

“REVISED”

**City of Oconomowoc
Common Council**

**Tuesday, March 17, 2020 - 7:30 PM
City Hall - Council Chambers**



Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Clerk’s office at least 48 hours in advance to request adequate accommodations. Tel: 569-2186

- 1. Call to Order and Confirmation of Appropriate Meeting Notice**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Meeting Minutes**
 - a. Minutes of February 18, 2020
- 5. Comments/Suggestions from Citizens**
- 6. Consent Agenda (Items listed under the Consent Agenda are considered in one motion - a Council member may request to remove an item):**
 - a. Licenses
 - b. Treasurer's Report
 1. Treasurer's Report - February 2020
- 7. Committee Reports**
 - a. Public Services - Strey, Chr; Zwart, Secy; Ellis
 1. Consider/act on Resolution 20-R2864 Awarding the 2020 Street Improvement Program Contract
 2. Consider/act on Resolution 20-R2861 Awarding Blain Street Park Tennis Court Reconstruction Contract
 - b. Utility - Kowieski, Chr; Zwart, Secy; Shaw
 1. Consider/act on Resolution 20-R2862 Awarding Underground Utilities Locating Service Contract and Authorize Budget Amendment
- 8. Plan Commission**
 - a. Consider/act on Condominium Plat for Vespera II, Phase I, Located on NE Corner of Valley Road and St. Andrews Drive

9. New Business

- a. Consider/act on Revised Pandemic Preparedness Plan and COVID-19 Response Matters

10. Staff Reports

11. Reports and Comments from the Mayor

- a. 2020 Census Proclamation

12. Reports and Comments from the Aldermen

13. Adjourn

City of Oconomowoc Common Council Meeting Minutes February 18, 2020 - 7:30 PM



Aldermen Present: Matt Rosek, Charlie Shaw, Kevin Ellis, Karen Spiegelberg, Derek Zwart, Tom Strey, Lou Kowieski, Andy Rogers
Also Present: David Nold, Sarah Kitsembel, Stan Riffle, Ron Buerger, Lucas Caine, Diane Coenen, Robert Duffy, Kevin Freber, Mark Frye, Jason Gallo, Craig Hoepfner, Joe Pickart, Laurie Sullivan, Ivan Lam

Mayor Nold called the Common Council Meeting to order at 7:30 PM.

Call to Order and Confirmation of Appropriate Meeting Notice

Pledge of Allegiance

Roll Call

Public Hearings

a. Zoning Ordinance Text Amendment - General Outdoor Recreation, Commercial

The purpose is to hear public comment on amending Section 17.108 of the City of Oconomowoc Zoning Ordinance regarding "Conditional Use Permit - Specific Standards." The request is to amend Subsection (6)(a) pertaining to General Outdoor Recreation, Commercial, which limits the hours of operation to be between 8:00am and 10:00pm daily. The applicant is requesting the allowable hours be changed to 7:00am to 12:00am daily for the proposed Blue Ribbon Baseball development.

b. Blue Ribbon Baseball Conditional Use Permit

The purpose is to hear public comment on the Conditional Use Permit (CUP) to allow general outdoor recreation, commercial on a vacant site at Blue Ribbon Circle North in the Pabst Farms Commerce Centre. Land is immediately south of I-94, west of Wisconsin Harley Davidson, east of Ace Precision & north of Blue Ribbon Dr. Parcel is identified as Tax Key OCOC 0635.999.008. Per the Table of Allowable Uses listed in §17.106 of the City of Oconomowoc Zoning Code, general outdoor recreation, commercial use requires a CUP in the General Commercial zoning district. If approved the applicant would be allowed to operate a 2,500 seat outdoor ballpark with associated activities which are classified as outdoor recreation, commercial within the Zoning Code.

The hearings opened at 7:30 PM. Gallo first reported on the text amendment to change the City code hours of operation from 10 pm to midnight which would allow non-athletic events to operate from 7 am - 10 pm and sport related events to operate from 7 am - 11 pm. The applicant requests 11 pm to allow extending games caused by weather delays. The ordinance in the packet reflects what Plan Commission recommended and would not affect other outdoor uses. Gallo then gave a PowerPoint presentation on the CUP. Nold noted that the stormwater management plan will need to go before the Pabst Farms Joint Stormwater District for approval. Riffle went over the requirements of the statute in determining approval or denial of a CUP stating Council acts in a quasi-judicial manner to make a decision. Riffle asked each Alderman if they prejudged this CUP and if they can be fair