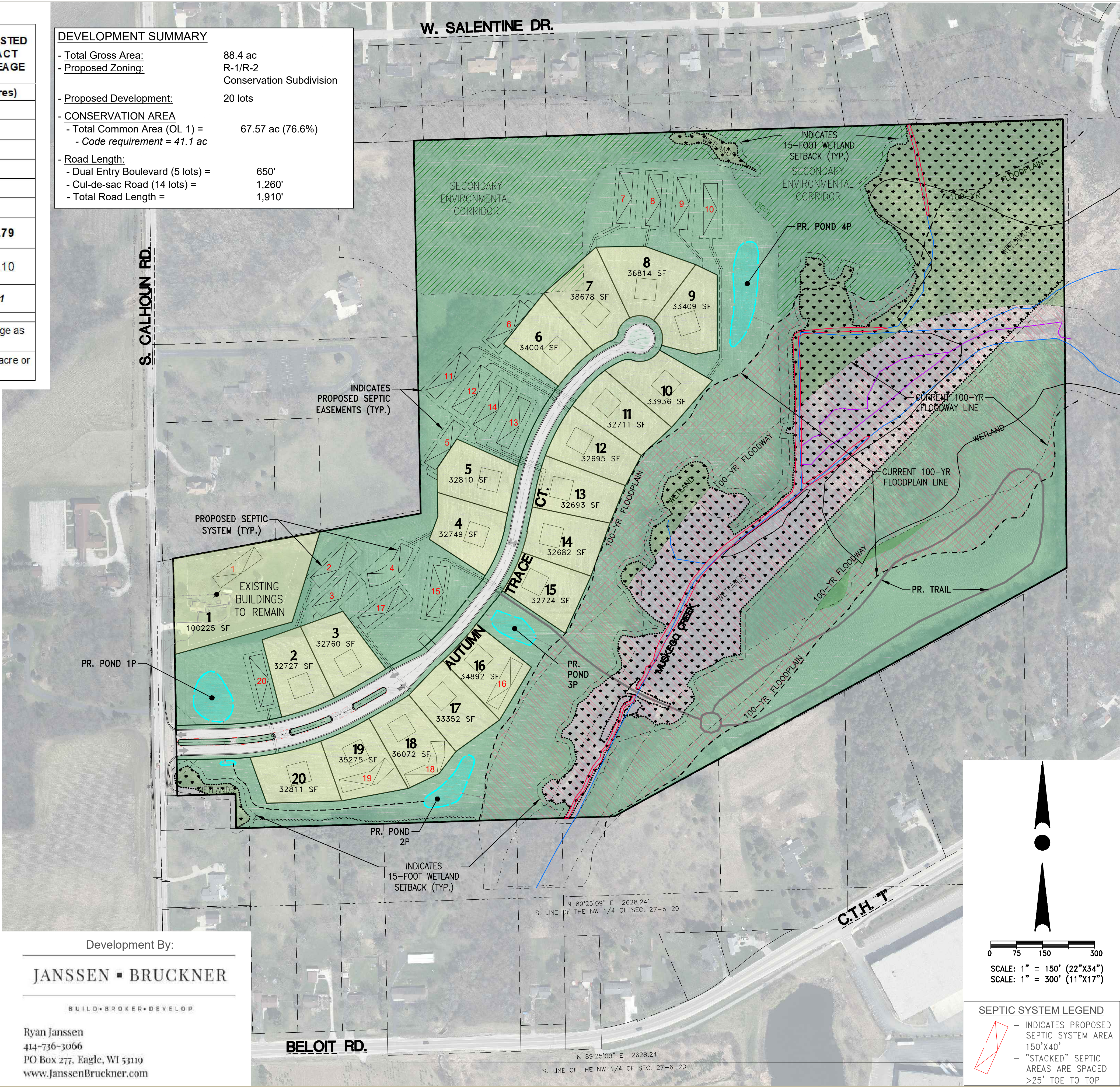
* Minimum Lot Area may be 20,000 s.f. when septic system is located entirely off-lot; Minimum Lot Area when septic system is located on-lot is 32,670 s.f.

** Minimum lot width of 110' applies to homes with front loaded garages; Minimum Lot Width of 130' applies to homes with side loaded garages.

ADDITIONAL DESIGN STANDARDS per 275-33						
Conservation Area Buffer: Existing Road = 100'; Exterior Boundary = 50'						
Conservation Area:						
- Includes Secondary Environmental Corridor, Floodplain and Wetland						
- No less than 30% of adjusted tract acreage shall be for common use						
- May be located on lots that are 10 acres or larger.						

DEVELOPMENT SUMMARY

- Total Gross Area: 88.4 ac
- Proposed Zoning: R-1/R-2 Conservation Subdivision
- Proposed Development: 20 lots
- CONSERVATION AREA
 - Total Common Area (OL 1) = 67.57 ac (76.6%)
 - Code requirement = 41.1 ac
- Road Length:
 - Dual Entry Boulevard (5 lots) = 650'
 - Cul-de-sac Road (14 lots) = 1,260'
 - Total Road Length = 1,910'



PROJECT:
AUTUMN TRACE SUBDIVISION
CITY OF NEW BERLIN, WI
BY: JANSSEN - BRUCKNER
PO BOX 277
EAGLE, WI 53119

REVISION HISTORY	
DATE	DESCRIPTION
02/24/23	PREL. SUBMITTAL
09/30/23	PER CITY COMMENTS
06/17/23	CIVIL PLANS

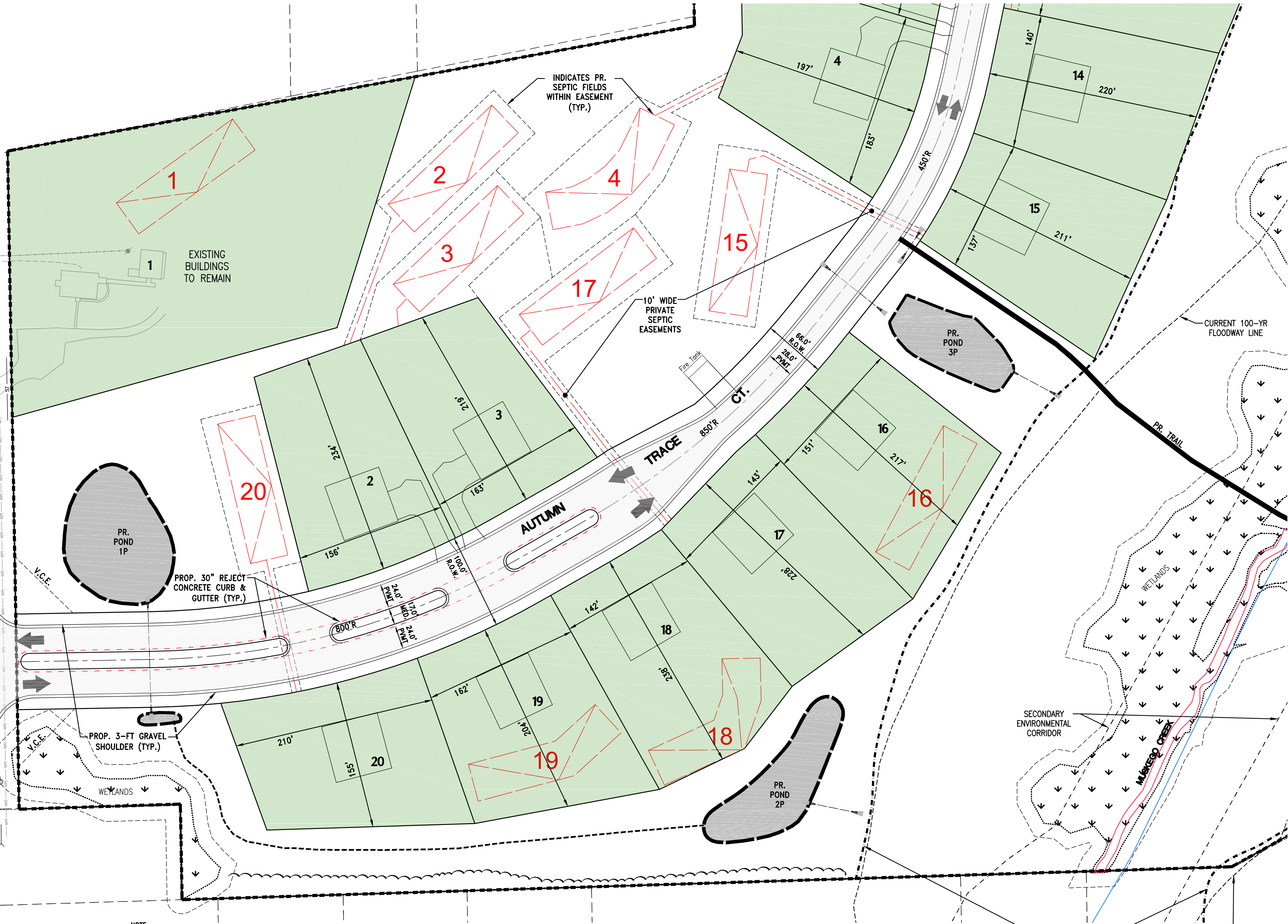
DATE:
MAY 17, 2023

JOB NUMBER:
22-063-1124

DESCRIPTION:
OVERALL DEVELOPMENT PLAN

SHEET
C1.1

X:\21222\22-116-1\24 AUTUMN TRACE - CALHOUN RD. 2 - NEW BERLIN DRAWING CONSTRUCTION PLANS\AUTUMN TRACE - PLANS - 22X34.DWG



PROJECT:
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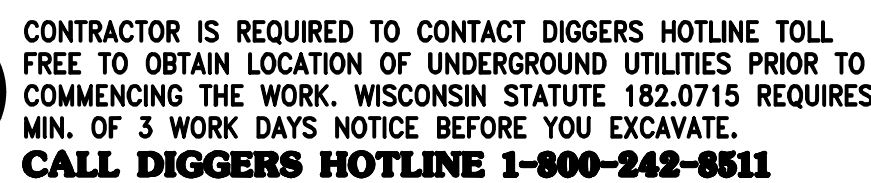
DATE:
MAY 17, 2023

JOB NUMBER:
22-063-1124

DESCRIPTION:

**PROPOSED
SITE PLAN**

SHEET
C1.2



NOTE:
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06/17/23	CIVIL PLANS

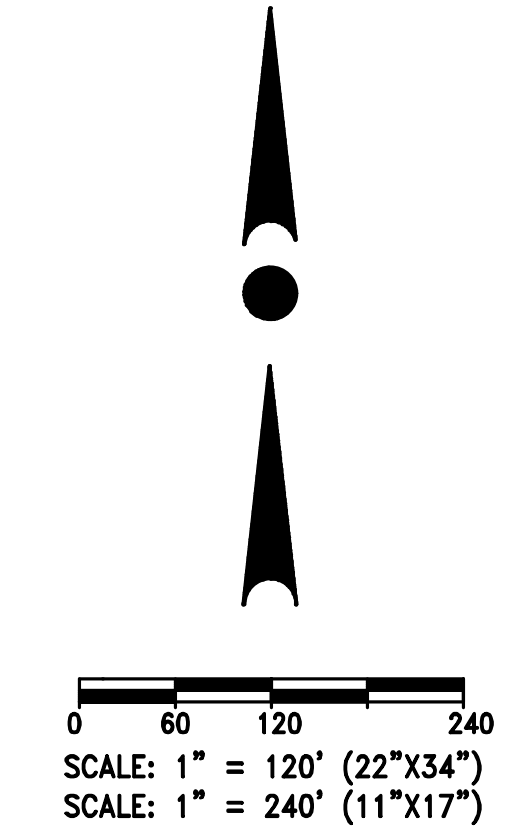
C1.3

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WATER SUPPLY WELL NOTE:
EACH LOT TO BE SERVED BY OWN PRIVATE WATER
SUPPLY WELL. WATER WELL LOCATION AND
INSTALLATION SHALL CONFORM TO WDNR NR812.

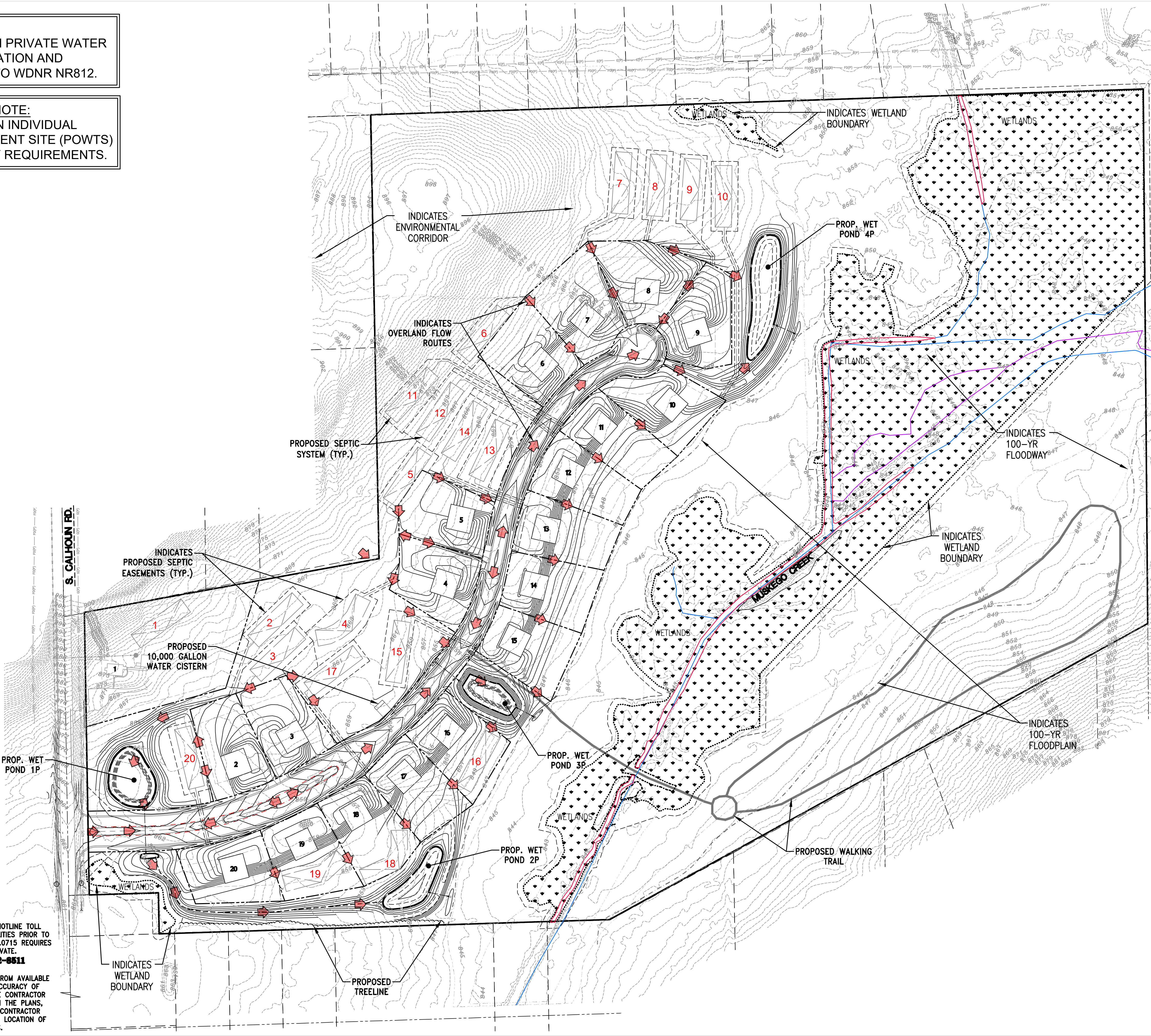
PRIVATE SANITARY TREATMENT NOTE:
EACH LOT IS TO BE SERVED BY AN INDIVIDUAL
PRIVATE ON-SITE WASTE TREATMENT SITE (POWTS)
THAT MEETS WAUKESHA COUNTY REQUIREMENTS.

X:\2022\22-063-1124 AUTUMN TRACE (CALHOUN RD 21 LOT) NEW BERLIN\DRAWINGS\CONSTRUCTION PLANS\AUTUMN TRACE_GRADING&EC_22X34.DWG



CONTRACTOR IS REQUIRED TO CONTACT DIGGERS HOTLINE TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND UTILITIES PRIOR TO COMMENCING THE WORK. WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.
CALL DIGGERS HOTLINE 1-800-242-8511

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FAX: (262) 790-1481
EMAIL: jpudelski@trioeng.com

PROJECT:
AUTUMN TRACE SUBDIVISION
CITY OF NEW BERLIN, WI
BY: JANSSEN - BRUCKNER
PO BOX 277
EAGLE, WI 53119

REVISION HISTORY	
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06/17/23	CIVIL PLANS

DATE:
MAY 17, 2023

JOB NUMBER:
22-063-1124

DESCRIPTION:
OVERALL MASTER
GRADING &
DRAINAGE PLAN

SHEET
C2.0

PROJECT:
AUTUMN TRACE SUBDIVISION

CITY OF NEW BERLIN, WI

BY: JANSSEN - BRUCKNER

**PO BOX 277
EAGLE, WI 53119**

REVISION HISTORY

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05/17/23	CIVIL PLANS

DATE:

MAY 17, 2023

JOB NUMBER:

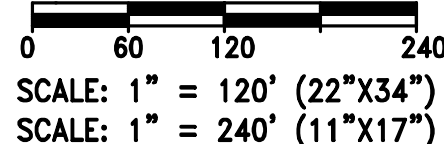
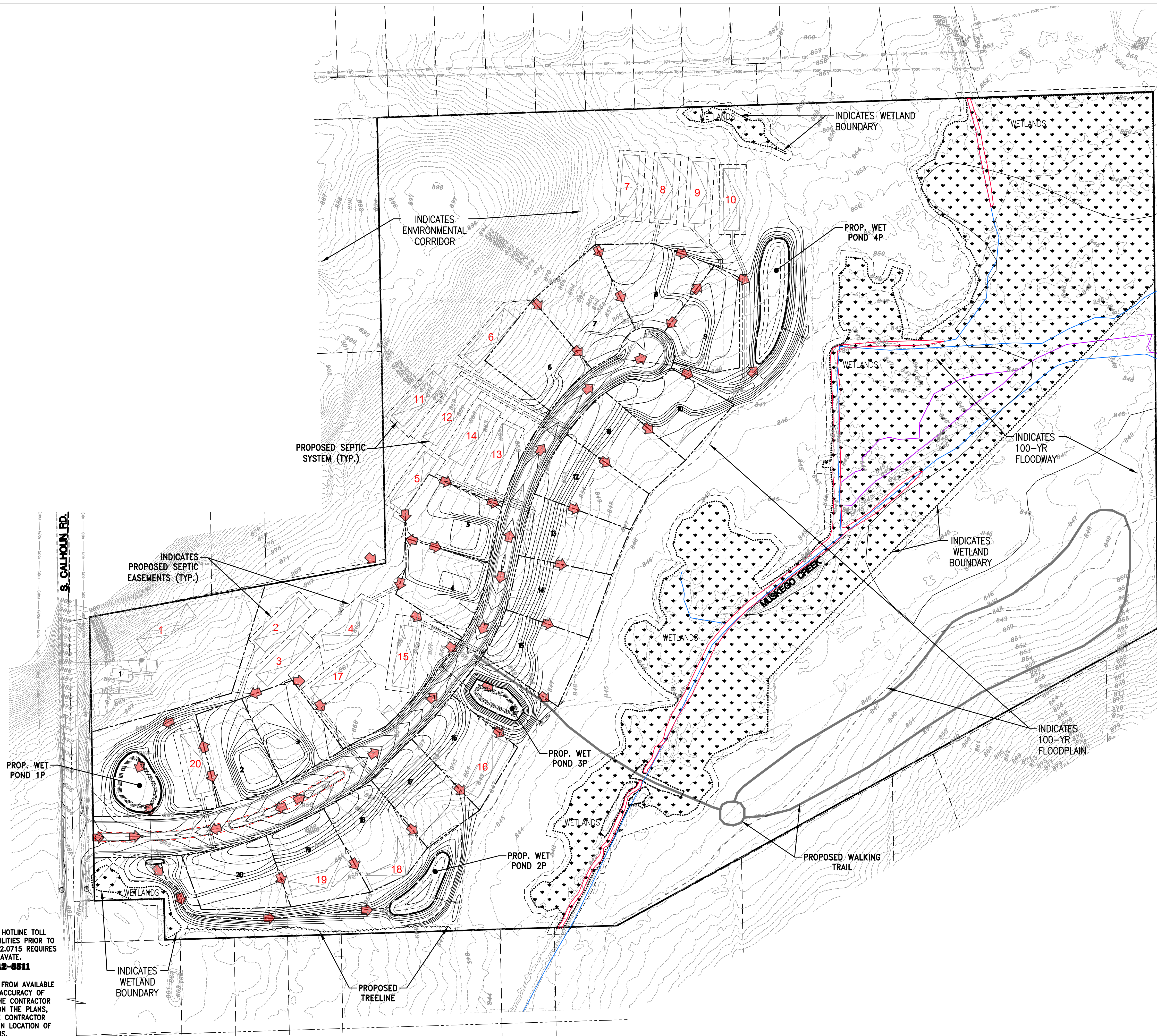
22-063-1124

DESCRIPTION:

OVERALL INTERIM GRADING & DRAINAGE PLAN

SHEET

C2.0A



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PROJECT:
AUTUMN TRACE SUBDIVISION

CITY OF NEW BERLIN, WI

BY: JANSSEN - BRUCKNER

PO BOX 277
EAGLE WI 53410

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EAGLE WI 53410

REVISION HISTORY

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03/30/23	PER CITY COMMENTS
05/17/23	CIVIL PLANS

DATE:

MAY 17, 2023

JOB NUMBER:

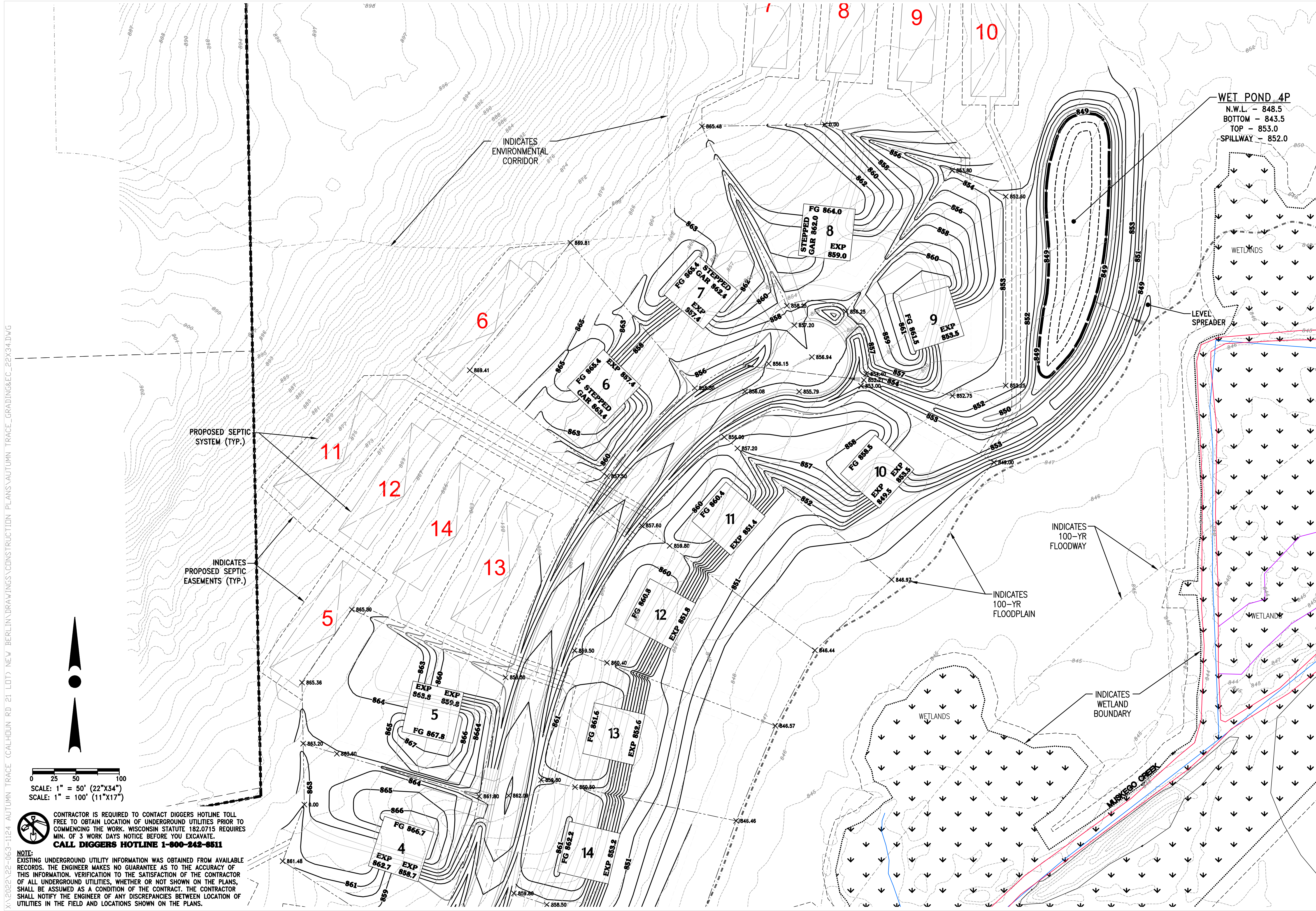
22-063-1124

DESCRIPTION:

MASTER GRADING & DRAINAGE PLAN - NORTH

SHEET

C2.1





PROJECT:
AUTUMN TRACE SUBDIVISION

PROJECT:
AUTUMN TRAILS
CITY OF NEW BERLIN, WI
BY: JANSSEN - BRUCKNER
PO BOX 277
EAGLE, WI 53119

REVISION HISTORY

DATE	DESCRIPTION
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DATE:

MAY 17, 2023

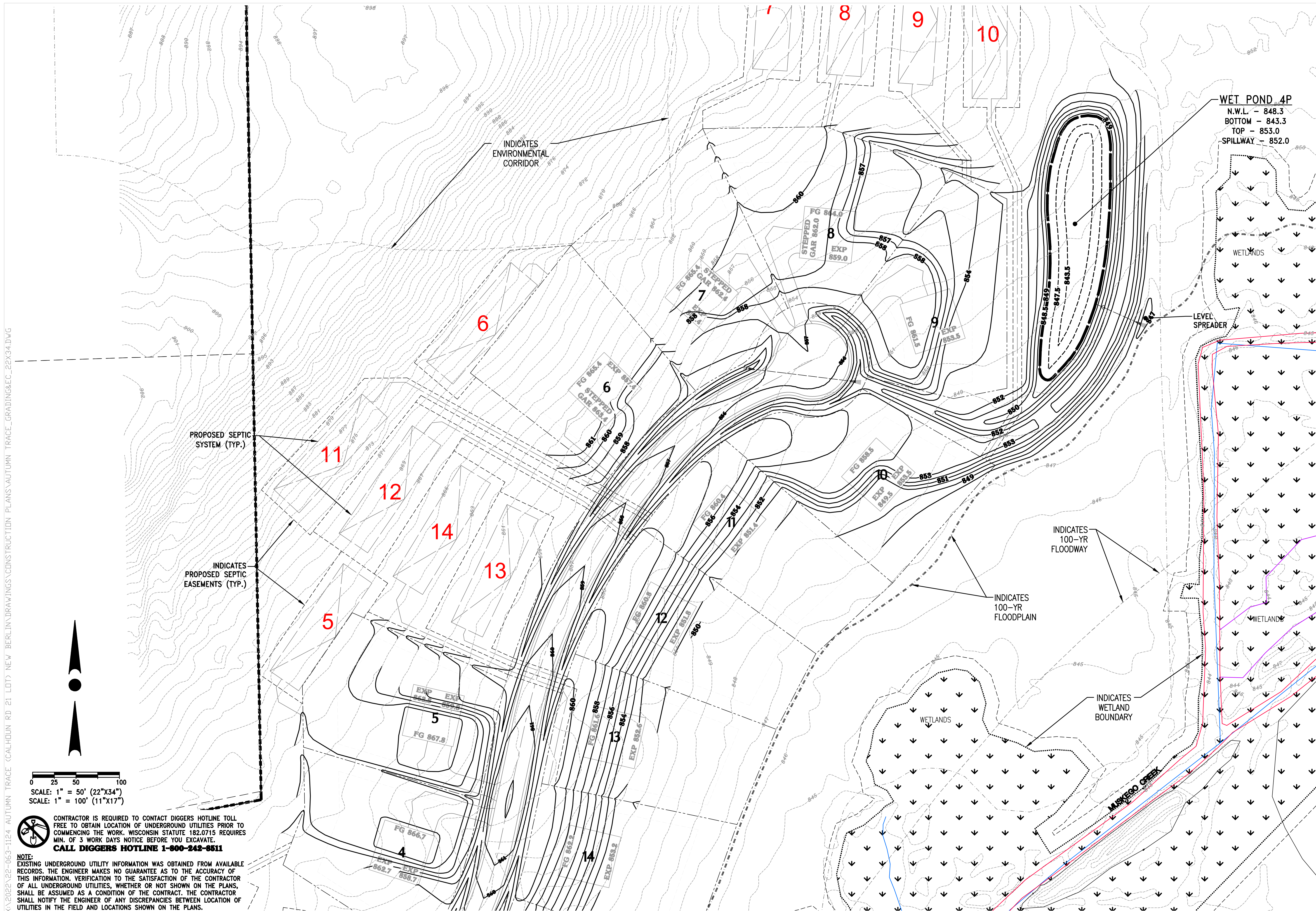
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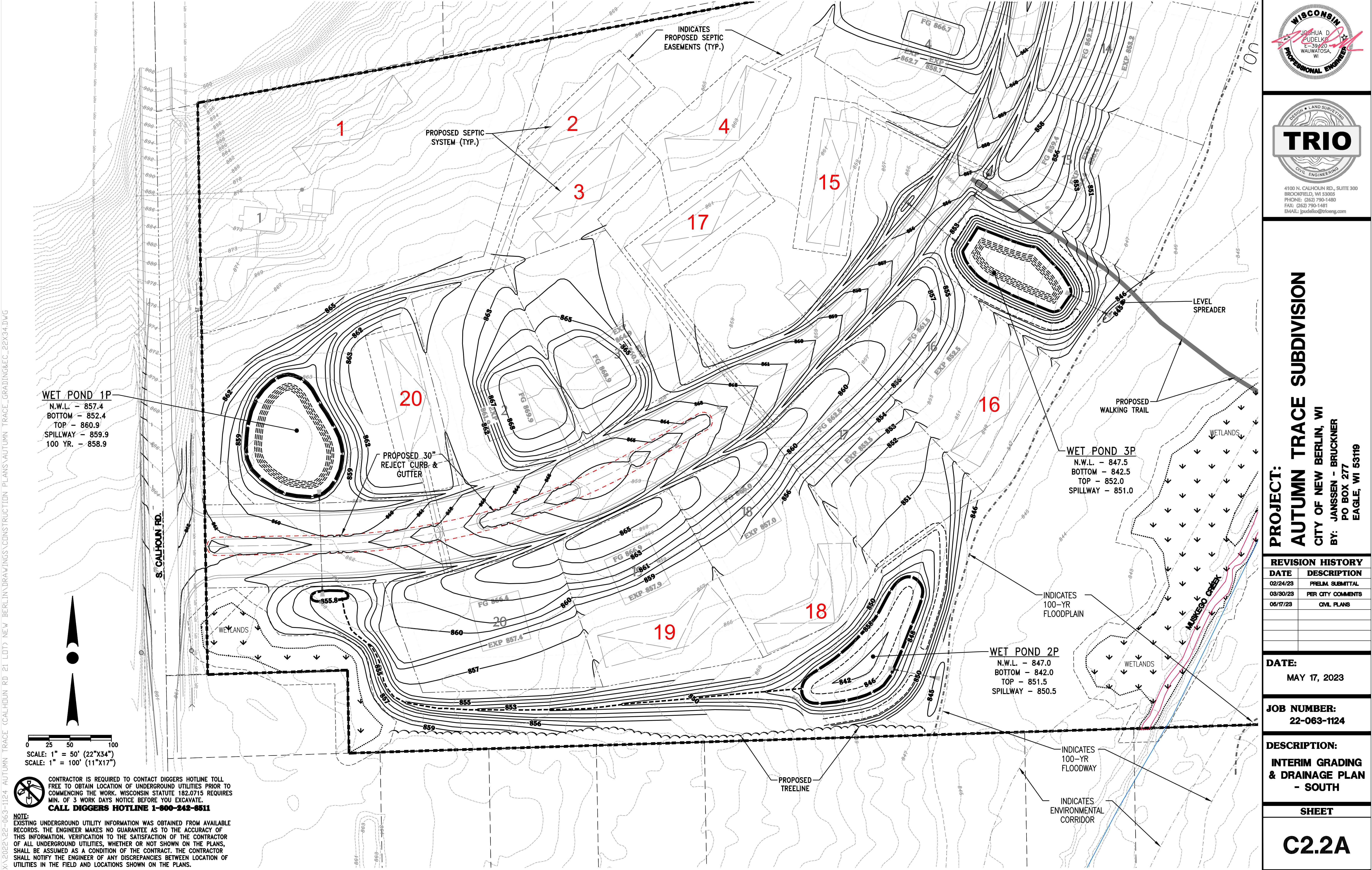
22-063-1124

DESCRIPTION:
**INTERIM GRADING
& DRAINAGE PLAN
- NORTH**

SHEET

C2.1A





WET POND 1P
N.W.L. - 857.4
BOTTOM - 852.4
TOP - 860.9
SPILLWAY - 859.9
100 YR. - 858.9

20

PROPOSED 30"
REJECT CURB &
GUTTER

PROPOSED SEPTIC
SYSTEM (TYP.)

2

3

4

17

15

16

WET POND 3P
N.W.L. - 847.5
BOTTOM - 842.5
TOP - 852.0
SPILLWAY - 851.0

LEVEL
SPREADER

PROPOSED
WALKING TRAIL

19

18

WET POND 2P
N.W.L. - 847.0
BOTTOM - 842.0
TOP - 851.5
SPILLWAY - 850.5

INDICATES
100-YR
FLOODPLAIN

WETLANDS

INDICATES
100-YR
FLOODWAY

INDICATES
ENVIRONMENTAL
CORRIDOR

PROPOSED
TREELINE

INDICATES
PROPOSED SEPTIC
EASEMENTS (TYP.)



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CITY OF NEW BERLIN, WI

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PO BOX 277

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06/17/23	CIVIL PLANS

DATE:

MAY 17, 2023

JOB NUMBER:

22-063-1124

DESCRIPTION:

INTERIM GRADING
& DRAINAGE PLAN
- SOUTH

SHEET

C2.2A



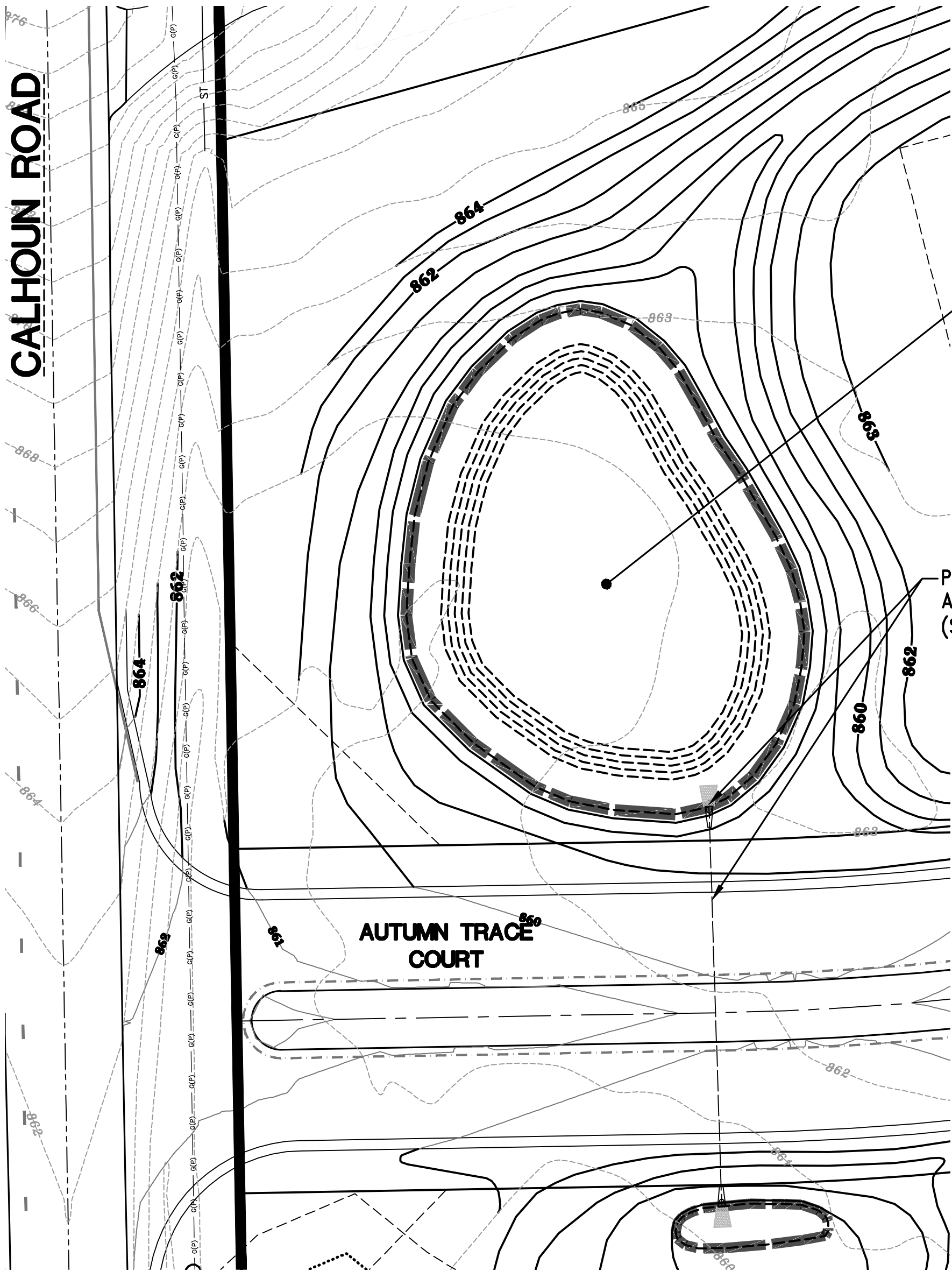
0 25 50 100
SCALE: 1" = 50' (22"x34")
SCALE: 1" = 100' (11"x17")

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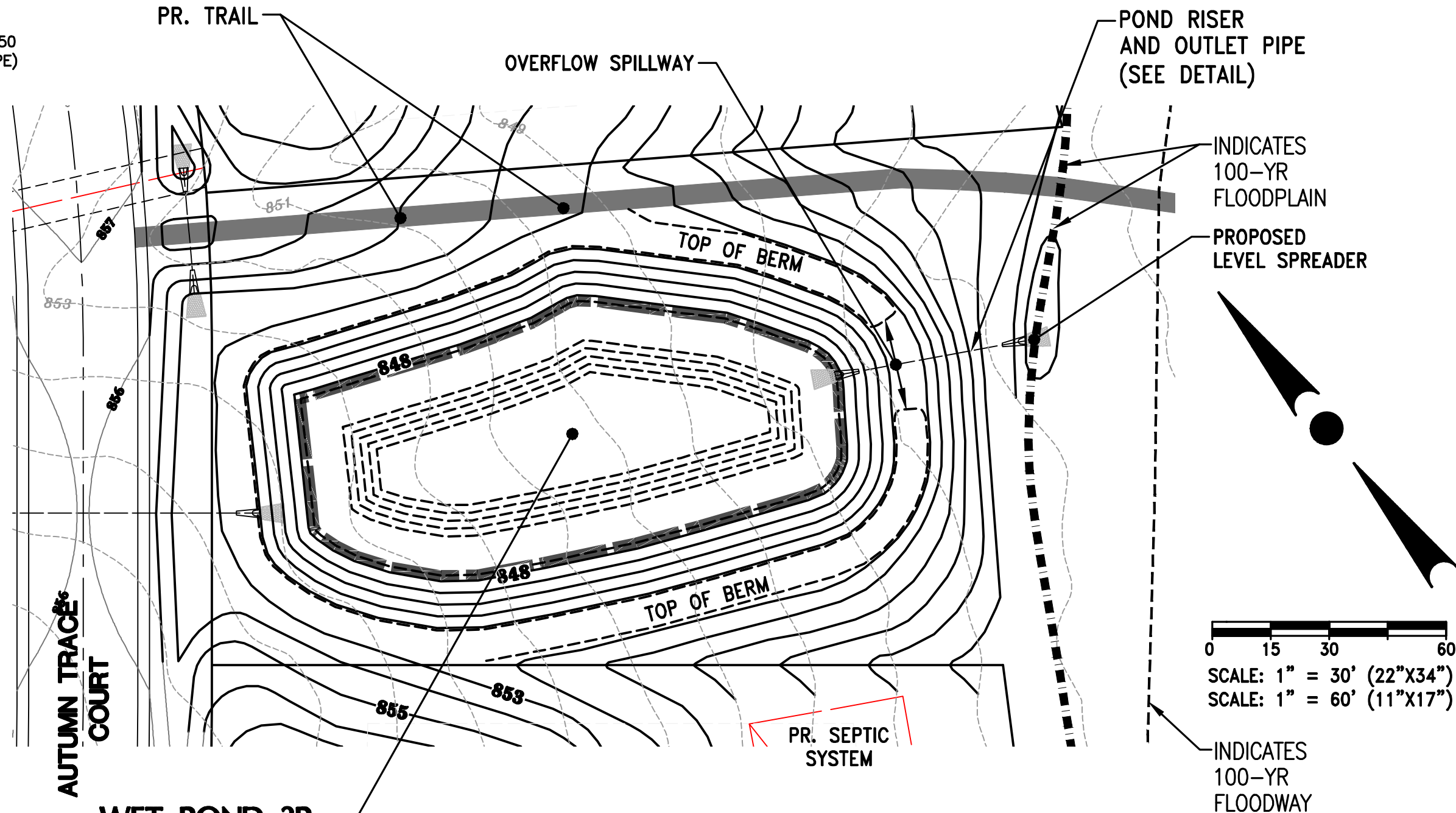
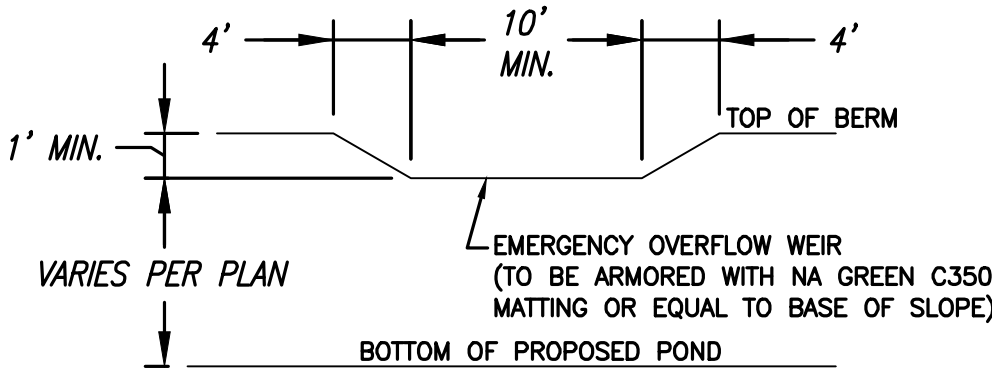
CALHOUN ROAD



WET POND 1P
TOP - 860.00
N.W.L. - 856.40
BOTTOM - 851.40
1-YR - 856.90
2-YR - 857.03
10-YR - 857.53
100-YR - 858.70

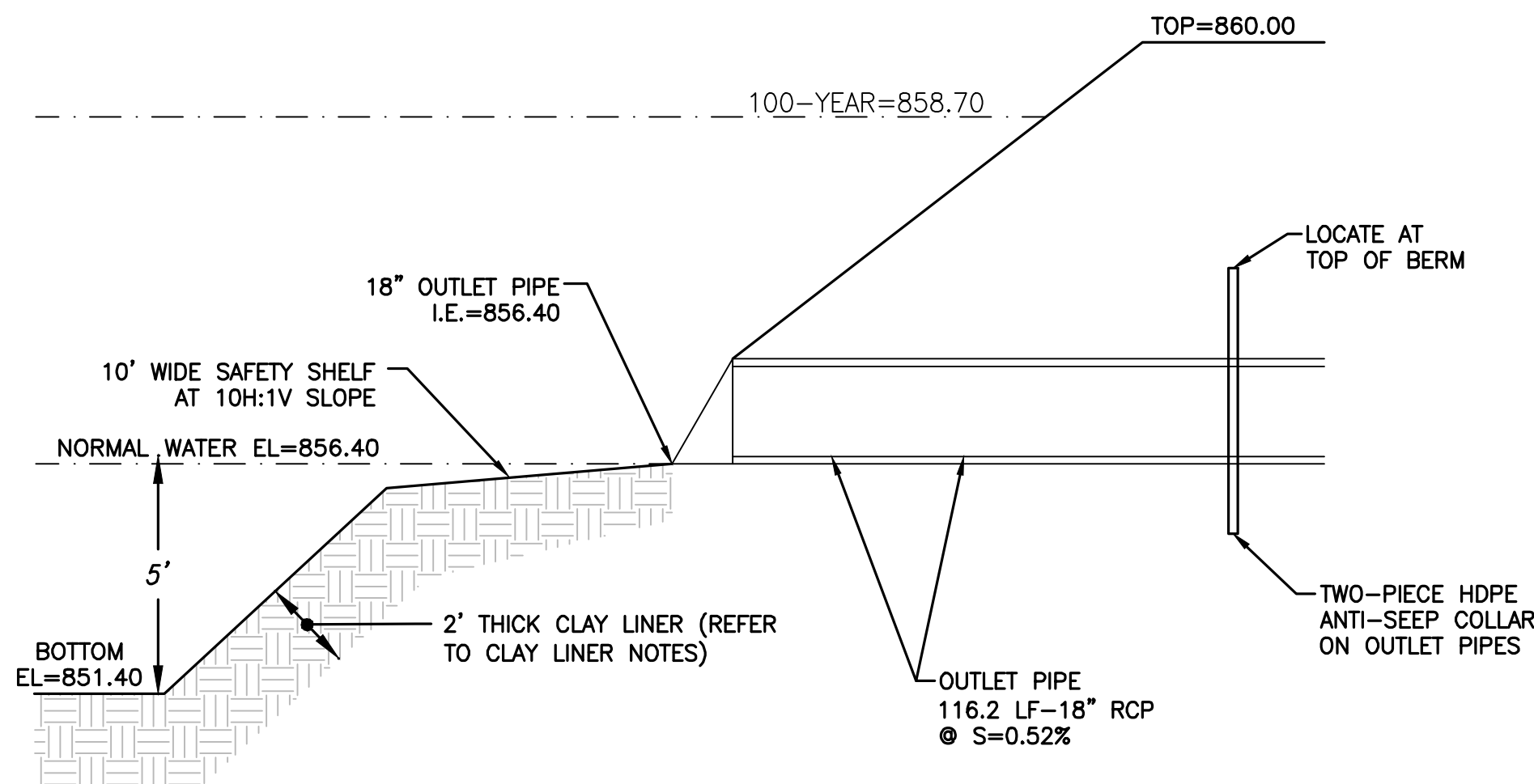
POND RISER
AND OUTLET PIPE
(SEE DETAIL)

0 15 30 60
SCALE: 1" = 30' (22"x34")
SCALE: 1" = 60' (11"x17")



WET POND 3P
TOP - 852.20
SPILLWAY - 851.20
N.W.L. - 847.50
BOTTOM - 842.50
1-YR - 848.41
2-YR - 848.61
10-YR - 849.32
100-YR - 851.20

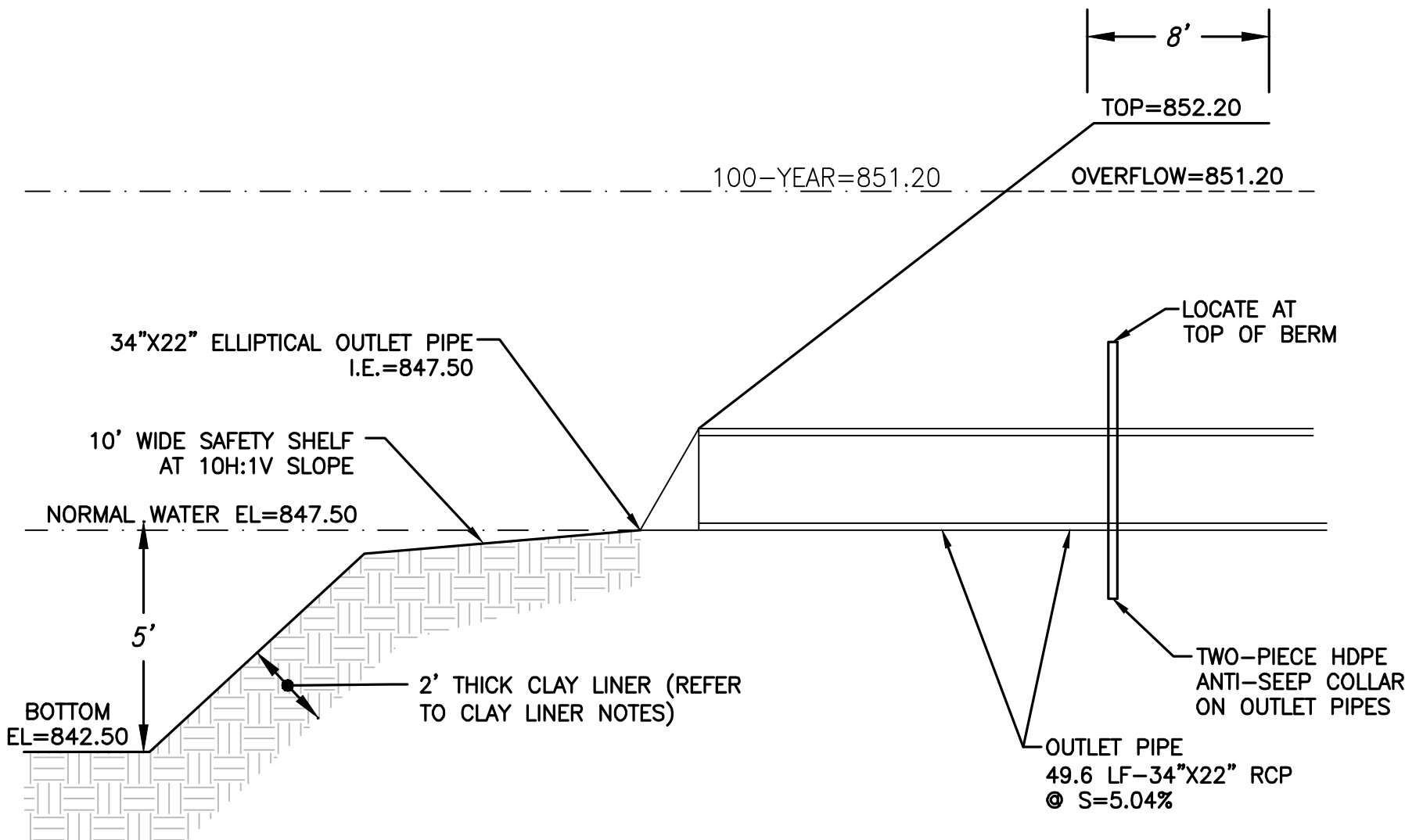
0 15 30 60
SCALE: 1" = 30' (22"x34")
SCALE: 1" = 60' (11"x17")



WET POND 1P & OUTFALL STRUCTURE 1P DETAIL

NOT TO SCALE

TWO-PIECE ANTI-SEEP COLLAR NOTES:
- ANTI-SEEP COLLARS SHALL BE 1/4" POLYETHYLENE SHEETS WITH COLLAR FOR PIPE; DIMENSIONS SHALL BE AS NOTED ON THE DETAIL.
- INSTALL ANTI-SEEP COLLARS PER MANUFACTURER SPECIFICATIONS.



WET POND 3P & OUTLET PIPE DETAIL

NOT TO SCALE

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CLAY LINER NOTE:
- 2" THICK CLAY LINER IN ACCORDANCE WITH WDNR TECH. STD. 1001 TYPE B, AND SOILS REPORT.
- CLAY LINER MATERIALS SHOULD BE COMPACTED TO A MINIMUM OF 90 TO 92% DRY DENSITY AS DETERMINED BY MODIFIED PROCTOR (ASTM D1557)
- IF PREDOMINANTLY GRANULAR TEXTURE SOILS AND/OR GROUNDWATER INFLOW IS ENCOUNTERED AT OR BELOW THE BOTTOM ELEVATION OF THE POND, A "SACRIFICIAL" LIFT OF CLAYEY FILL MAY BE REQUIRED TO BE PLACED ALONG THE SIDEWALLS AND BASE PRIOR TO COMMENCING WITH ACTUAL LINER PLACEMENT/CONSTRUCTION TO AID IN ATTAINING A SATISFACTORILY COMPACTED LINER SECTION. THE PLACEMENT OF A "SACRIFICIAL" LAYER IS PARTICULARLY BENEFICIAL IN CREATING A STABLE SUBBASE IN THE EVENT SLIGHT GROUNDWATER SEEPAGE OCCURS.
- GEOTECHNICAL TESTING SHALL BE PERFORMED ON POTENTIAL CLAY LINER MATERIAL TO CONFIRM THAT SPECIFICATIONS ARE MET.
- CLAY LINER SHALL EXTEND UP TO 2-YEAR WATER SURFACE ELEVATION. (EL. 857.03(1P)) (EL. 848.61(3P))



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PROJECT:
AUTUMN TRACE SUBDIVISION
CITY OF NEW BERLIN, WI
BY: JANSSEN - BRUCKNER
PO BOX 277
EAGLE, WI 53119

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DATE:

MAY 17, 2023

JOB NUMBER:

22-063-1124

DESCRIPTION:

POND DETAIL

SHEET

C2.3

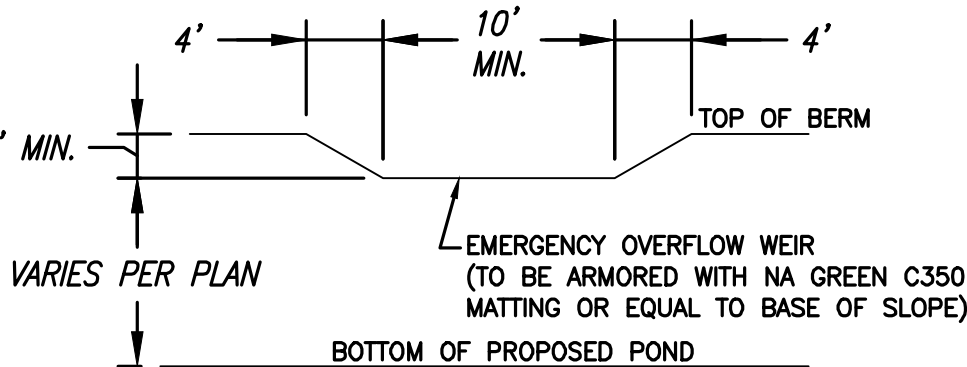
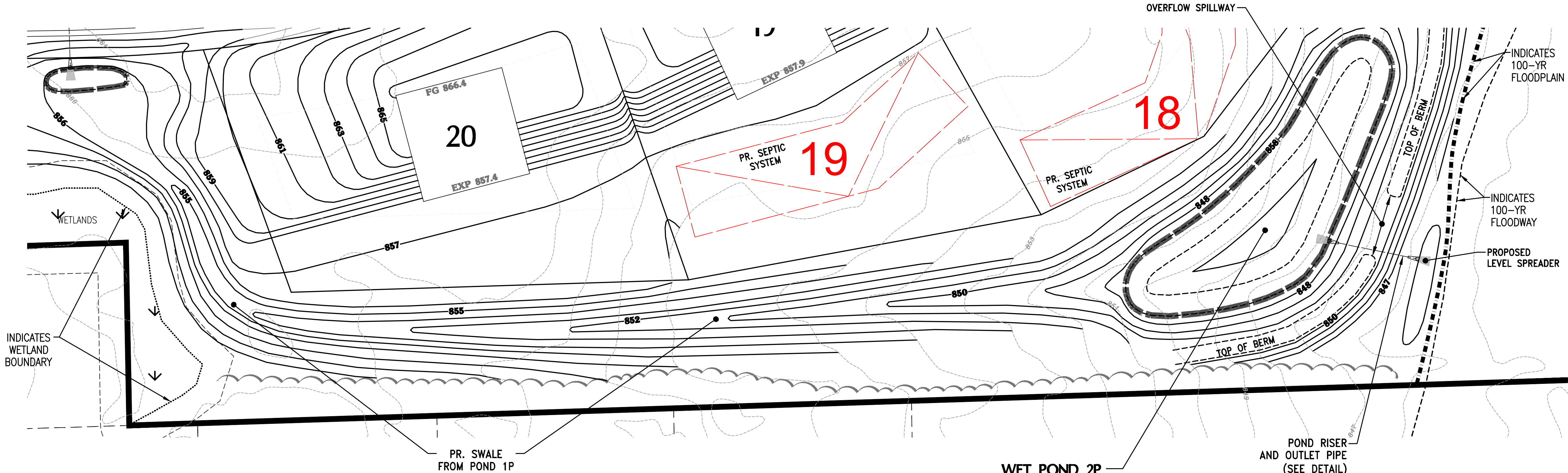


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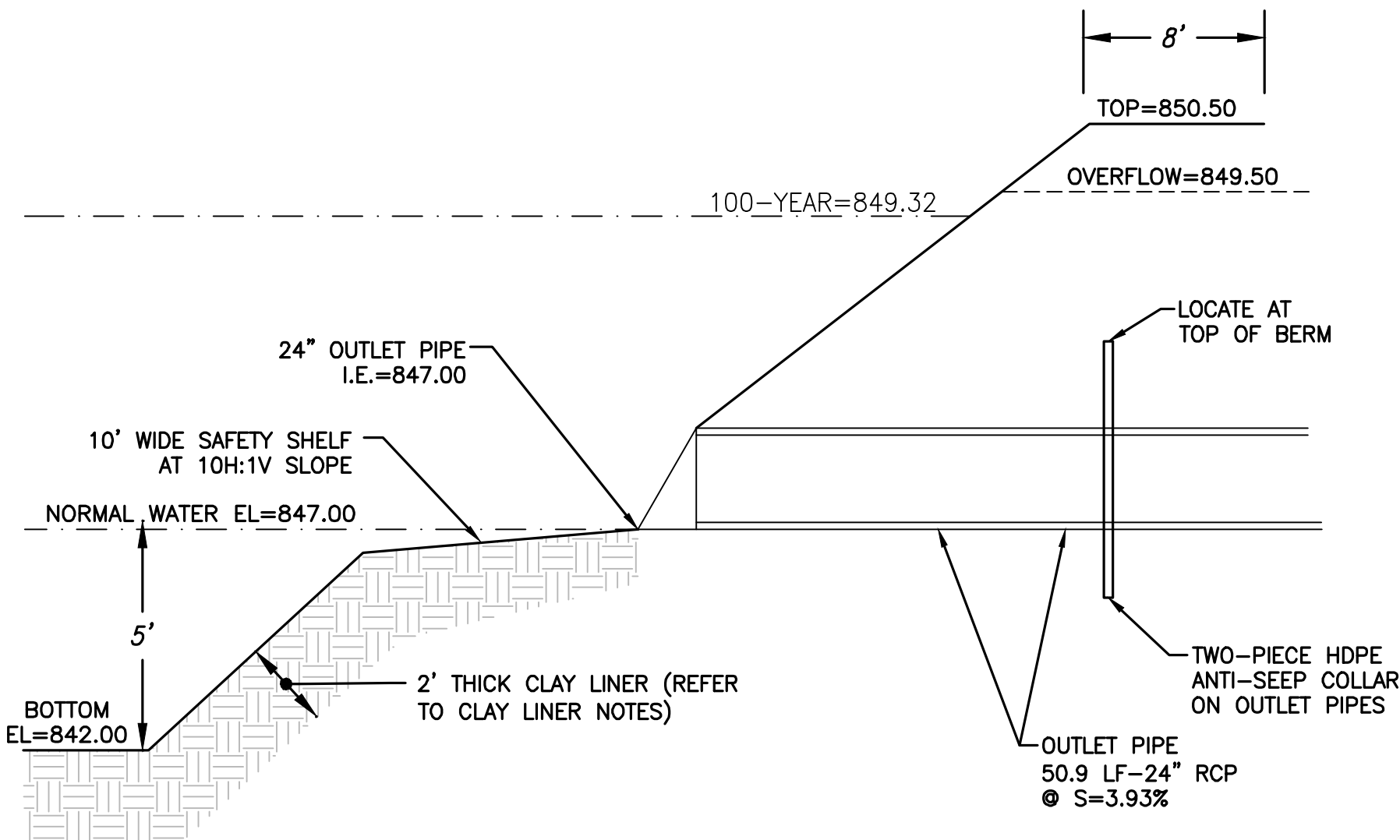
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X:\2022\22-063-1124 AUTUMN TRACE (CALHOUN RD 21 LOT) NEW BERLIN\DRAWINGS\CONSTRUCTION PLANS\AUTUMN TRACE_POND_22X34.DWG



EMERGENCY OVERFLOW WEIR DETAIL
NOT TO SCALE
NOTE: GRADES FOR TOP OF BERM, OVERFLOW SPILLWAY, AND
BOTTOM OF POND SHALL BE PER PLAN.

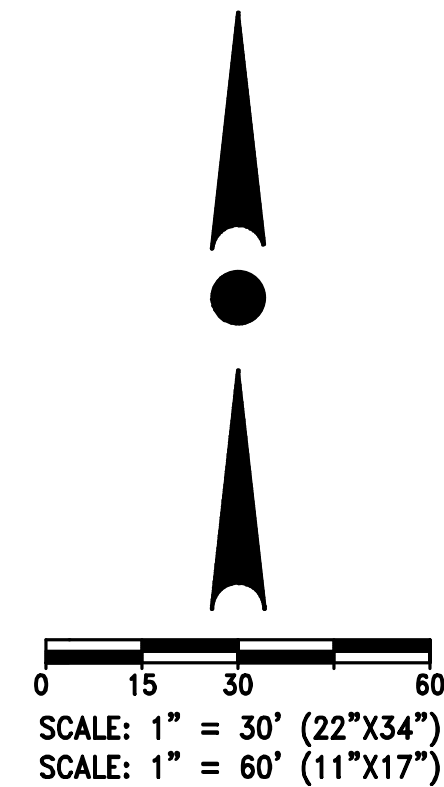
WET POND 2P
TOP - 850.50
SPILLWAY - 849.50
N.W.L. - 847.00
BOTTOM - 842.00
1-YR - 847.63
2-YR - 847.77
10-YR - 848.29
100-YR - 849.32



WET POND 2P & OUTLET PIPE DETAIL
NOT TO SCALE

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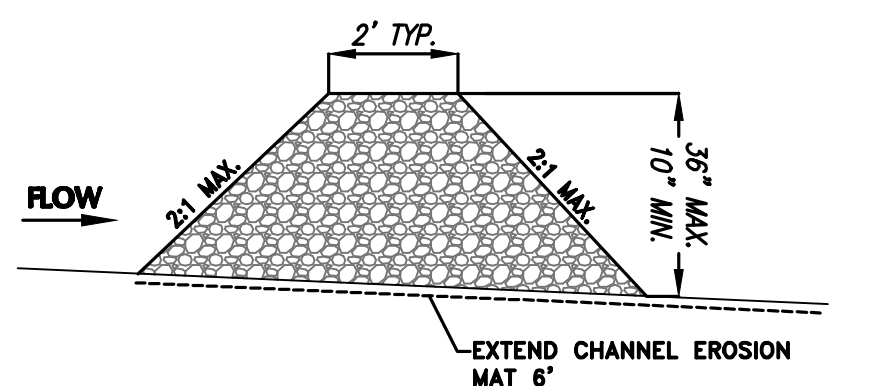
JOB NUMBER:
22-063-1124

DESCRIPTION:

POND DETAIL

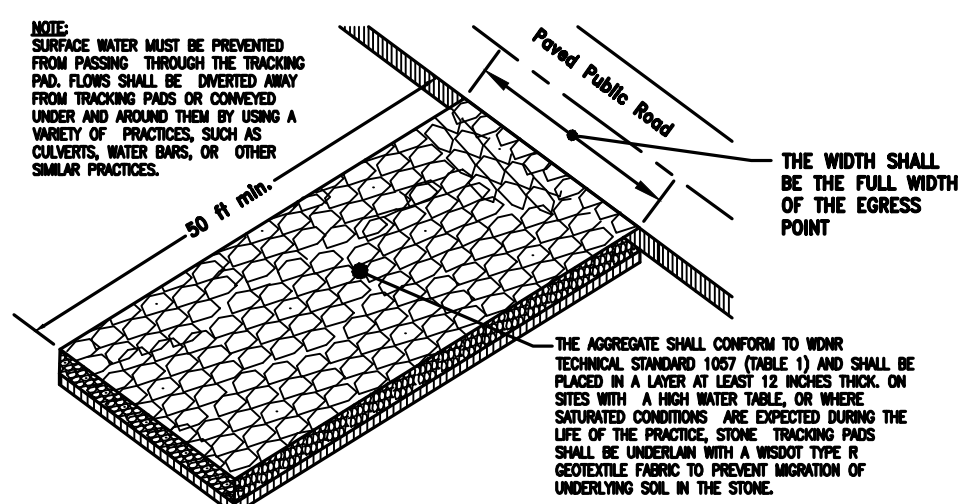
SHEET

C2.4



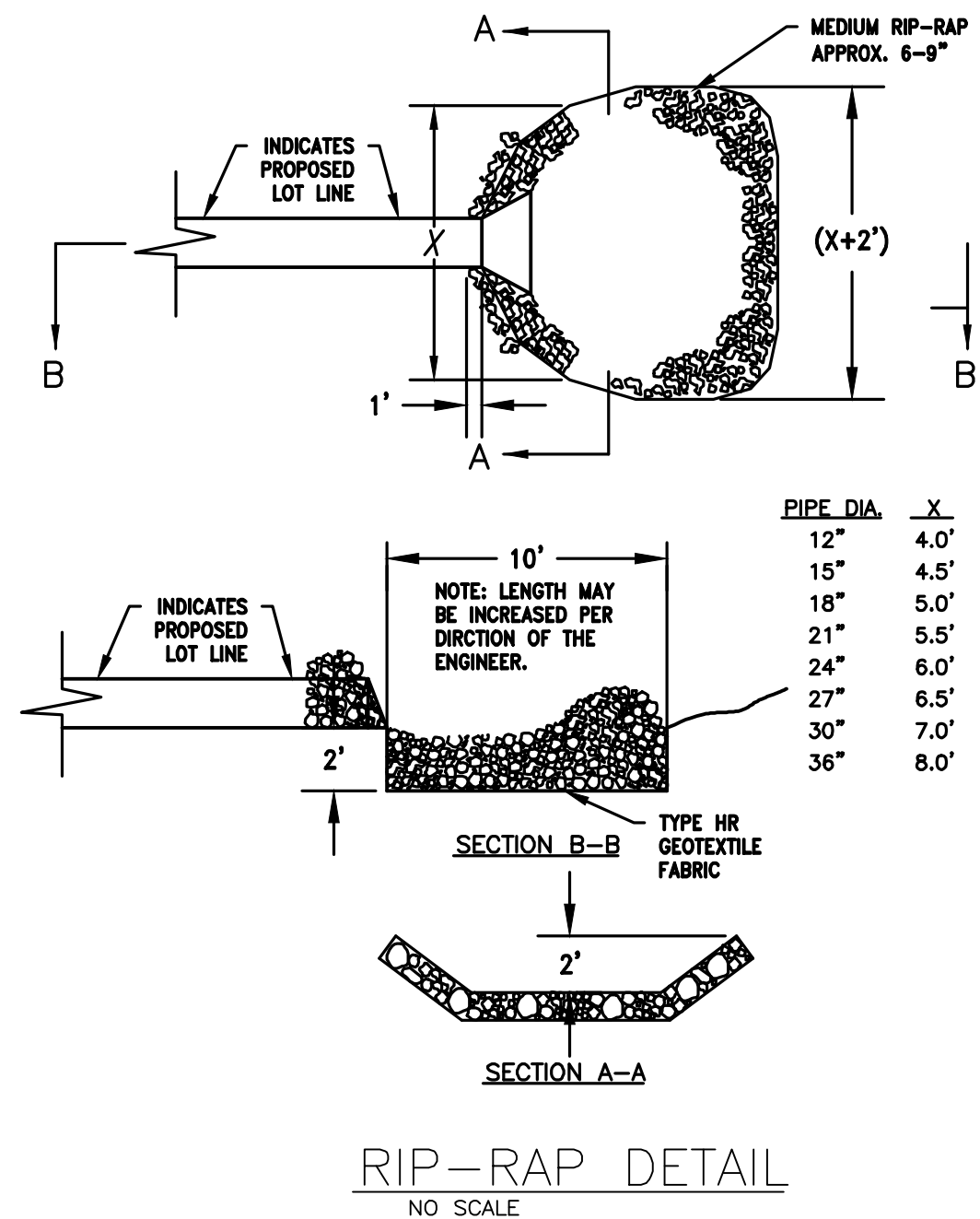
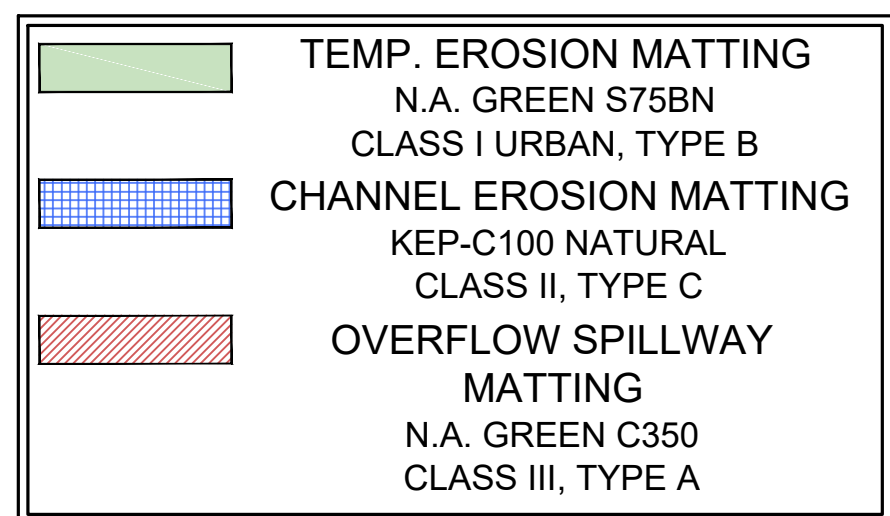
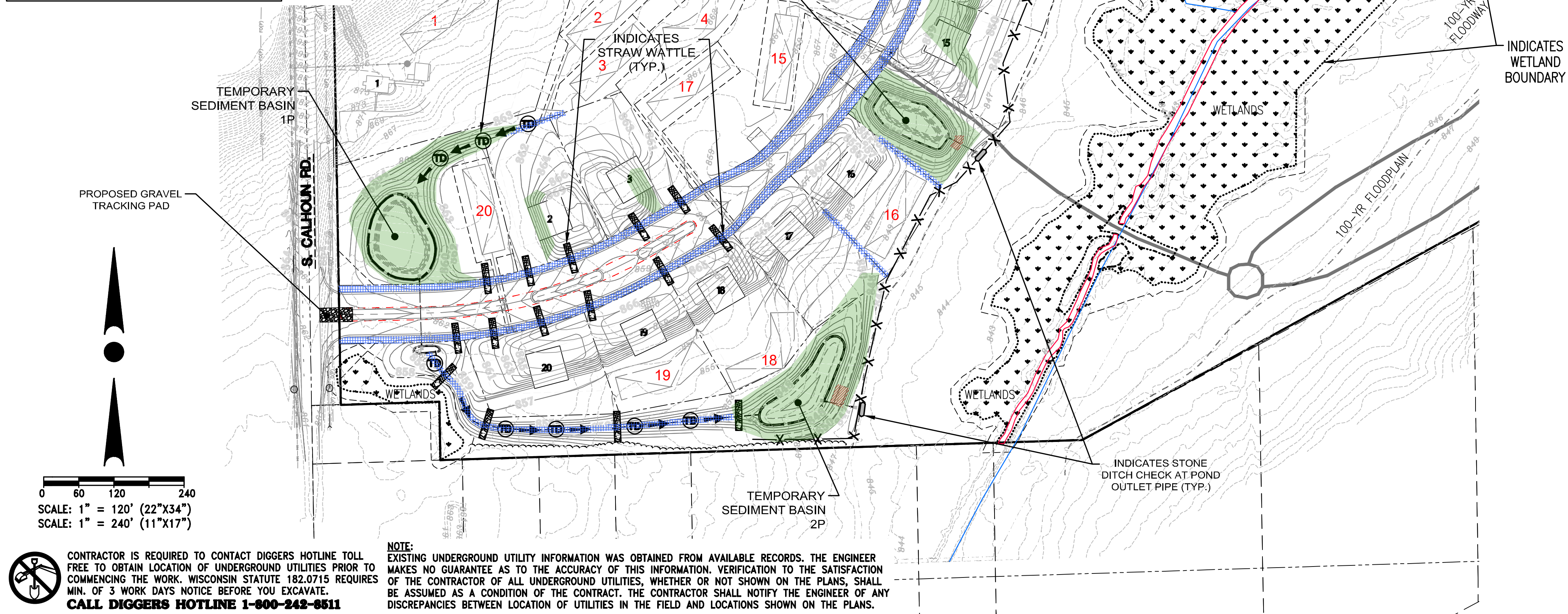
- NOTES:**
- STONE DITCH CHECKS SHALL BE CONSTRUCTED OF A WELL GRADED ANGULAR STONE, A D⁹⁰ OF 3" OR GREATER WITH NO MORE THAN 5% PASSING THE NO. 4 SIEVE.
 - A ONE FOOT LAYER OF 1" (NO. 2) WASHED STONE OVER A 3" TO 6" CLEAR STONE, OR
 - ANGULAR STONE MEETING THE GRADATION FOR WISDOT SPECIFICATION 312 FOR SELECTED CRUSHED MATERIAL.
 - REFER TO EROSION CONTROL PLAN FOR DITCH CHECK HEIGHT.
 - REFER TO WDMR TECHNICAL STANDARD 1062 FOR ADDITIONAL DETAILS.

STONE DITCH CHECK
N.T.S.

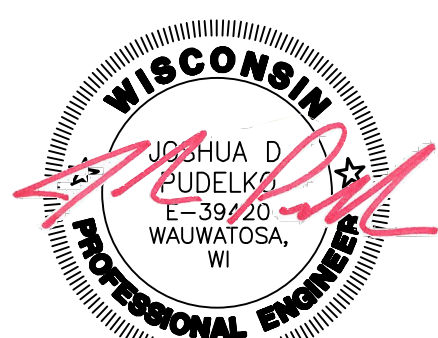


CONSTRUCTION ENTRANCE DETAIL
NO SCALE

- WISCONSIN DEPARTMENT OF NATURAL RESOURCES
CONSERVATION PRACTICE STANDARD:
- | | |
|------|---|
| 1052 | - NON-CHANNEL EROSION MAT |
| 1053 | - CHANNEL EROSION MAT |
| 1056 | - SILT FENCE |
| 1057 | - STONE TRACKING PAD AND TIRE WASHING |
| 1058 | - MULCHING FOR CONSTRUCTION SITES |
| 1059 | - TEMPORARY SEEDING |
| 1060 | - STORM DRAIN INLET PROTECTION FOR CONST. SITES |
| 1061 | - DE-WATERING |
| 1062 | - DITCH CHECK |
| 1063 | - SEDIMENT TRAP |
| 1064 | - SEDIMENT BASIN |



- EROSION CONTROL NOTES:**
1. THE CONTRACTOR SHALL TAKE ALL MEASURES NECESSARY TO MINIMIZE EROSION, WATER POLLUTION AND SILTATION CAUSED BY CONSTRUCTION OF THIS PROJECT. EROSION CONTROL MEASURES SHALL BE IN ACCORDANCE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES TECHNICAL STANDARDS.
 2. EROSION CONTROL IMPLEMENTATION PLAN: PRIOR TO BEGINNING WORK, THE CONTRACTOR MAY BE REQUIRED TO SUBMIT AN EROSION AND SEDIMENT CONTROL PLAN, DETAILING SPECIFIC MEASURES THAT WILL BE USED IN THE VARIOUS STAGES OF CONSTRUCTION FOR APPROVAL BY THE ENGINEER.
 3. IMPLEMENTATION: THE CONTRACTOR SHALL NOT BEGIN WORK UNTIL AFTER INITIAL EROSION AND SEDIMENT CONTROL DEVICES ARE IN PLACE AND APPROVED BY THE ENGINEER.
 4. EROSION CONTROL MEASURES SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:
 - A. DIVERT UPSTREAM RUNOFF FROM FLOWING THROUGH THE CONSTRUCTION SITE.
 - B. PROTECT DOWNSTREAM OR ADJACENT WATERWAYS AND WETLANDS WITH SILT FENCE OR SILT SOCK.
 - C. DELAY STRIPPING TOPSOIL UNTIL REQUIRED FOR CONSTRUCTION.
 - D. PLACE SILT FENCE OR EROSION CONTROL BALES OR STRAW WATTLES IN DITCHES AND OTHER DRAINAGEWAYS TO COLLECT SEDIMENT AND TO SLOW THE VELOCITY OF RUNOFF.
 - E. MAINTAIN SEDIMENT BASINS AS DICTATED BY SITE CONDITIONS.
 - F. PROTECT STORM SEWER INLETS AND THE UPSTREAM END OF CULVERTS WITH SILT FENCE OR EROSION CONTROL BALES.
 - G. PROMPT REMOVAL OF EXCAVATED MATERIAL.
 - H. PROPER STORAGE OF BACKFILL AND BEDDING MATERIALS INCLUDING PLACING SILT FENCE OR EROSION CONTROL BALES ON THE DOWNSLOPE SIDES OF SPOIL PILES.
 - I. CONSTRUCTION AND MAINTENANCE OF TRACKING PAD TO CONSTRUCTION SITE TO PREVENT SEDIMENT FROM BEING TRACKED ONTO ROADWAYS.
 - J. PROMPT (SAME DAY) CLEANUP OF MATERIAL TRACKED ONTO ADJACENT STREETS.
 - K. TIMELY RESTORATION OF DAMAGED SURFACE AREAS.
 - L. ALL AREAS NOT DISTURBED AFTER OCTOBER 15, MUST BE RESTORED WITH TEMPORARY SEED AND POLYMER AS OF THAT DATE.
- 5. TEMPORARY EROSION CONTROL MEASURES.**
- A. THE CONTRACTOR SHALL CONSTRUCT TEMPORARY EROSION CONTROL MEASURES, WHERE EROSION IS LIKELY TO BE A PROBLEM, PRIOR TO BEGINNING WORK ON THOSE SECTION(S) OF THE PROJECT. TEMPORARY EROSION CONTROL MEASURES SHALL BE MAINTAINED UNTIL AFTER PERMANENT EROSION CONTROL, SUCH AS SEEDING OR SODDING, HAS BEEN ESTABLISHED.
 - B. IN THE EVENT THE PERMANENT EROSION CONTROL MEASURES ARE NOT FULLY IMPLEMENTED IN CURRENT CONSTRUCTION SEASON, THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL NECESSARY TEMPORARY EROSION CONTROL MEASURES UNTIL AFTER PERMANENT MEASURES HAVE BEEN COMPLETED IN THE FOLLOWING YEAR.
- 6. ALL DISTURBANCE AREAS THAT REMAIN INACTIVE FOR SEVEN DAYS OR LONGER SHALL RECEIVE TEMPORARY SEEDING, TOPSOIL, SEED, & MULCH (STABILIZE) LOTS AS THEY ARE BROUGHT TO INTERIM GRADES.**
- 7. DEWATERING SHALL BE IN ACCORDANCE WITH WDNR TECHNICAL STANDARDS. UTILIZING GEOTEXTILE BAG(S) PLACED ON DISTURBED GROUND, AS SPECIFIED ON THIS PLAN, WHEN REQUIRED. TRENCH DEWATERING TO COMPLETED SEDIMENT BASINS IS ACCEPTABLE, IF APPLICABLE.**
- 8. INSTALL SILT FENCE IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DETAILS**
- 9. ALL RIP RAP AT PIPE OUTLETS SHALL BE 3"x5" MEDIUM RIP RAP OVER TYPE R FABRIC PER WDOT SPECIFICATIONS UNLESS OTHERWISE DESIGNATED.**
- 10. EROSION CONTROL INSPECTION AND MAINTENANCE**
- A. INSPECT EROSION CONTROL MEASURES WEEKLY, BEFORE PREDICTED RAINFALL AND AFTER SITE RECEIVES 0.5" OF RAIN IN A 24-HOUR PERIOD DURING CONSTRUCTION.
 - B. BE READY TO REPLACE EROSION CONTROL THAT ARE DAMAGED OR FAILING.
- 11. ALL AREAS TO BE SEEDDED AND MULCHED SHALL USE WDOT SEED MIXTURE NO. 40. MULCH SHALL APPLIED PER WDOT SPECIFICATIONS USING METHOD B FOR PLACEMENT. EROSION MAT SHALL BE APPLIED ON SLOPES 4:1 AND STEEPER.**



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PROJECT:
AUTUMN TRACE SUBDIVISION

CITY OF NEW BERLIN, WI

BY: JANSSEN - BRUCKNER

**PO BOX 277
EAGLE, WI 53119**

REVISION HISTORY

DATE	DESCRIPTION
02/24/23	PRELIM. SUBMITTAL
03/30/23	PER CITY COMMENTS
05/17/23	CIVIL PLANS

DATE:

MAY 17, 2023

JOB NUMBER:

22-063-1124

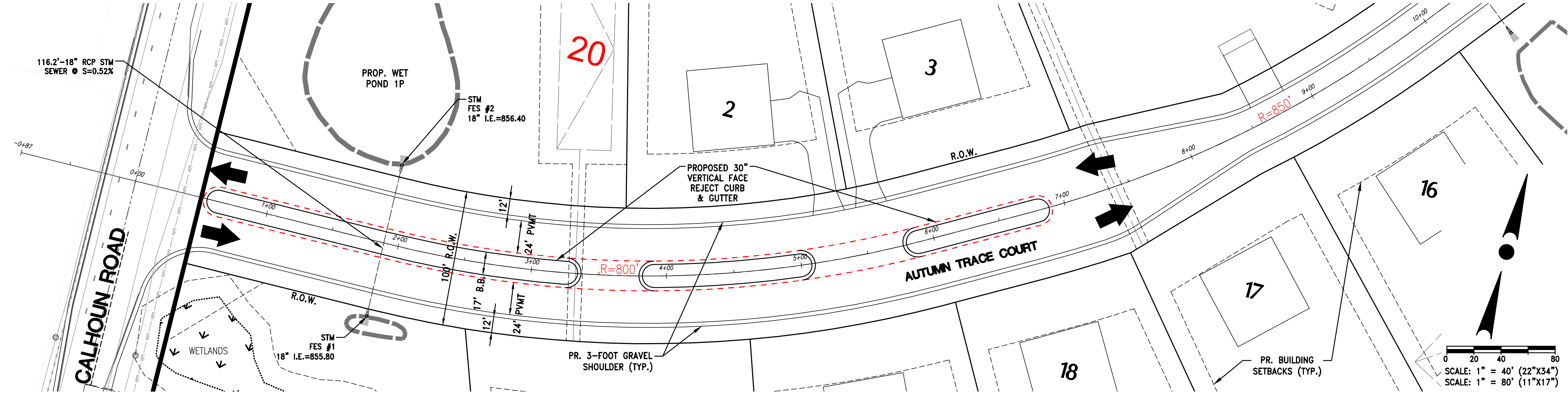
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EROSION CONTROL PLAN

SHEET

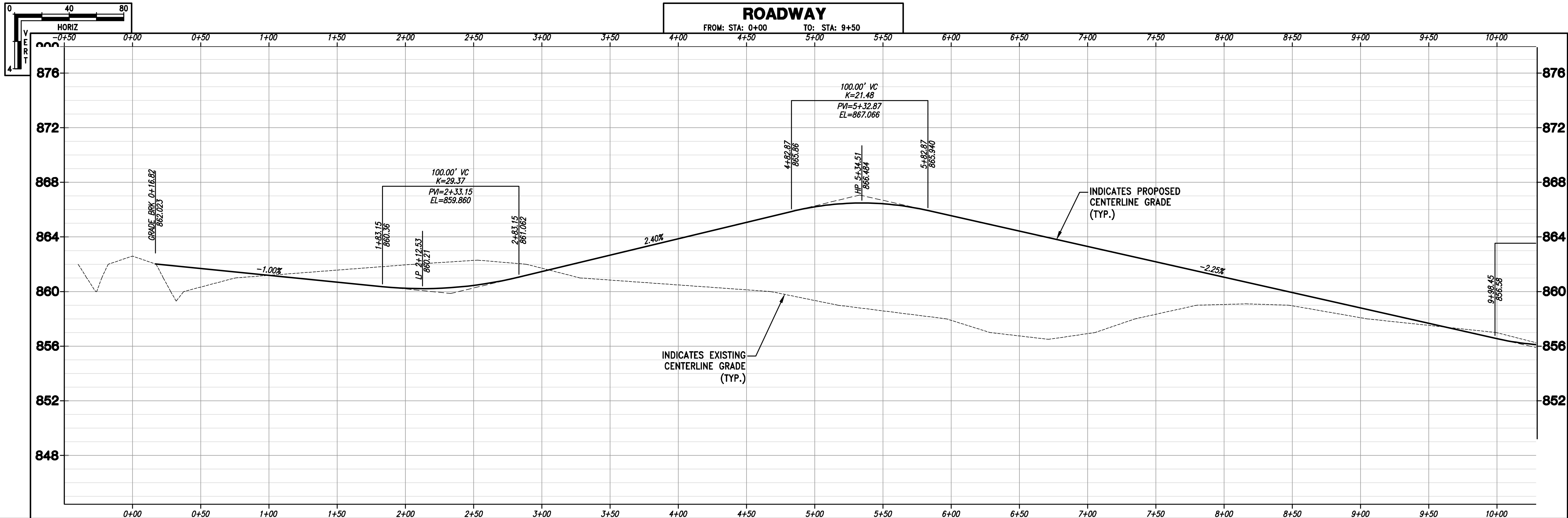
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X:\2022\22-063-1124 AUTUMN TRACE (CALHOUN RD 21 LOT) NEW BERLIN\DRAWINGS\CONSTRUCTION PLANS\AUTUMN TRACE_RD_22X34.DWG



CONTRACTOR IS REQUIRED TO CONTACT DIGGERS HOTLINE TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND UTILITIES PRIOR TO COMMENCING THE WORK. WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.
CALL DIGGERS HOTLINE 1-800-242-8511

NOTE:
EXISTING UNDERGROUND UTILITY INFORMATION WAS OBTAINED FROM AVAILABLE RECORDS. THE ENGINEER MAKES NO GUARANTEE AS TO THE ACCURACY OF THIS INFORMATION. VERIFICATION TO THE SATISFACTION OF THE CONTRACTOR OF ALL UNDERGROUND UTILITIES, WHETHER OR NOT SHOWN ON THE PLANS, SHALL BE ASSUMED AS A CONDITION OF THE CONTRACT. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES BETWEEN LOCATION OF UTILITIES IN THE FIELD AND LOCATIONS SHOWN ON THE PLANS.



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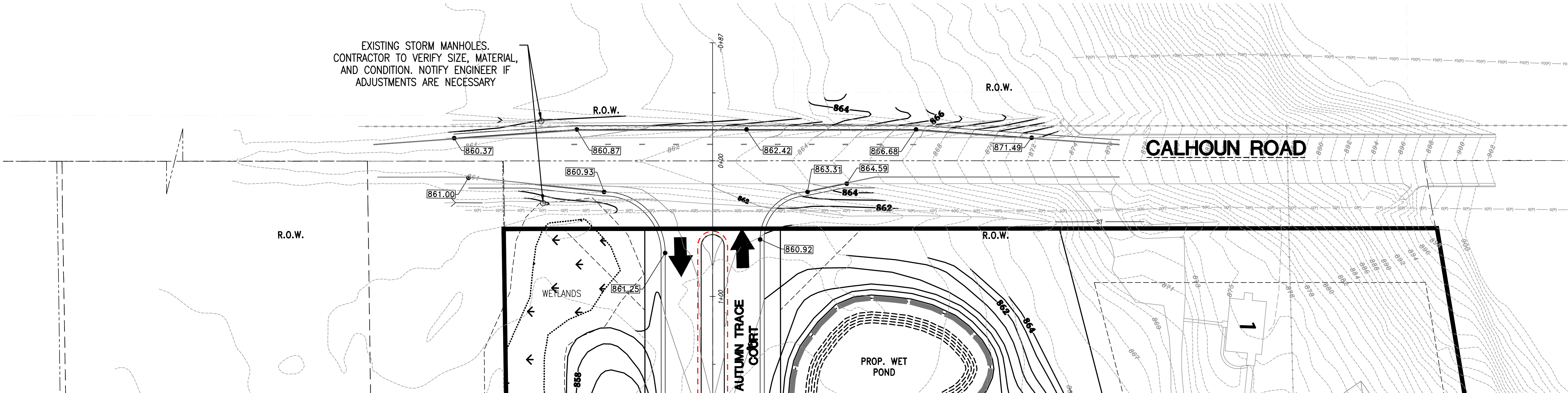
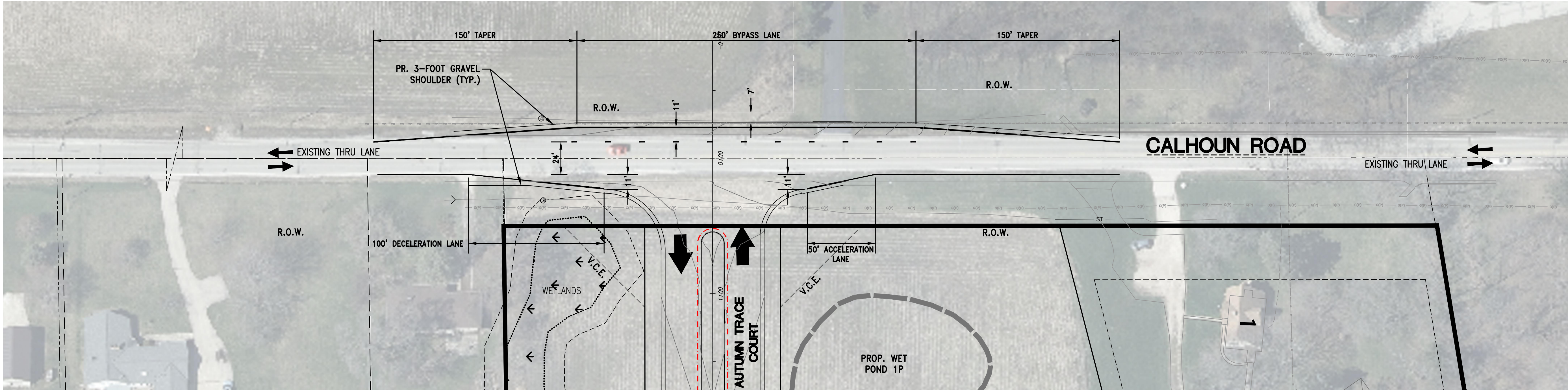
JOB NUMBER:
22-063-1124

DESCRIPTION:
ROADWAY PLAN

SHEET

C4.1

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EXISTING STORM MANHOLES.
CONTRACTOR TO VERIFY SIZE, MATERIAL,
AND CONDITION. NOTIFY ENGINEER IF
ADJUSTMENTS ARE NECESSARY

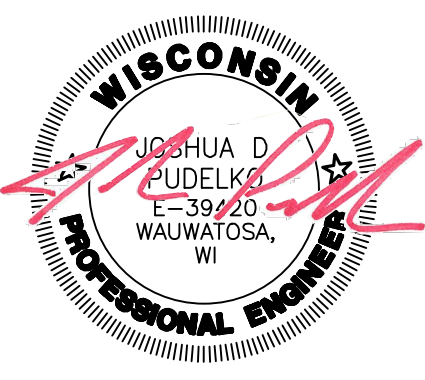


0 20 40 80
SCALE: 1" = 40' (22"x34")
SCALE: 1" = 80' (11"x17")



CONTRACTOR IS REQUIRED TO CONTACT DIGGERS HOTLINE TOLL
FREE TO OBTAIN LOCATION OF UNDERGROUND UTILITIES PRIOR TO
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CALL DIGGERS HOTLINE 1-800-242-8511

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BETWEEN LOCATION OF UTILITIES IN THE FIELD AND LOCATIONS SHOWN ON
THE PLANS.



TRIO
DESIGN • LAND SURVEYING
CIVIL ENGINEERING

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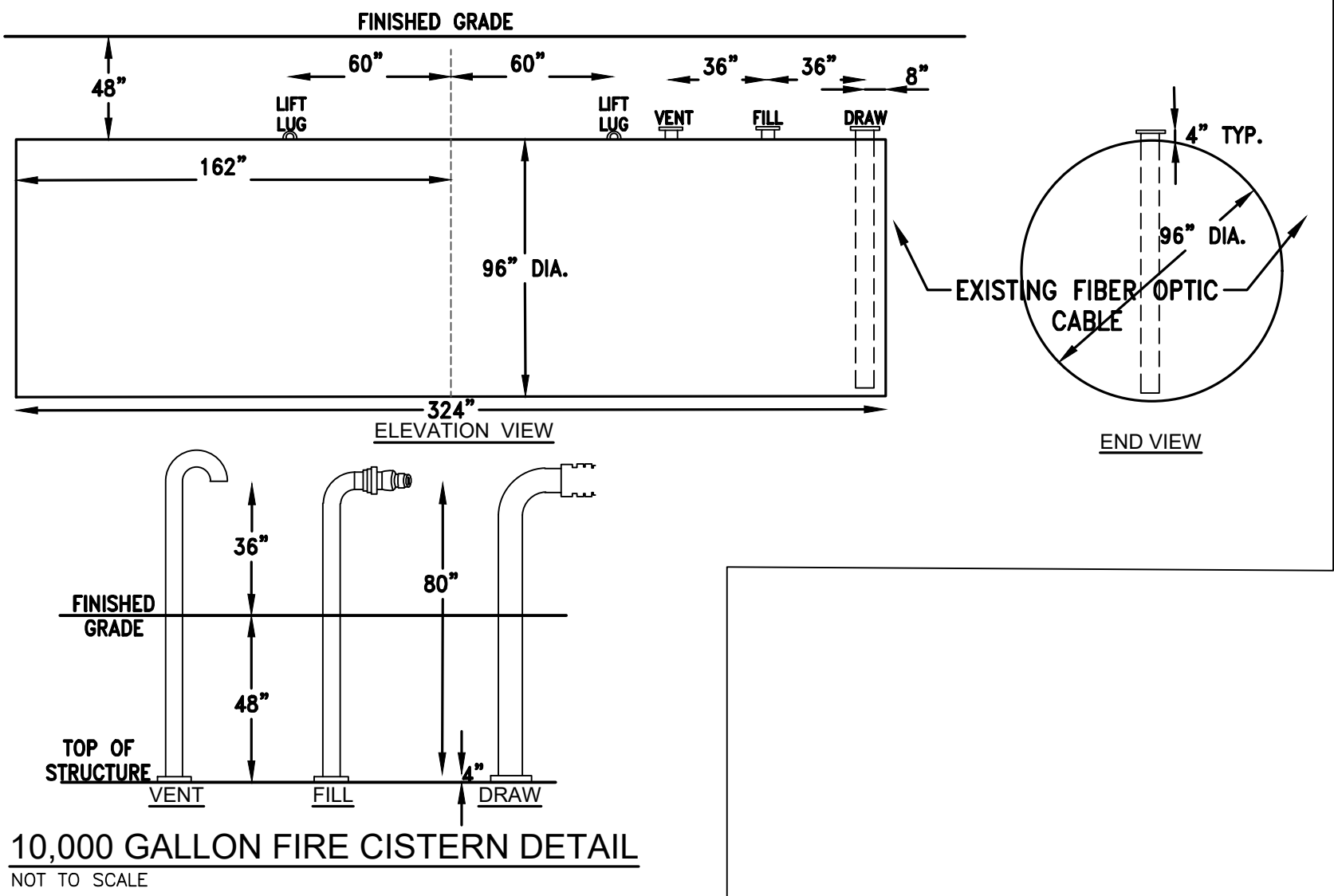
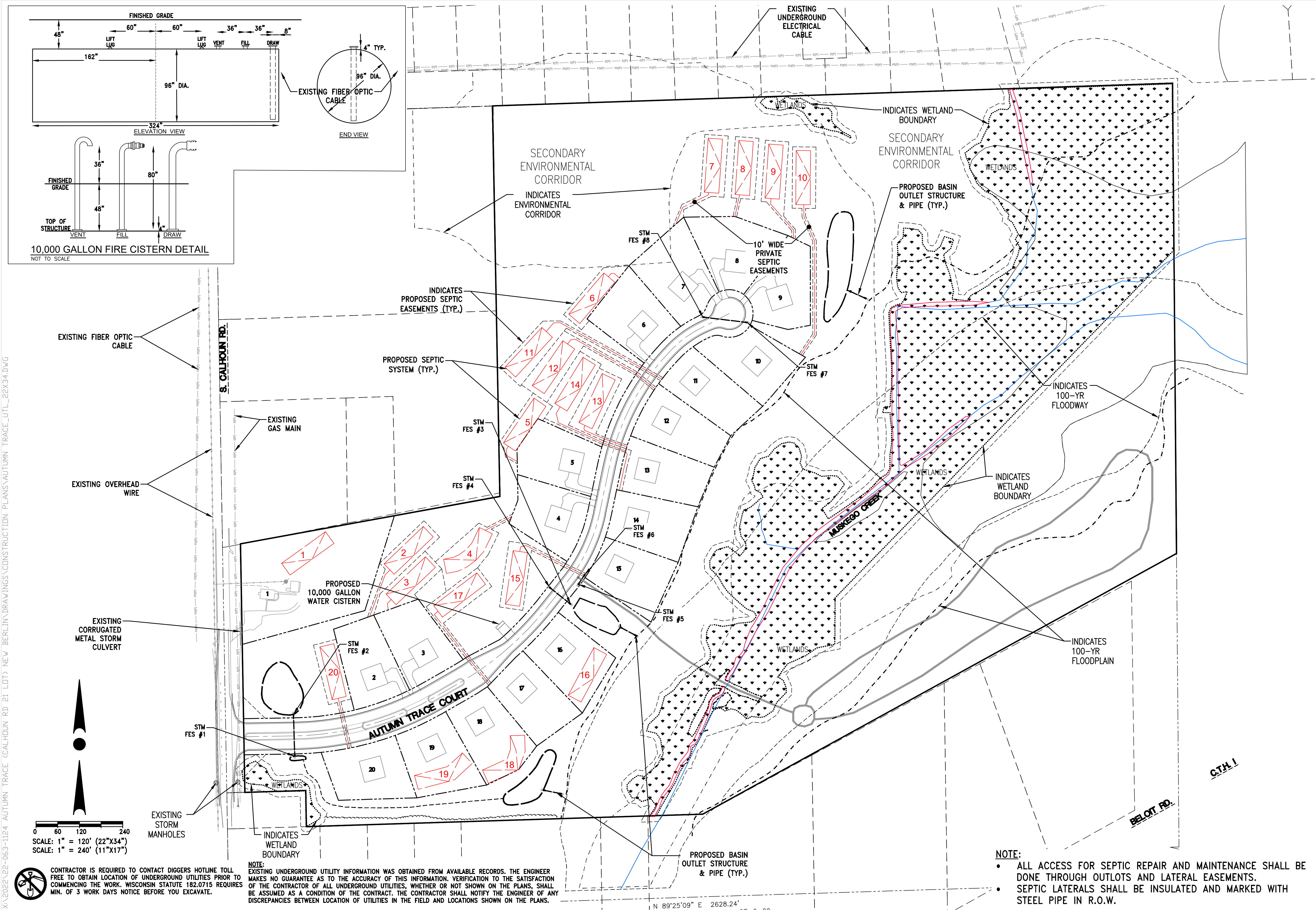
DATE:
MAY 17, 2023

JOB NUMBER:
22-063-1124

DESCRIPTION:
ROADWAY PLAN -
CALHOUN
INTERSECTION

SHEET
C4.3

X:\2022\22-063-1124 AUTUMN TRACE (CALHOUN RD 21 LOT) NEW BERLIN\DRAWINGS\CONSTRUCTION PLANS\AUTUMN TRACE_UTL_22X34.DWG





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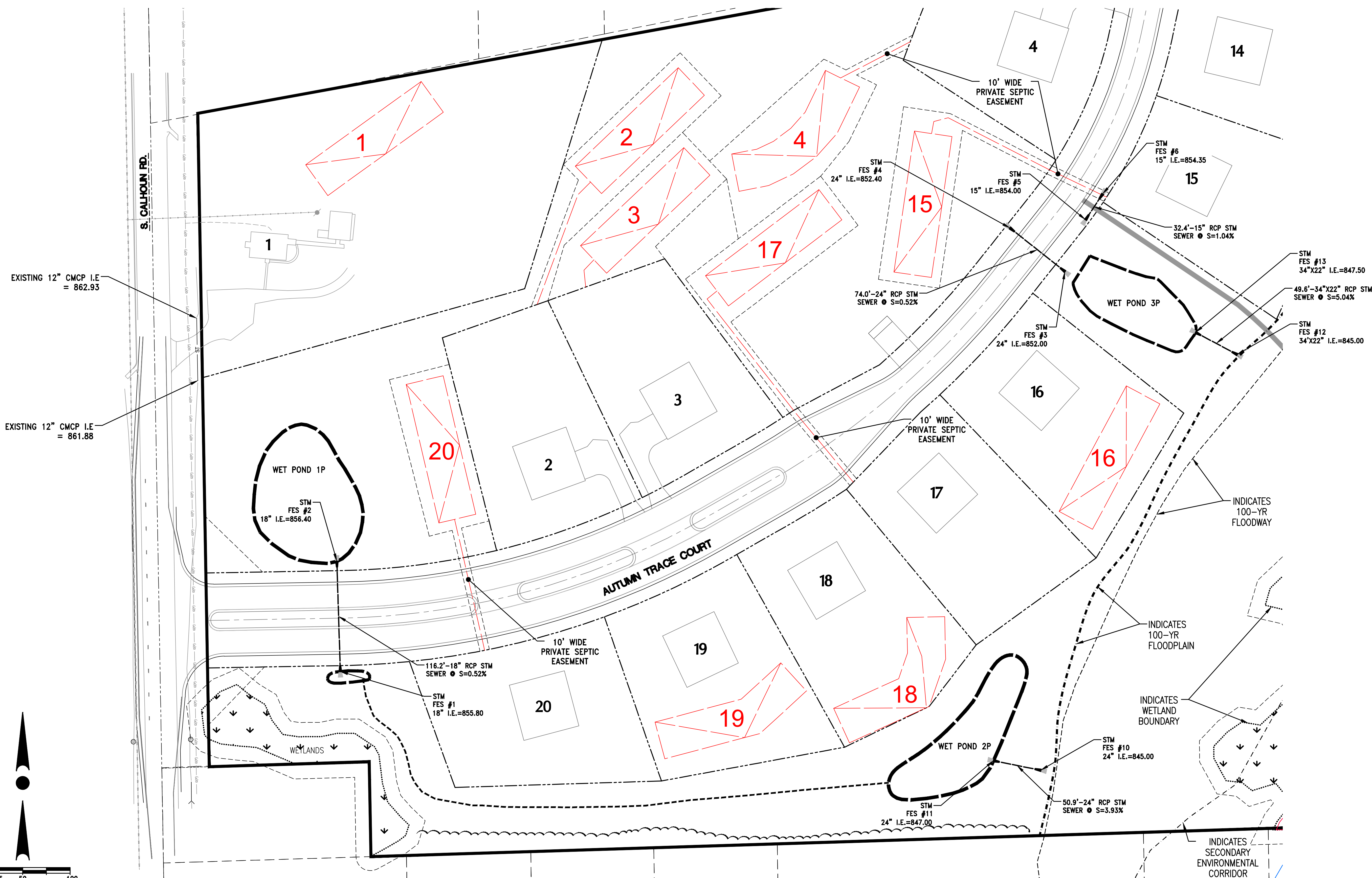
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22-063-1124

DESCRIPTION:

**SEPTIC & STORM
PLAN - WEST**

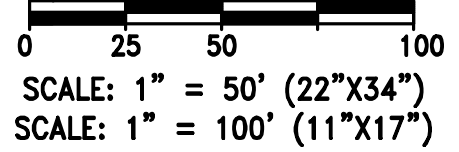
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C5.1



NOTE:

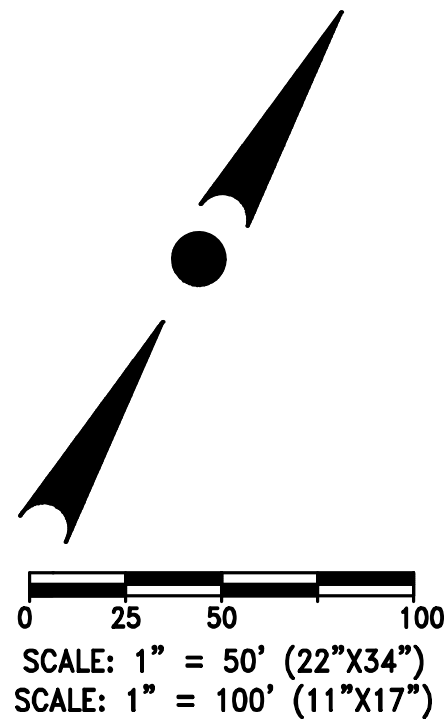
- ALL ACCESS FOR SEPTIC REPAIR AND MAINTENANCE SHALL BE DONE THROUGH OUTLOTS AND LATERAL EASEMENTS.
- SEPTIC LATERALS SHALL BE INSULATED AND MARKED WITH STEEL PIPE IN R.O.W.



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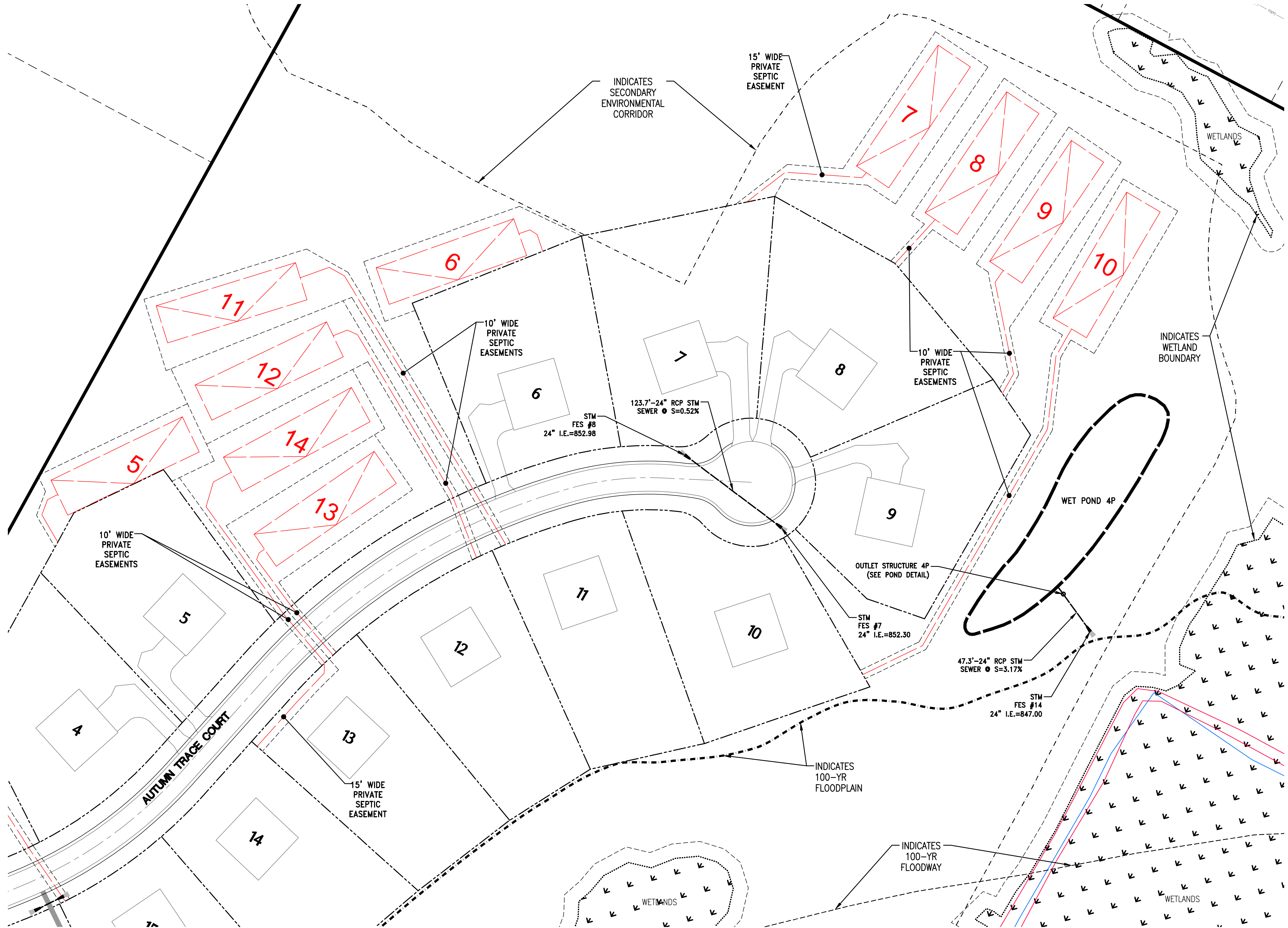
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NOTE:

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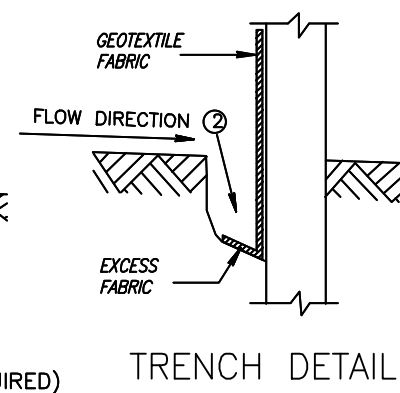
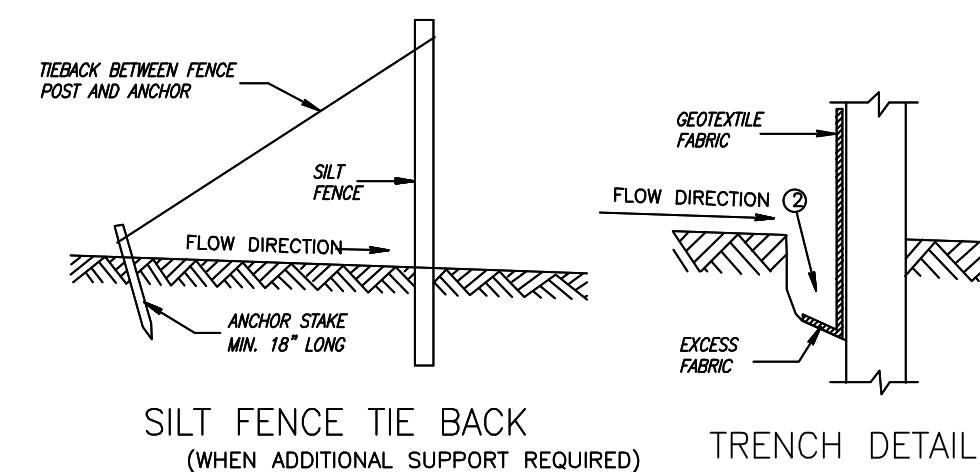
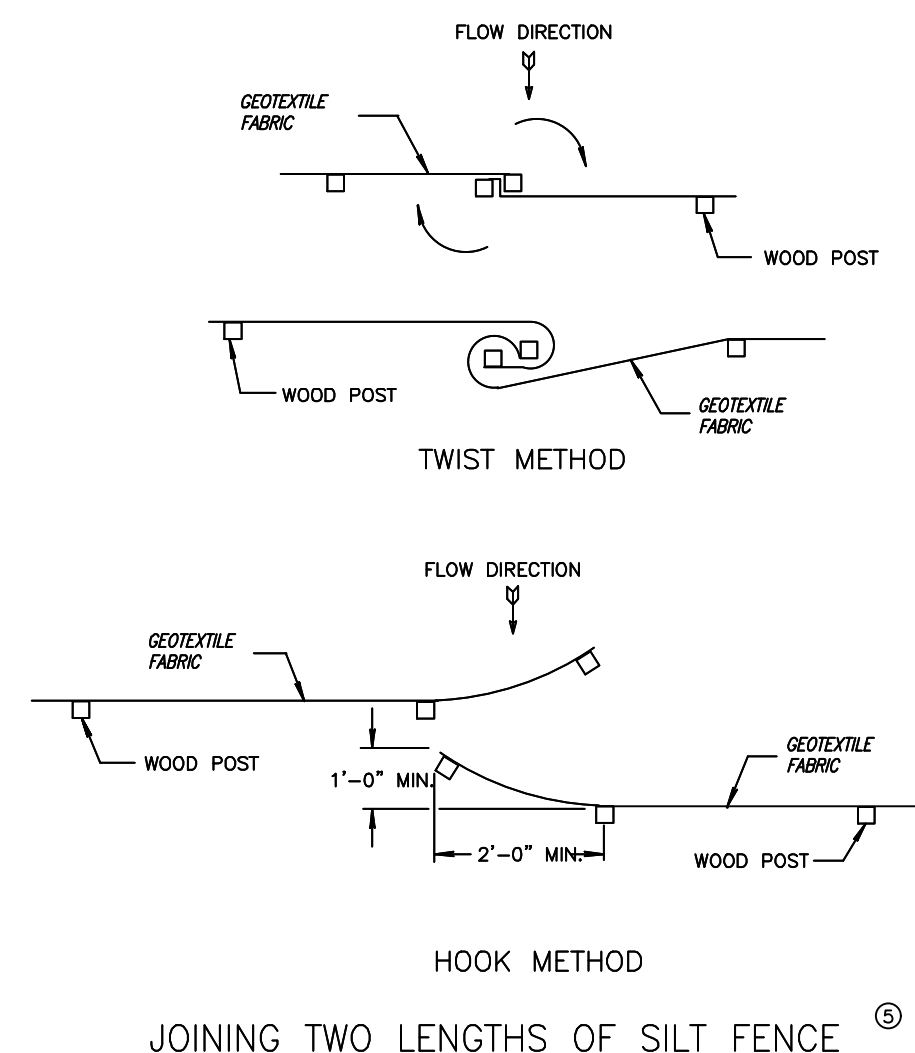
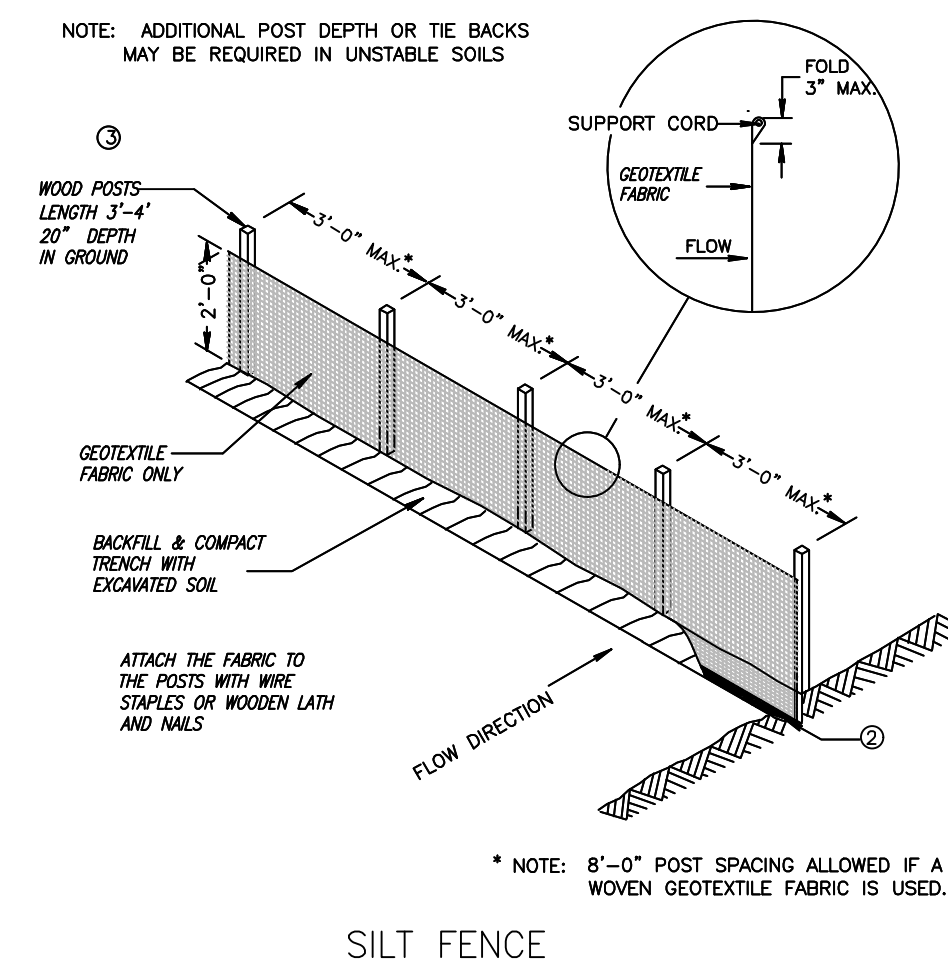
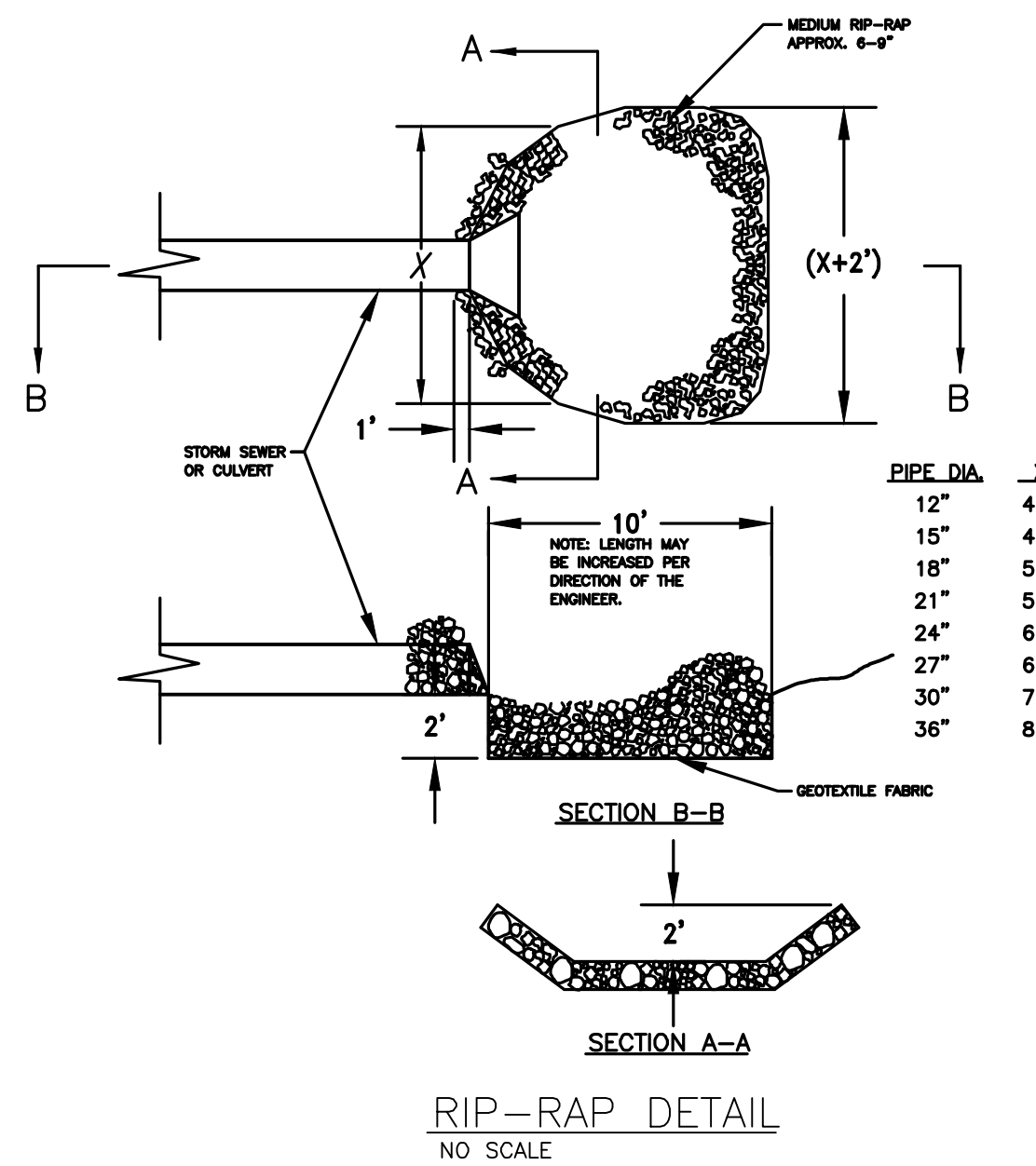
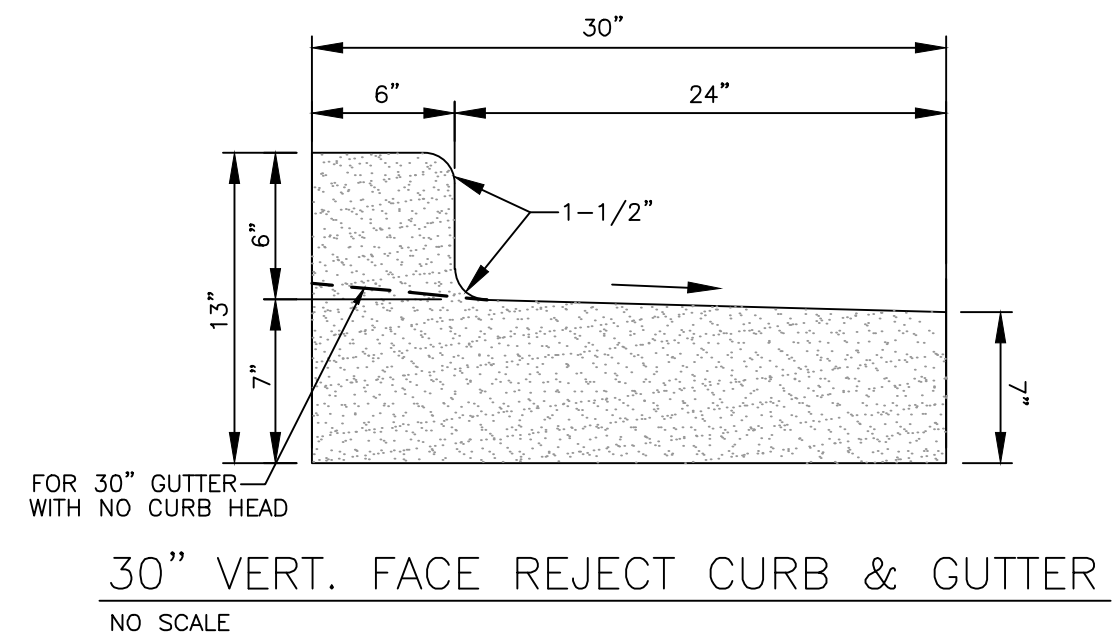
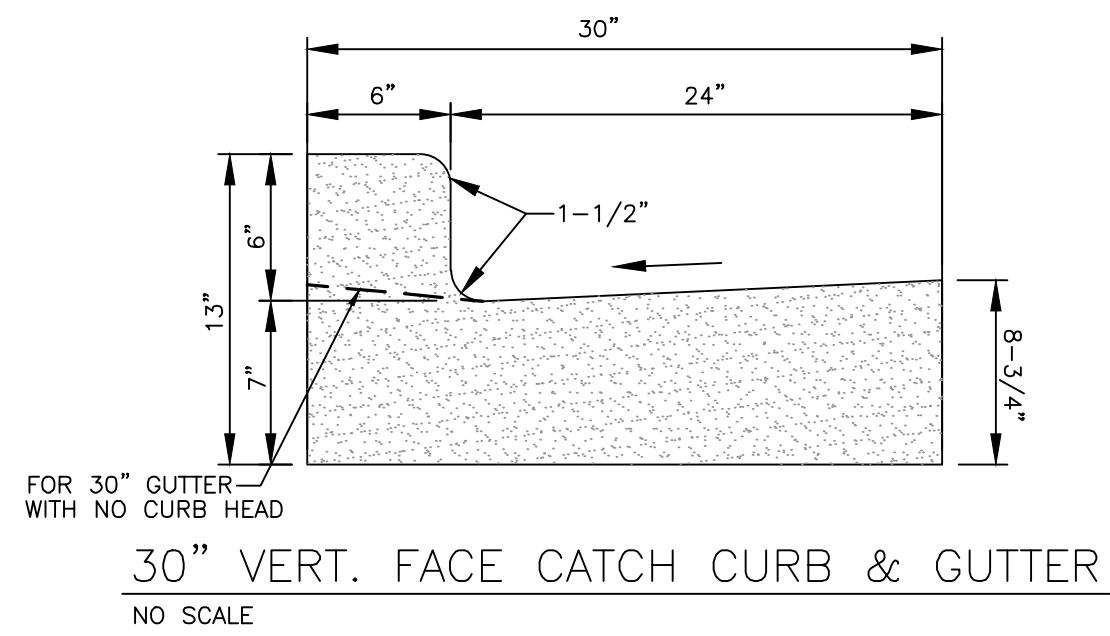
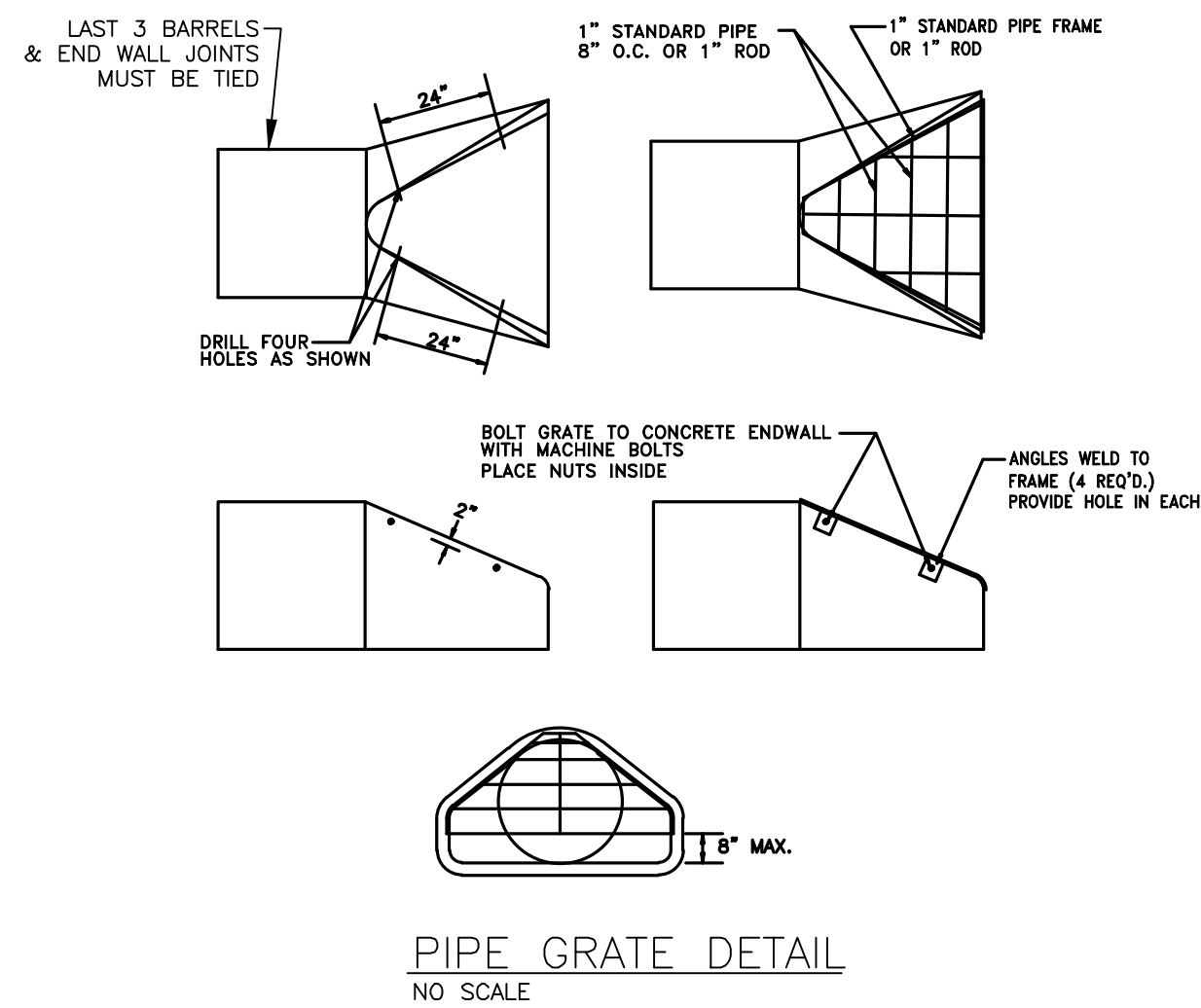
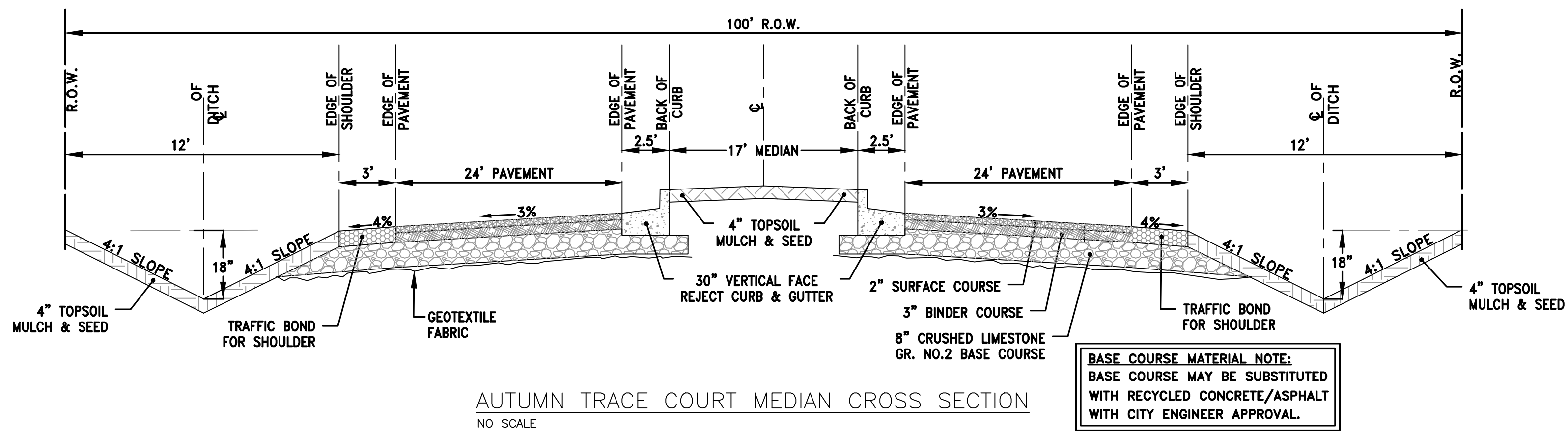
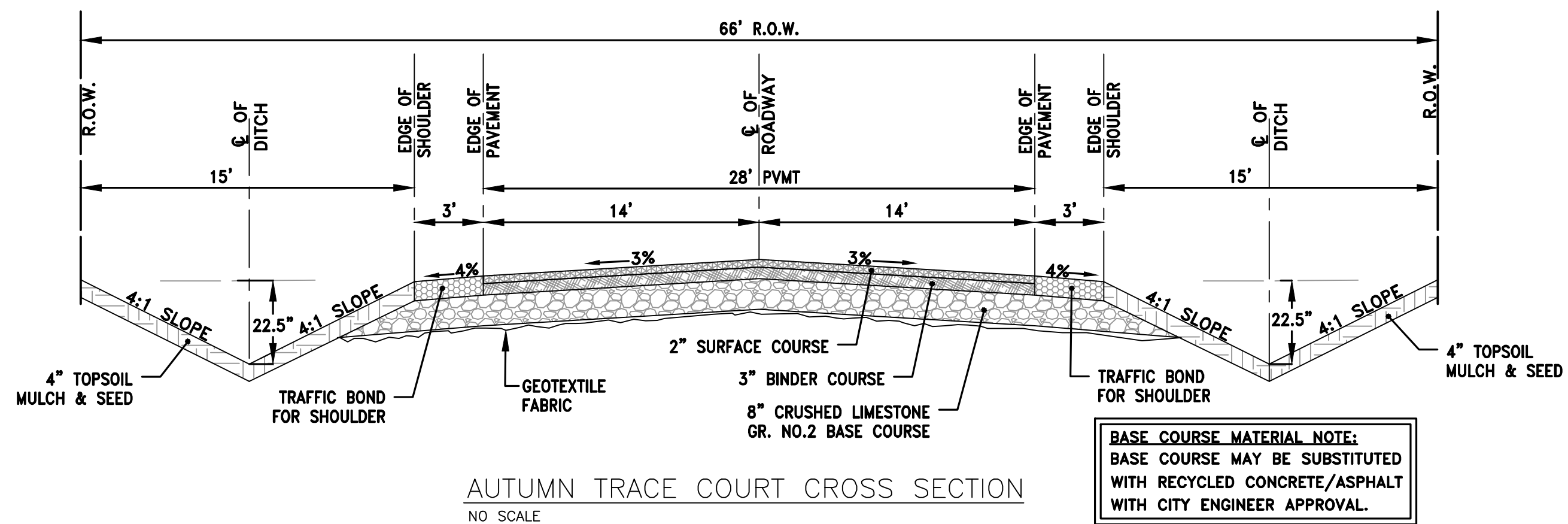
22-063-1124

DESCRIPTION:

SEPTIC & STORM
PLAN - EAST

SHEET

C5.2



GENERAL NOTES

- ① HORIZONTAL BRACE REQUIRED WITH 2" x 4" WOODEN FRAME OR EQUIVALENT AT TOP OF POSTS.
- ② TRENCH SHALL BE A MINIMUM OF 4" WIDE & 6" DEEP TO BURY AND ANCHOR THE SEXTANTILE PIERCE. DO NOT ATTEMPT TO FIT TRENCH AND BACKFILL & COMPACT TRENCH WITH EXCAVATED SOIL.
- ③ WOOD POSTS SHALL BE A MINIMUM SIZE OF 1 7/8" x 1 7/8" OF OAK OR HICKORY.
- ④ SILT FENCE TO EXTEND ACROSS THE TOP OF THE PIPE.
- ⑤ CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL IF POSSIBLE BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY USE ONE OF THE FOLLOWING TWO METHODS: A) OVERLAP THE END POSTS AND TWIST, OR ROTATE, AT LEAST 180 DEGREES; BY HOOK THE END OF EACH SILT FENCE LENGTH.

*This drawing based on Wisconsin
Department of Transportation
Standard Detail Drawing 8 E 9-6.*



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CITY OF NEW BERLIN, WI

BY: JANSSEN - BRUCKNER

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MAY 17, 2023

JOB NUMBER:

22-063-1124

DESCRIPTION:

CONSTRUCTION NOTES & DETAILS

SHEET

C6.0



June 27, 2023

TO: Common Council
Mayor Ament
Ald. Kroupa

FROM: Joelle Erickson on behalf of the Finance Committee

RE: Items from the June 15, 2023 Finance Committee Meeting requiring Common Council action.

A.	Recommend to Common Council on the Procurement Policy relative to the Emergency Management Ordinance – No. 2671
<u>Council Motion:</u>	
	This item was considered at the Finance Committee meeting on June 15, 2023. It was recommended to the Common Council on a vote of 4-0. I do hereby make a motion to approve the recommendation on the Procurement Policy relative to the Emergency Management Ordinance - No. 2671.

City of New Berlin General Financial Policy	TITLE: Procurement Policy
AUTHORIZATION DATE: 10/12/06	LAST UPDATE: 6/14/07,10/13/15,1/8/19
POLICY SOURCE: Finance Committee	SCOPE: City – wide
Reviewed by City Attorney n/a	Board/Commission Approval: Finance Committee 12/13/18, 5/12/22, 6/15/23 Common Council 10/13/15, 1/8/19, 5/24/22

I. GENERAL

The purpose of this policy is to allow the City to acquire, on a competitive basis, all goods and services at the best value possible and operate in a manner that maximizes the effectiveness and efficiency of services provided by the City.

II. POLICY

The City of New Berlin, as a local governmental entity, needs to ensure that the expenditure of public funds occurs in a manner that balances the desire for lowest cost to the City with an expectation of a quality product. The purpose of this policy is to provide guidance and procedures to be followed for procurement of goods and services for all City departments within the scope of the City Code and the Wisconsin Statutes. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing the need for flexibility in department operations. This policy covers items that have been included in the city budget as approved by the Common Council.

The purpose of the purchasing program is to enable departments to acquire needed equipment, materials, supplies and services of suitable quality for the purpose intended from the lowest priced responsible and responsive bidder while enhancing competition and providing fair opportunity and equitable treatment for all vendors.

This will be accomplished by utilizing a combined effort between City departments and the Mayor. The Mayor will concentrate efforts on standardizing and centralizing purchases of common use items among all departments while enlisting individual department's expertise in purchasing specialized items unique to their departments. When purchasing these specialized items, the individual department becomes responsible for ensuring that the provisions of this policy are followed.

The policy pertains to all agencies, departments or offices of the City and, when applicable unless otherwise provided by statute, those committees, boards or commissions which manage or operate other City properties, installations or activities.

III. PROCEDURES

A. DEPARTMENT SPECIFIC PURCHASES

In order to take advantage of the technical expertise within various City Departments, department personnel will have the authority to purchase specialized items unique to their operations. The Mayor will be available to serve in an advisory capacity. However, if the department wishes, the responsibility for the purchase of these specialized items may be turned over to the Mayor. Certain departments employ individuals whose duties include routine purchasing of non-specialized goods and services. These individuals retain such authority at the discretion of the Department Head and the Mayor, and shall execute their purchasing responsibilities in accordance with all provisions of this policy and under the general oversight of the Finance Department. The individual coordinating the purchase will be responsible for ensuring that all provisions of the procurement policy are followed. Upon request of the Finance Director, departments will furnish copies of quotes and other documentation to show compliance with the procurement policy.

If a question arises over the categorization of a purchase as specialized or non-specialized, the Mayor will make the final determination.

B. PURCHASING AND CONTRACTING LEVELS

Purchases of and contracts for supplies, materials, equipment and contractual services shall be made in the best interest of the City according to the spending guidelines in this policy. While the policy encourages bid pricing, sole source purchases may be made without competition when only one sole source is available or there is a valid reason to purchase from one source. Sole source purchases must be agreed upon in advance between the department and the Mayor. The reason for the sole source purchase must be documented and retained on file by the department. For all purchases the Mayor reserves the right to coordinate the purchase of like items where such purchase is beneficial and practical.

- (1) *Purchases of \$500 to \$15,000* require the solicitation of two or more quotes, except as section III (C) applies, which may be written or verbal, but documented in either case. When verbal quotes are received, all pertinent details of the quote should be documented in writing by the department and retained on file.
- (2) *Purchases of \$15,000 or more (other than Public Works Construction Projects)* require a minimum of two written quotations be solicited. Any new contracts or agreements for services or equipment with an anticipated contract cost of \$15,000 or more require the approval of the Mayor prior to execution.

- (3) *Public Works Construction Projects.* In accordance with Wisconsin Statute 62.15 & 66.0901, all such projects or materials for such projects, the cost for which is expected to be greater than \$25,000 must be competitively bid. The City Attorney or his /her designee will determine the applicability of this statute to individual projects.

The bidding and awarding processes are detailed in Wisconsin Statute 66.0901. All public works bids and staff recommendations will be submitted through the commission, board or committee with jurisdiction over the issue, for Common Council approval.

C. STANDARD CONTRACTS

When the Department has standardized the purchasing of a good or service and has issued standard purchase orders or contracts for these goods or services, such goods or services shall be purchased from the agreed upon vendor for the length of the agreement. The standard contracts will usually be let on an annual basis. Exceptions will be made only when the requisition clearly states the reason for which the standard item is unacceptable.

D. COOPERATIVE PURCHASING

The Mayor shall have authority to join with other units of government, with quasi-government agencies funded in whole or in part by the City, and with other purchasing associations in cooperative purchasing plans when the best interest of the City would be served. Competitively bid cooperative purchasing contracts onto which the City “piggybacks” are considered to have met competitive requirements, and no additional quotes are necessary. Additionally, if identical projects can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

E. PURCHASING FROM GOVERNMENT UNITS

Materials, supplies, machinery and equipment offered for sale by the federal or state government or by any municipality may be purchased without bids at prices to be agreed upon between the Mayor and the respective department for which the item is to be acquired. Expert assistance for appraisal of such items may be employed at the discretion of the Mayor.

F. EXPENSES OF EMERGENCY MANAGEMENT

Except as expressly provided hereunder, no person shall have the right to expend any public funds of the City in carrying out any emergency management activity authorized by this chapter without prior approval by the Common Council, nor shall any person have the right to bind the City by contract, agreement or otherwise without prior and specific approval of the Common Council and/or per the City’s procurement or contract policies.

Notwithstanding the foregoing, the mayor and Director of Community Development shall have the authority under the City's procurement policy to purchase supplies, equipment or services as may be necessary to address a current emergency as declared by the Mayor, Common Council President or Council of the City of New Berlin in a total amount not to exceed \$100,000.00. The Emergency Management Manager or Director of Community Development shall have the authority to purchase supplies, equipment or services as may be necessary to address a current emergency situation as declared by the City in an amount not to exceed \$50,000.00; however, the total amount spent shall not exceed \$100,000.00 unless authorized by Common Council. Any expenses incurred under this paragraph shall immediately be reported to the Mayor and Finance Director.

G. EMERGENCY PURCHASES

Any City department or agency may purchase in the open market, without filing a requisition or estimate, or receiving competitive bids, any supplies, materials or equipment for immediate delivery to meet emergencies arising from unforeseen causes. The following situations constitute an emergency under this provision of the policy:

- (1) Any situation in which there exists immediate and substantial danger to the health, life or property of any person or any situation in which there exists potential for increased damage to City property if the situation is not immediately remedied;
- (2) Any situation where the normal operation of any City department or Agency is seriously impaired or is in jeopardy or being seriously impaired; or
- (3) When the Mayor or in his absence the Council President declares an emergency.

H. PURCHASE OF RECYCLED MATERIALS

The Mayor will ensure that the average recycled content of all paper purchased by the City measured as a proportion, by weight, of the fiber content of all paper products purchased in the year is not less than those percentages specified in Wisconsin Statute 66.0131 (3) (a) (2).

I. PURCHASE ORDERS

Purchase orders will be required for all purchases of goods and services unless such payment is covered by an existing contract or other agreement.

J. SERIAL CONTRACTING

No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing a series of purchase orders to the same vendor for the same commodity or service in any 90-day period in order to avoid the requirements of the procurement policy.

K. APPROPRIATIONS

All purchases shall be made in accordance with the appropriations (budget) that have been approved by the Council for the operation of the respective City departments. The responsibility for not exceeding existing appropriations rests with the department head making the requisitions or purchases.

L. LOWEST RESPONSIBLE BIDDER AND BEST VALUE CONCEPT

All open market orders or contracts shall be awarded to the lowest priced, responsive and responsible bidder taking into consideration the following factors: the qualities of the articles to be supplied; conformity with specifications; product compatibility; maintenance costs; vendor support after the purchase, the ability and qualifications of the vendor to perform the contract, and delivery terms.

- (1) If two or more qualified bids are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder. Where it is not practical, the contract will be awarded to one of the bidders by drawing lots in public.
- (2) The Mayor along with the City Attorney, or his/her designee shall have the authority to require a performance bond or other similar instrument of surety in such amount as is reasonably necessary to protect the best interest of the City before entering into a contract. Notwithstanding the foregoing, performance and payment bonds in the full amount of the contract shall be required for all public construction contracts in accord with Wisconsin Statute Section 779.14.
- (3) Contracts must be approved as to form and sufficiency by the City Attorney or his/her designee.

M. PROCUREMENT OF SERVICES

Whenever practical, the purchase of all services should be based on competitive bids/quotations/proposals subject to the spending guidelines noted in Procedure III (B) of this policy. This includes, but is not limited to, the following categories of services:

Professional Services. Consulting and expert services provided by an organization or individual.

Contractor Services. The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance.

Client Services. Those services provided directly to individuals on behalf of the City.

Construction Services. Services provided in the construction of roads, buildings or other facilities.

Technology Services. Services provided in the design, development, installation, and/or operation or maintenance of automated computer systems, including hardware and software.

If it is estimated that the service being solicited has a total cost of over \$15,000 and the value of the service is substantially measured by the professional competence of the providers rather than cost alone, it is recommended that a Request for Proposal (RFP) or Professional Services Qualifications (PSQ) be used to solicit vendor responses.

N. PROHIBITED BUSINESS TRANSACTIONS

- (1) Employees are not allowed to participate directly or indirectly in a purchase when the employee, or a member of the employee's family, has a financial interest in the purchase or the employee, or a member of the employee's family, is negotiating or has an arrangement concerning prospective employment with the supplier, or the action is otherwise contrary to the terms of the City's Code of Ethics in the City Municipal Code or applicable Wisconsin Statutes.
- (2) Purchases for services or goods should not be made from employees of the City unless the employee can be considered an independent contractor as defined by the Internal Revenue Service.
- (3) Employees of the City are not allowed to use City negotiated discounts or the City's tax exempt status to purchase goods or service for their own personal use or gain.
- (4) The City of New Berlin Code of Ethics Policy shall be referenced regarding receipt of gifts. Employees who receive offers of gifts or other improper attempts to influence purchasing decisions should report this to their supervisor and/or the Mayor, who will in turn consult with the City Attorney or shall submit the matter to the City's Ethics Board for an advisory opinion to determine the appropriate course of action.

O. SURPLUS OR OBSOLETE SUPPLIES OR EQUIPMENT

Disposal of City-owned supplies or equipment that is no longer required or serving a useful purpose shall be handled in a manner that is:

- economically feasible;
- in compliance with all applicable laws, regulations and policies;
- environmentally responsible; and
- deemed to be in the best interest of the City.

Departments should contact the Mayor for assistance in determining the most appropriate and beneficial method of disposal. There are several **approved methods** for disposal of surplus, including:

- 1) A live auction conducted by the City or other agency;
- 2) Internet-based auctions or selling tools (i.e. eBay);
- 3) Sale to the general public via advertised, sealed bidding;
- 4) Trade-in on new supplies or equipment;
- 5) Transfer to another City department;
- 6) Donation to approved non-profit organizations;
- 7) Sale, trade, transfer or donation to an outside publicly funded agency;
- 8) Recycling and/or sale as scrap;
- 9) Discarding as trash; and
- 10) Other methods which may be approved on a case by case basis by the Mayor.

Which method of disposal is most appropriate will depend upon several factors, including:

- The condition, location and physical characteristics of the item(s);
- The amount of time, effort, administration and expense required for the method relative to the potential value received;
- The public benefits and/or liabilities associated with the method.

The City will assign one or more Auction Administrators to facilitate sale by auction when appropriate. He or she shall assist departments in selecting an auction type and venue, establish procedures and responsibilities and conduct online auctions.

Disposing of items or groups of items with an estimated value of \$2,500 or more using methods other than 1 through 5 in the **approved methods** list above shall require approval of the Mayor.

For items or groups of items with an estimated value of less than \$50, departments may, at their discretion, utilize any of the approved methods listed, provided the disposal meets the general criteria listed at the beginning of this section. For estimated values over \$50, departments should contact the Mayor or his/her designee for assistance in determining the most appropriate and beneficial method of disposal.

All proceeds received from the sale of City surplus property shall be reported and delivered to the Finance Department for deposit and application to the proper account(s).

City owned supplies or equipment will not be taken by, given to, or sold to City employees except by public auction or competitive bidding, regardless of their apparent value or condition, unless a specific exception is granted by the Common Council.

P. INSURANCE REQUIREMENTS

Follow City's "CONTRACTUAL RISK TRANSFER POLICY" under General Administrative Policies.

Q. OPEN RECORDS/PUBLIC INFORMATION

With few exceptions, records related to governmental purchasing are subject to public access under Wisconsin's Open Records Law. This includes, but is not limited to, quotes, bids, proposals, purchase orders and related correspondence. While employees may ask that open records requests be made in writing, the requestor is not required to do so.

- (1) When conducting public bid openings, the names of the bidders and certain bid details, including price shall be read aloud. In the case of proposal (RFP) openings, only the names of the proposers shall be read aloud. In either case, copies of the bids or proposals are not made available, nor are inspection of the documents permitted, until contract award has been submitted for approval to the Committee of Jurisdiction.
- (2) Vendors requesting confidentiality of their quotes, bids, proposals or portions thereof must identify the confidential materials as such and state the specific, legitimate reason(s), i.e. trade secret, propriety customer list.
- (3) Questions regarding compliance with an open records request should be referred to the City Attorney or his/her designee.

R. INFORMATION TECHNOLOGY RELATED EQUIPMENT AND SUPPLIES

In order to ensure compatibility and maintain standards for the City's information systems, all purchases of information technology equipment, supplies and services must be initiated by and acquired through the Information Technology Department. This includes, but may not be limited to, computers, software, printers, copiers, inks, toners, repair parts, support and maintenance services, telephone equipment, scanners or any peripheral device which interfaces with any part of the City's information systems.

Information Technology staff should be the primary vendor point of contact for all information technology needs. In turn, the Information Technology Department is responsible for adhering to the provisions of this policy when conducting such procurement activities.

S. LOCAL PROCUREMENT

Since there are often cost and service related advantages associated with buying from local sources, the Common Council has adopted the following resolution:

“Resolved, that where not prohibited by law, the City of New Berlin include in the evaluations of all bids, proposals and quotations for goods and/or services (except public construction) where the value of such goods or services is expected to exceed \$5,000, evaluation criteria which favorably and accurately assess the relevant cost and service advantages of procurement from local sources. Where point based systems are used for proposal evaluation and award, the points available for this purpose shall be determined prior to proposal opening and shall not exceed 5% of the total points available.”

The Finance Director is available to assist Departments in applying this policy resolution to specific procurement situations.

This policy was reviewed and approved by the Finance Committee and Common Council and signed by Mayor David Ament on the ____ day of _____, 20__ as evidenced by his signature hereon. Three signed originals of this policy have been generated. One original is maintained in the City Clerk's office, the second original is maintained in the Finance Department, and the third original is maintained in the Mayor's Office. This policy may only be modified by the Finance Committee with Common Council approval.

David A. Ament, Mayor

Glossary of Terms

Auction Administrator. An individual assigned by the Mayor to assist departments in selecting an auction type and venue, establish procedures and responsibilities, and conduct online auctions for the sale of surplus supplies or equipment.

Bid. A formal price solicited from a vendor for a good or service. Bids are required to conform to specific terms and well defined specifications contained in the solicitation documents. A sealed written bid is required with public notice setting a specific time and place to open all bids received for any project defined as public construction.

City. The City of New Berlin, WI.

Contract. An agreement between 2 or more parties to do something or provide specific goods or services.

Contract Cost. Total cost of a contract, whether for one or more years.

Contractual Services. Includes, but may not be limited to: telephone, gas, water, electric light, power and heating services; towel and cleaning services; leases for grounds, buildings, equipment, office or other space required by the using department; and the rental, repair or maintenance of equipment, machinery or other property owned by the City.

Council. The Common Council of the City of New Berlin.

Department. All agencies, departments or offices of the City and, when applicable unless otherwise provided by statute, those committees, boards or commissions which manage or operate other City properties, installations or activities.

Invitation For Bid (IFB). The documents used to solicit bids from vendors.

Mayor. The Mayor or his/her designee. (Department Head)

Professional Services. Services, the value of which are substantially measured by the professional competence of the persons performing them and which are not susceptible to realistic competition by cost alone. Such services include, but shall not be limited to those customarily rendered by architects, engineers, surveyors, real estate appraisers, certified public accountants, attorneys, financial advisors, medical and social service providers, computer software applications, systems development/implementation, management and other consultants, promotional programs such as marketing and advertising, and such other specific services as determined by the Mayor.

Professional Services Qualifications (PSQ). All documents, whether attached or incorporated by reference, used for soliciting statements of qualification for professional services.

Proposal. A plan received from a vendor and the related cost of implementing the plan. Proposals are usually requested when the specifications or scope of the services needed cannot be adequately prepared to provide all prospective vendors a complete and accurate description of the work to be performed. Vendors are asked to propose their best solution to the needs defined in the solicitation. Proposals are often requested when soliciting costs for professional services, high-tech equipment, other specialized equipment and research and development expenditures.

Public Construction. Substantial repairs, remodeling, construction or improvement of a public work or building (Wisconsin Statute Section 66.0901 & Section 62.15).

Quotation. An informal type of bid received from a vendor offering to sell a product or service. The quotation will contain specified pricing, terms and conditions of sale. The quotation may be either in writing (including a price list or catalog) or verbal, depending upon the dollar value as outlined in IV (C) (2) (3).

Request for Proposal (RFP). All documents, whether attached or incorporated by reference, used for soliciting proposals for professional services.

Request for Quotations (RFQ). A written request for informal bids or quotes.

Service. The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than usual reports, materials or drawings which are the end result of and incidental to the required performance.

STAFF REPORT

EXECUTIVE SUMMARY

CUSTOMER/PROJECT: 2022 Compliance Maintenance Annual Report (CMAR)

LOCATION: N/A

REQUEST: Resolution #23-11

UTILITY MANAGER RECOMMENDATION:
Recommend to the Common Council to approve Resolution #23-11 Compliance Maintenance Annual Report (CMAR) for reporting year 2022.

DETAILS IN ATTACHED STAFF REPORT

**CITY OF NEW BERLIN
UTILITIES DEPARTMENT
STAFF REPORT**

**2022 COMPLIANCE MAINTENANCE ANNUAL REPORT
CMAR**

DATE STAFF REPORT CREATED:	June 12, 2023
CUSTOMER/PROJECT NAME:	Compliance Maintenance Annual Report (CMAR)
ISSUE/DESCRIPTION OF PROJECT:	Approve Resolution #23-11
DATE OF COMPLETENESS DETERMINATION:	Due by June 30, 2023
REQUESTED ACTION:	Recommend to the Common Council to approve Resolution #23-11. Compliance Maintenance Annual Report (CMAR) for reporting year 2022.
FISCAL IMPACT:	N/A
SOURCE OF FUNDS:	N/A

RATIONAL:

The CMAR report needs to have the City of New Berlin Common Council approval annually by June 30th of the following year to be accepted by the Wisconsin Department of Natural Resources (WDNR) for 2022.

UTILITY MANAGER RECOMMENDATION:

Recommend to the Common Council to approve Resolution #23-11 Compliance Maintenance Annual Report (CMAR) for reporting year 2022.

ATTACHMENTS:

UT Resolution #23-11 Resolution Accepting the Compliance Maintenance Annual Report for the City of New Berlin Wastewater Utility.

STATE OF WISCONSIN CITY OF NEW BERLIN WAUKESHA COUNTY

**RESOLUTION NO. 2023-11
A RESOLUTION ACCEPTING THE COMPLIANCE MAINTENANCE ANNUAL REPORT FOR THE
CITY OF NEW BERLIN WASTEWATER UTILITY**

WHEREAS, the City of New Berlin has fully completed and compiled the data for the 2022 Wastewater Utility Compliance Maintenance Annual Report per the State of Wisconsin Department of Natural Resources requirement, and;

WHEREAS, the City of New Berlin Common Council is required to approve this report and all of its contents as related to the City's Wastewater Utility.

NOW THEREFORE BE IT RESOLVED THAT, the City of New Berlin Common Council approves and accepts the Compliance Maintenance Report as related to the City's Wastewater Utility for the 2020 year.

Passed and adopted by the Common Council this _____ day of June, 2023

APPROVED:

David A. Ament, Mayor

Countersigned/Certified:

Rubina Medina, City Clerk

Compliance Maintenance Annual Report

New Berlin Sewage Collection System

Last Updated: Reporting For:
5/22/2023 2022

Financial Management

1. Provider of Financial Information

Name:

John Sughroue

Telephone:

262-786-7086

(XXX) XXX-XXXX

E-Mail Address
(optional):

jsughroue@newberlin.org

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2022

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2022

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 4,161,680.00

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 4,161,680.00

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+

\$ 108,236.00

Compliance Maintenance Annual Report

New Berlin Sewage Collection System

Last Updated: Reporting For:
5/22/2023 2022

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 16,875.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 4,253,041.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Utility retired two trash pumps in 2022.

3.3 What amount should be in your Replacement Fund? \$ 497,056.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Fiber Optics to Liftstations	\$1,500,000	2023

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 9

Compliance Maintenance Annual Report

New Berlin Sewage Collection System

Last Updated: Reporting For:
5/22/2023 **2022**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	19,629	46
February	19,388	36
March	18,041	24
April	23,182	44
May	19,001	34
June	15,578	101
July	14,114	29
August	11,475	24
September	12,596	37
October	13,086	35
November	13,302	30
December	17,516	38
Total	196,908	478
Average	16,409	40

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☒ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

New Berlin Sewage Collection System

Last Updated: Reporting For:
5/22/2023 **2022**

6.4 Future Energy Related Equipment	
6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

New Berlin Sewage Collection System

Last Updated: Reporting For:
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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- ☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

1. Comply with the WPDES permit concerning sanitary sewer overflows.
2. Minimize the occurrence of preventable overflows.
3. Minimize the life cycle ownership costs of the collection system assets.
4. Improve or maintain current level of service.
5. Improve or maintain system reliability.
6. Reduce the potential threat to human health from sewer overflows.
7. Provide adequate capacity to convey peak flows.
8. Manage infiltration and inflow.
9. Protect collection system worker health and safety.
10. Operate a continuous CMOM program.

Did you accomplish them?

- ☐ Yes
- ☒ No

If No, explain:

3. Condition assessment program not yet created.
4. Customer mail survey not completed.
5. Root cause failure analysis not completed.
7. Sanitary sewer system modeling not completed.

- ☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

- ☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

City Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2009-06-01

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection

Compliance Maintenance Annual Report

New Berlin Sewage Collection System

Last Updated: Reporting For:
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- ☒ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map
- ☐ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

0

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☒ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☒ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☒ Others:

The City continues to flow monitor the majority of the sanitary sewer system.

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	23	% of system/year
Root removal	0	% of system/year
Flow monitoring	100	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	19	% of system/year

Manhole inspections

Compliance Maintenance Annual Report

New Berlin Sewage Collection System

Last Updated: Reporting For:
5/22/2023 **2022**

	25	% of system/year
Lift station O&M	144	# per L.S./year
Manhole rehabilitation	1	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services
River or water crossings	0	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
35002 LF of private sanitary laterals were televised to identify sources of I/I.		

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

39.52	Total actual amount of precipitation last year in inches
34.5	Annual average precipitation (for your location)
186.9	Miles of sanitary sewer
9	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
1	Number of basement backup occurrences
15	Number of complaints
	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.01	Basement backups (number/sewer mile)
0.08	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **				
	Date	Location	Cause	Estimated Volume
None reported				

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

Compliance Maintenance Annual Report

New Berlin Sewage Collection System

Last Updated: Reporting For:

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5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

☒ No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

No change.

5.4 What is being done to address infiltration/inflow in your collection system?

A private property project will be occurring in 2023 to address private I/I that was found during investigation. The City plans to continue planned inspection and maintenance activities to address I/I in the sanitary sewer system.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

New Berlin Sewage Collection System

Last Updated: Reporting For:
5/22/2023 2022

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

Compliance Maintenance Annual Report

New Berlin Sewage Collection System

Last Updated: Reporting For:
5/22/2023 2022

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

RENEWAL ALCOHOL LICENSE APPLICANTS

Council Meeting Date: June 27, 2023

The below individuals hereby make application to the Common Council of the City of New Berlin for an Alcohol License and premise description as described below subject to Wisconsin Statutes and City of New Berlin Ordinances for the period ending June 30, 2024. Licenses are issued by the City Clerk pending all requirements are met and fees paid.

Page: 1

Trade Name	Invited Agent	Applying for License
1. Martin's Tap LLC	John C. Schober	"Class B" - Combo
Location:	Premise Description: Interior of building located at 19550 W. National Avenue.	
2. Jay & Sons, Inc.	Jayesh V. Patel	"Class A" Retail - Combo
Location:	Premise Description: NEW BERLIN MOBIL - Self standing building, gas station. The bldg is approximately 1,000 sq. ft. Coolers and storage.	



New Berlin Public Library Building Community Connections

Kids in Motion

B93.3 Lagniappe

1848 Coffee PBS

Gamer's Realm

Burghardt's Sporting Goods

Big Backyard Twins Flowers

Marcus Ridge

Cleveland Pub & Grill

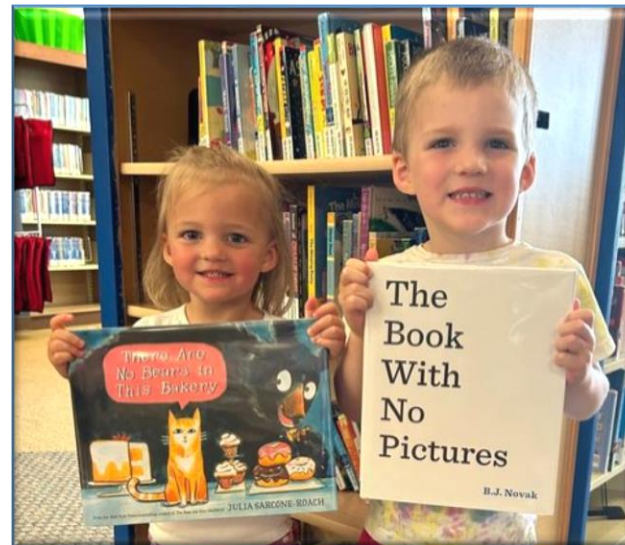
Children's Orchard

EMC Industries

Citizens Bank



Community Connections



2023 NEW BERLIN LIBRARY SCHOLARSHIP

The **Friends of New Berlin Public Library** and the **New Berlin Public Library** have partnered to award two student scholarships in 2023. As organizations, we are committed to our community and continuing education. We hope to assist students navigate their learning paths through library programming, test preparation, technology and library collections.

Visit the Library website at www.newberlinlibrary.org for application criteria and details details. Application deadline is **May 1st, 2023**.

Please contact Teen Librarian, Shannon Gulgren, with any questions!
sgulgren@newberlinlibrary.org



REQUESTED ACTION STATEMENT

MEMO TO: Mayor David Ament
Common Council

CC: Plan Commission (via email)

MEMO FROM: Gregory Kessler, AICP – Director of Community Development

DATE: June 27, 2023

ISSUE: Common Council to set the public hearing date for updates to the Zoning Code.

REQUESTED: Recommend to Common Council that a public hearing be set for August 14, 2023 at 6:00 p.m. to be held before the Plan Commission on the suggested amendments to the Zoning Code (Chapter 275).

RATIONALE: Per Chapter 275-15D(1) of the City's Zoning Code, the Department of Community Development is recommending an update to the Zoning Code.

The Common Council sets the date for the public hearing that will take place before the Plan Commission. The Plan Commission will then take action to approve the proposed amendments and will forward their recommendation to the Common Council for final action via ordinance.

The draft changes will be available for review on the City's website and the amendments will be presented/introduced at the August 14, 2023 Plan Commission meeting with possible action the same meeting.



City of New Berlin
3805 South Casper Drive P.O. Box 510921
New Berlin, Wisconsin 53151-0921

(262) 786-8610
Fax (262) 786-6121

REQUESTED ACTION STATEMENT

DATE: June 20, 2023
TO: Committee of the Whole & Common Council
FROM: Josh Radomski, DPW Director
ISSUE: New Position Request – FT Custodian

REQUESTED:

The DPW - Buildings and Grounds Division is requesting to add an additional full-time custodial position effective September 4, 2023.

FISCAL IMPACT:

The 2023 Budget impact for this request will be approximately \$17,512 to \$21,933, dependent on the choice of benefits of the new employee. The DPW anticipates that we will have the funding available within our current budget to finance the new position.

RATIONALE:

With the addition of the new Activity and Recreation Center, it has become apparent that our custodial staffing levels are inadequate for the number of buildings that we are required to clean and maintain on a daily basis. Currently we have 3 full-time custodial staff servicing the Safety Building, City Hall, Community Center and Activity and Recreation Center. The remaining city buildings utilize other staffing to clean their buildings. The addition of this position will allow us to expand our custodial services to the Streets Department, Parks Department, Historic Museum as well as provide additional cleaning and room setups at the Activity and Recreation Center.

RECOMMENDATION:

Recommend Common Council approve the addition of a Full-Time Custodial Position with a start date of September 4, 2023.



REQUESTED ACTION STATEMENT

June 21, 2023

TO: Mayor Ament
Common Council

FROM: Jeff Hingiss, Police Department

ISSUE:

Ordinance to Amend Section 261-4 (F) of the Municipal Code of the City of New Berlin

REQUESTED:

Recommend to Council to Amend section 261-4(F) of the Municipal Code of the City of New Berlin regarding restrictions on parking on city right-of-way and city property by order of the Chief of Police.

FISCAL IMPACT:

Fiscal impact to support this request is minimal. The streets department already has temporary signage created should Section 1(F)(1) be approved. Should Section 1(F)(2) be approved, the designated police/fire employee parking areas within the Public Safety Building site would need to be appropriately posted. The police/fire admin would request the Streets Department to manufacture signage and install as necessary.

RATIONALE:

Due to recent hazardous spills, the need exists to restrict vehicular and/or pedestrian traffic within affected public right-of-ways. The amendment of Section 1(F)(1) would enable the city to protect public health, safety, and welfare due to hazards for a limited period of time. Temporary restrictions could be extended beyond thirty (30) days with Council action.

The creation of Section 1(F)(2) is necessary to limit vehicular and/or pedestrian traffic within designated areas of the Public Safety Building grounds, specifically those areas where city owned vehicles routinely operate and employees park personal vehicles. The purpose is to protect the public from vehicle movement and to protect city/employee property from damage. In addition, training or supervised public tours often takes place within these areas and this action would further protect the site from unauthorized access.

ORDINANCE NO. ____

**ORDINANCE TO AMEND SECTION 261-4 (F) OF THE
MUNICIPAL CODE OF THE CITY OF NEW BERLIN
REGARDING RESTRICTIONS ON PARKING ON CITY RIGHT OF WAY
AND CITY PROPERTY BY ORDER OF THE CHIEF OF POLICE**

The Common Council of the City of New Berlin do ordain as follows:

Section 261-4, F, the Municipal Code of the City of New Berlin is hereby amended to read as follows:

SECTION I

Section 261-4, F, shall be amended to read as follows:

F. Parking Restriction by Order of the Chief of Police.

- (1) In case of emergency, the Chief of Police may regulate and enforce temporary parking regulations to cover special conditions. In addition, in order to protect the general public health, safety and welfare, the restriction of parking on public rights-of-way may be necessary for a limited period of time. The Chief of Police shall have the authority to restrict parking on public rights-of-way when necessary to protect public health, welfare and safety or to allow for construction or other activities which may be necessary for limited periods of time. Said parking restrictions shall be allowed for up to thirty (30) days and may be extended thereafter by action of the Common Council. The Chief of Police shall provide notice to the Common Council of any orders issued under this Subsection.
- (2) Parking and pedestrian traffic may be restricted by order of the Chief of Police on the public safety building property, where necessary and appropriate for security of the site, and to protect public health, welfare and safety. The Chief of Police may designate areas of the public safety building site for parking only to authorized individuals and may also restrict those areas of the public safety building site where pedestrians are prohibited from entering.

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this

Ordinance are hereby to that extent repealed.

SECTION III

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

SECTION IV

This Ordinance shall take effect upon passage and publication as approved by law, and the City Clerk shall so amend the Code of Ordinances of the City of New Berlin, and shall indicate the date and number of this amending ordinance therein.

PASSED AND ADOPTED by the Common Council this _____ day of _____, 2023.

APPROVED:

David Ament, Mayor

Countersigned:

Rubina Medina, City Clerk

DATE: June 27, 2023

TO: Mayor Ament
Common Council

FROM: Mayor Ament
Melissa Beck, Human Resource Director
Ralph Chipman, Director of Finance

REQUESTED ACTION:

Recommendation to Council to approve the attached 2023 Salary Table effective 07/01/2023.

FISCAL IMPACT:

The related salary range adjustments are accounted for in the 2023 approved operating budget.

RATIONALE:

The attached 2023 Salary Grade Table reflects an additional increase to 2023 salary ranges for all non-represented staff effective 7/1/2023:

- Salary Range 1 = 3% increase
- Salary Ranges 2 through 16 = 2% increase

Adjustments to the salary ranges allows the City to attract and retain a talented workforce.

ATTACHMENTS:

7/1/2023 Non-represented Employee Salary Ranges 1 through 16

Range	Min	Q1	Midpoint	Q3	Maximum
1	15.72	17.10	18.47	19.85	21.23
2	19.78	21.50	23.23	24.96	26.68
3	21.15	23.01	24.86	26.71	28.56
4	22.64	24.63	26.61	28.59	30.57
5	24.24	26.35	28.47	30.58	32.70
5	50,386.57	54,795.27	59,203.96	63,612.66	68,021.35
6	25.92	28.19	30.46	32.73	35.00
6	53,913.53	58,630.44	63,347.36	68,064.27	72,781.18
7	28.24	30.71	33.19	35.66	38.13
7	58,757.63	63,898.77	69,039.90	74,181.04	79,322.18
8	30.22	32.87	35.52	38.16	40.81
8	62,870.33	68,371.19	73,872.04	79,372.90	84,873.75
9	67,270.18	73,156.51	79,042.83	84,929.15	90,815.48
10	71,980.07	78,278.14	84,576.20	90,874.26	97,172.32
11	77,017.69	83,756.88	90,496.07	97,235.26	103,974.45
12	81,084.61	88,179.36	95,274.11	102,368.86	109,463.61
13	85,949.52	93,470.06	100,990.59	108,511.12	116,031.65
14	91,105.75	99,077.81	107,049.88	115,021.94	122,994.01
15	96,573.05	105,023.18	113,473.31	121,923.44	130,373.56
16	102,367.04	111,324.36	120,281.68	129,239.01	138,196.33

ORDINANCE NO. 2673

**ORDINANCE TO CREATE SECTION 152-24 OF THE CITY CODE OF
THE CITY OF NEW BERLIN REGARDING TRANSIENT LODGING**

The Common Council of the City of New Berlin, Waukesha County, Wisconsin do ordain as follows:

SECTION I

Section 152-24 of the City of the City of New Berlin is hereby created to read as follows:

Section 152-24 – Transient Lodging. Any person or entity which maintains, manages or operates a short-term rental (which means a residential dwelling that is offered for rent for a fee and for fewer than 30 consecutive days) shall be required to do the following:

- A. Obtain from the Department of Agriculture, Trade and Consumer Protection a license as a tourist rooming house as defined in Wisconsin Statute Sec. 97.01(15k) when required to do so under said Statute; and any person who maintains, manages or operates a short-term rental as defined in this subsection shall obtain from the City a short-term rental license as provided for in in this Section. The City shall establish a license fee from time to time based on the City's actual cost of issuing and monitoring said license. The Common Council shall establish such license fee by Resolution from time to time.
- B. Short Term Rental License. The City Clerk shall issue a short-term rental license if an applicant follows the procedures set forth in Subsection C of this Ordinance and demonstrates compliance with the provisions of this Section of the Code. A short-term rental license is issued for one (1) license year, and may be renewed annually as provided for in this Section. The short-term license shall contain the following information:
 - (1) The name of the property owner and if applicable the property manager, with contact information including mailing address and a telephone number where the property owner or property manager is available.
 - (2) The license term.
 - (3) The State of Wisconsin Tourist Rooming House License Number.

Upon issuance, a license-holder shall provide a copy of this Code section and a copy of the license to all parties using the property for short-term rental use, prior to the commencement of each such use.

C. Short-Term Rental License Application, Renewal, and Revocation Procedure.

- (1) Applications. All applications for short term rental licenses shall be filed with the City Clerk. No license shall be issued unless a completed

application form is accompanied by payment of the required application fee, which fee shall be non-refundable. Each application shall include the following information and documentation for each short-term rental unit in order to demonstrate compliance with the requirements of this Section:

- a. The name of the property owner and or property manager, with contact information including mailing address and a telephone number at which the property owner and/or property manager is readily available.
- b. The street address of the property proposed to be made available for short term rental use.
- c. A description of the premises proposed to be made available for short term rental use.
- d. A copy of the Department of Agriculture, Trade and Consumer Protection Tourism House License, as defined in Wisconsin Statute Sec. 97.01(15k), in effect during the short-term license year.
- e. Written certification by the property owner that the short-term rental meets the following requirements:
 - i. All short-term rental properties shall be subject to and comply with Wisconsin Administrative Code ATCP 72, which is hereby fully incorporated by reference:
 - ii. A minimum of one (1) off-street parking stall shall be provided for every guest bedroom with a minimum of two (2) parking stalls required. All parking areas shall meet the applicable size and location requirements of the City Code, and shall be hard-surfaced and maintained in a reasonably dust-free condition;
 - iii. The property owner and/or property manager shall be available at all times when the property is rented. The property owner must notify the City Clerk within three (3) business days of any change in the contact information for the property owner or property manager and submit the revised contact information to the City Clerk within the same time period.
 - iv. The “property manager” shall be defined as any person who is not the property owner and is authorized by the property owner, expressly or impliedly, to act as agent and as the local contact person on behalf of the property owner for one or more short-term rental, and to take remedial action and promptly respond to any violation of this Section or the City Code relating to the licensed premises.
 - v. Sleeping quarters related to a short-term rental shall only be located within the principal structure on a lot. Accessory buildings shall not be used for sleeping quarters.
 - vi. Occupancy limits shall not exceed the number of occupants allowed in Wisconsin Administrative Code Section ATCP 72.14(2)(b) per bedroom, and also shall not exceed 8 per 1,000 square feet of living area within the principal structure.
 - vii. A short-term rental property shall not have more people on site than the higher of twenty (20) people or the maximum

number of people allowed under Wisconsin Administrative Code Section ATCP 72.14(2)(b).

- viii. The property boundaries shall be reasonably delineated by approved fences, vegetation or other means to ensure that all users can identify the boundaries of the property and can accordingly confine their use to the licensed parcel. The applicant shall provide a survey or sketch showing the property boundaries and provide it to the City Clerk, as well as to any proposed tenant.
- ix. All refuse containers shall be screened from public view, as required by any applicable zoning or building code requirements.
- x. In addition to possible revocation of the short-term rental license provided in this Section, any failure by the license holder, after the issuance of a license, to adhere to the requirements of this Section shall be considered a violation of this Ordinance and shall be enforced in accordance with Section 1-18 of the City of New Berlin Municipal Code. Each day that a violation occurs and continues shall be considered a separate violation and will be enforced accordingly.

- (2) Upon the filing of an application pursuant to this section, and prior to the issuance of any license, the property described in the application shall be inspected by the City Building Inspector, as well as the Fire Department, to investigate and determine if the property is in compliance with applicable state, county, or local ordinances, rules or regulations including, but not limited to, this Subsection and the terms of the Fire Code requiring a working smoke detector and carbon monoxide detector on each level of the building. Each department conducting such an inspection shall provide a written report to the City Clerk confirming compliance or, alternatively, detailing any observed violations. Any observed violations shall be corrected by the applicant prior to the issuance of any license. In the event the applicant fails to correct any observed violations or if the property fails to meet the requirements of Section, the City Clerk shall deny the application for a license. In no event shall a license be issued, and any issued license shall be deemed suspended, when the property which is the subject of the license is under an order issued by the Building Inspector to bring the premises into compliance with state, county, or local ordinances, rules or regulations.
- (3) **Renewal.** Each application for a renewal of a short-term rental license shall include all information and documentation required as part of the original application in an updated form and payment of a renewal fee which shall be non-refundable. A renewal application and the applicable fee must be filed with the City Clerk at least 45 days prior to the license expiration date in order to allow the City Clerk adequate time to review and investigate the application. No renewal license shall be issued unless a completed application form is accompanied by payment of the required application fee.

Upon the filing of a renewal application pursuant to this section, and prior to the issuance of any renewal license, the property described in the application shall be inspected by the Fire Department and Building Inspector to investigate and determine if the property is in compliance with applicable state, county, or local ordinances, rules or regulations including, but not limited to, this Section. Each department conducting such an inspection shall provide a written report to the City Clerk confirming compliance or, alternatively, detailing any observed violations. Any observed violations shall be corrected by the applicant prior to the renewal of any license. In the event the applicant fails to correct any observed violations or if the property fails to meet the requirements of this Section, the City Clerk shall deny the application for a renewal license. Additionally, the City Clerk may request reports from the Police Department, Fire Department and Building Inspector regarding any enforcement actions occurring at the property in the preceding short-term rental license year. The Clerk shall review the application and any enforcement actions and may approve or deny the application after considering the number, frequency, and/or severity of any previous enforcement action related to the property, and whether the conduct related to the previous enforcement action substantially harms or adversely impacts the predominantly residential uses and nature of the surrounding neighborhood. If the City Clerk determines to deny an application to renew the license, the Clerk shall notify the applicant in writing of the reason(s) for such decision and the applicant's right to appeal to the Common Council as provided in this section. In no event shall a renewal license be issued, and any issued license shall be deemed suspended, when the property which is the subject of the license is under an order issued by the Building Inspector to bring the premises into compliance with state, county, or local statutes, ordinances, rules or regulations.

- (4) Revocation. A short term rental license may be revoked by the Common Council, after notice to the licensee and a hearing, during the term of a license year and for one or more of the following reasons:
- a. Failure by the licensee to make payment of delinquent fees, taxes, special charges, forfeitures, or other debt owed to the City.
 - b. The issuance of three (3) or more total citations during any short term rental license year for violations of the Municipal Code of the City of New Berlin occurring at the licensed property. For purposes of this subsection, the total number of citations related to the licensed property shall be considered for the necessary calculation, notwithstanding whether such citations are issued to the license holder, the management company or a user of the property for short term rental use.
 - c. Failure by the licensee, at any time, to adhere to any requirements certified pursuant this Section.

Any resident of the City, or the City of its own accord, may file a sworn written complaint with the City Clerk alleging one or more of the reasons

set forth in this section as grounds for revocation of the short-term rental license. Upon filing of the complaint, the City Clerk shall notify the licensee of the complaint by certified mail, return receipt requested and provide the licensee with a copy of the complaint. Such notice shall also contain the time and place of the hearing before the Common Council on said complaint and consideration of revocation under this section. Any hearing under this section shall be held no sooner than 30 days after the notice required by this section is mailed to the licensee.

- (5) Appeal. The City Clerk's decision to deny an initial license or to deny renewal of a license may be appealed to the Common Council by filing a written appeal with the Clerk within 30 days after the date of mailing of the written notice of the City Clerk's decision. The Common Council shall hold a hearing within 30 days of the City's receipt of the written appeal, or the license shall be deemed granted. The City Clerk shall provide written notice of the date, time, and place of any appeal hearing to the licensee by certified mail return receipt requested. Any hearing under this section shall be held no sooner than 10 days after such notice is mailed to the appellant. If the Common Council finds the City Clerk's reasons for his or her decision to be sufficient, the decision shall be affirmed. If the Common Council finds the City Clerk's reasons for his or her decision insufficient, the decision shall be reversed, and the license shall be granted and issued. The Common Council shall provide appellant a written decision specifying the reasons for its determination, and provide such written decision to the appellant within 10 days of such determination.
- (6) Restrictions on License Transfers. Transfer of a short term license because of transfer or sale of the licensed property is not permissible. Should the licensed property be sold, transferred, or otherwise conveyed by the named applicant, then the issued license shall become void. Whenever a property changes ownership, a new license shall be required to ensure compliance with all applicable state and local laws and ordinances.

D. Violations of this Ordinance shall be enforced in accordance Section 250-6 of the City of New Berlin Municipal Code. Each day that a violation occurs shall be considered a separate violation and will be enforced accordingly.

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION III

The several sections of this Ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the Ordinance.

SECTION IV

This Ordinance shall take effect upon passage and publication as approved by law, and the City Clerk shall so amend the Code of Ordinances of the City of New Berlin, and shall indicate the date and number of this amending ordinance therein.

PASSED AND ADOPTED by the Common Council this 27th day of June, 2023.

APPROVED:

David Ament, Mayor

Countersigned:

Rubina Medina, City Clerk



APPLICATION FOR YEARLY TRANSIENT/SHORT TERM LODGING LICENSE

♦ PROPERTY OWNER INFORMATION / APPLICANT INFORMATION

- In case of emergency the Property Owner will be contacted first, if unable to reach, the Secondary Contact will be called.

Property Owner Name: _____ FEIN #: _____

Property Owner Address: _____

Primary Phone #: _____ Secondary Phone #: _____

Secondary Contact: _____ Phone #: _____

If the owner is a business please select type and list all owners below. Individual _____ Partnership _____ LLC _____ Corporation _____

Designated Agent: _____

Owners & Property Manager Contacts

Name:	Address:
Phone #:	Email:
Name:	Address:
Phone #:	Email:
Name:	Address:
Phone #:	Email:
Name:	Address:
Phone #:	Email:

♦ TRANSIENT PROPERTY INFORMATION

Property Address in the City of New Berlin: _____

Premise Description (what area is being rented): _____

State of Wisconsin Tourist Rooming House License # _____

♦ REQUIRED ITEMS / RESPONSES (FILL IN AND INTIAL BELOW)

I certify that I have acknowledged and completed the following (please fill in blanks and initial to the left once completed):

- ☐ Included a copy of the Department of Agriculture, Trade and Consumer Protection tourism house license is attached, as defined in WI § 97.01 (15k).
- ☐ Include a sketch of where screened refuse containers will be located.
- ☐ Number of sleeping quarters: _____ (sleeping quarters shall be located within the principal structure on the lot.)
- ☐ The property as listed above complies with the [Wisconsin Administrative Code ATCP 72](#)
- ☐ A minimum of one off-street parking stall for every guest bedroom is required (with a minimum of 2 parking stalls). Included stalls on sketch.
- ☐ Property Owner / Property Manager (circle one) resides within 5 miles of the property listed above.
- ☐ Number of maximum occupants is _____. The maximum occupancy does not exceed the number of occupants allowed per the ATCP 72.14(2)(b) with the maximum not higher than 20 people.
- ☐ Please describe how the property boundaries are delineated: _____
- ☐ I confirm that there are working smoke and carbon monoxide detectors on each floor of the premises and in particular, outside of the sleeping quarters.
- ☐ Proof of comprehensive general liability insurance, covering \$1,000,000.00.

♦ SIGNATURE OF APPLICANT

I certify that I have read City Ordinance Section 152.24 regarding Transient Commercial Lodging and State of Wisconsin's Administrative Code (ATCP) Chapter 72. I certify that the answers and attachments to this application are true to the best of my knowledge. I understand that I must renew the Transient Commercial Lodging License every year at least 45 days before December 31 of each year and that the Fire Department, Police Department and Building Inspector will inspect the property and approve the premise for transient commercial lodging before any license will be granted. I hereby certify that the property meets the Ordinance Code and WI Admin Code requirements. I hereby designate the listed Designated Manager as an Agent for the purpose of accepting service of process in a civil action arising out of or in conjunction with the use of this License in the event I cannot, after reasonable efforts, be served personally. I understand that it is my responsibility to promptly report any changes to my responses to this application to the City of New Berlin as needed. I understand that if any of the information in this application is inaccurate/incomplete or if there are violations of the City Ordinances that this license may be revoked.

Signature: _____ Date: _____

State of Wisconsin, County of: _____

This document was signed before me on this _____ day of _____, 20____.

Notary Signature: _____ My Commission Expires _____

OFFICE USE ONLY: Date Application Received: _____ Initials: _____

Council Date: _____ License # Issued _____

CITY CLERK 2023 APPROVED FEE LIST

Approved by Common Council on 11/15/2022

License Type	Comments	2023 Fee
Adult-Oriented		
Adult-Oriented Establishment	<i>Per license year</i>	\$ 250.00
Adult-Oriented Establishment - late renewal penalty	<i>If filed after the deadline</i>	\$ 100.00
Alarm System License		
Alarm System License - Commercial	<i>One-time fee</i>	\$ 100.00
Alarm System License - Residential	<i>One-time fee</i>	\$ 50.00
Alcohol License		
Class "A" (beer)	<i>Per license year</i>	\$ 300.00
"Class A" (liquor)	<i>Per license year</i>	\$ 500.00
Class "B" (beer)	<i>Per license year</i>	\$ 100.00
"Class B" (liquor)	<i>Per license year</i>	\$ 500.00
"Class B RESERVE (limited to quota)	<i>One-time fee</i>	\$ 10,000.00
"Class C" (Wine)	<i>Per license year</i>	\$ 100.00
Alcohol - Extension of Premise	<i>Per event</i>	\$ 50.00
Alcohol - Change of Agent	<i>Must also pay background check fee</i>	\$ 10.00
Alcohol - Temporary Retail (often referred to as picnic license)	<i>Per event</i>	\$ 10.00
Publication Fee (for all liquor applications)	<i>Per publication</i>	\$ 35.00
Amusement		
Amusement Device (pool table, juke box, electronic games, etc.)	<i>Per device, per license year</i>	\$ 35.00
Amusement Vendor	<i>Per license year</i>	\$ 150.00
Archery Range	<i>Per license year</i>	\$ 50.00
Background Check		
Background Check Fee - In State	<i>Per license year</i>	\$ 10.00
Background Check Fee - Out of State	<i>Per license year</i>	\$ 18.00
Burn Permit Fee		
Burn Permit	<i>per calendar year</i>	\$ 10.00
Animal License		
Cat - Neutered Male / Spayed Female	<i>per license year</i>	\$ 10.00
Cat - Non-neutered male / non-spayed female	<i>per license year</i>	\$ 15.00
Dog - Dangerous Yearly Admin Fee	<i>per license year</i>	\$ 50.00
Dog - Late Applicant Fee	<i>per license year</i>	\$ 5.00
Dog - Neutered Male / Spayed Female	<i>per license year</i>	\$ 10.00
Dog - Non-neutered male / non-spayed female	<i>per license year</i>	\$ 15.00
Dog - Potentially Dangerous Yearly Admin Fee	<i>per license year</i>	\$ 50.00
Cigarette / Tobacco		
Cigarette	<i>per license year</i>	\$ 100.00
City Map / Computer Generated / Copies		
City Map	<i>per map</i>	\$ 10.00
Computer Generated Data - CDROM	<i>per cd-rom</i>	\$ 15.00
Computer Generated Data - DVD	<i>per dvd</i>	\$ 15.00
Computer Generated Data - Labels	<i>per label</i>	\$ 0.08
Computer Generated Data - USB	<i>per usb</i>	\$ 10.00
Computer Generated Data - WisVote Data Reports	<i>\$25 plus \$5 per 1,000 voters</i>	\$ 25.00
Copy Fee - Black and white	<i>each page copied</i>	\$ 0.25
Copy Fee - Color	<i>each page copied</i>	\$ 0.50
Direct Seller		
Direct Seller - Business	<i>Per calendar year, up to 3 employees</i>	\$ 150.00
Direct Seller - Single Applicant (must also pay background check fee)	<i>Per day, per person</i>	\$ 10.00

License Type	Comments	2023 Fee
Entertainment - Dance		
Entertainment (Dancing)	<i>Per license year</i>	\$ 25.00
Escort License		
Escort License (per applicant)	<i>Per license year</i>	\$ 250.00
Fireworks		
Fireworks		\$ -
Massage		
Massage Establishment License	<i>Per license year</i>	\$ 150.00
Massage Technician/Therapist	<i>Applicant must be licensed with the State of WI. Fee is waived, but application material must be completed and background check fee must be paid</i>	\$ 50.00
Massage Establishment Admin/Transfer Fee	<i>For applicant that wishes to surrender license mid-year so another applicant can apply</i>	\$ 100.00
Operator / Bartender		
Operator/Bartender License - Regular	<i>2 year license - must also pay background check fee</i>	\$ 60.00
Operator/Bartender License - Provisional	<i>(must apply for the Regular license to qualify)</i>	\$ 15.00
Operator/Bartender License - Temporary	<i>2 week license</i>	\$ 15.00
Rubbish		
Rubbish Collection - includes 1 vehicle	<i>Per license year</i>	\$ 75.00
Rubbish Collection - each vehicle over one	<i>Per license year</i>	\$ 25.00
Secondhand Article Dealer		
Secondhand Article Dealer	<i>Per event</i>	\$ 50.00
Special Council Meeting		
Special Council Meeting to consider Late Filing Applicant	<i>For liquor license or extension of premise applicants that fail to apply by the deadline and need their application to be approved by Council. \$350</i>	\$ 250.00
Taxi		
Taxi Cab Business	<i>Per license year</i>	\$ 125.00
Taxi Cab Driver	<i>Per license year</i>	\$ 25.00
Theatre		
Theatres - 1201 or more seats	<i>Per license year</i>	\$ 200.00
Theatres - 1-700 seats	<i>Per license year</i>	\$ 100.00
Theatres - 701 - 1200 seats	<i>Per license year</i>	\$ 125.00
Transient Lodging		
*Transient Lodging/Short Term Lodging License	<i>Per Calendar year</i>	\$ 200.00
Trapshooting		
Trapshooting	<i>Per license year</i>	\$ 50.00
Weights & Measures		
Weights & Measures License	<i>Per license year</i>	\$ 25.00

**Item highlighted in yellow will be recommended to Council at the 6/27/2023 Mtg*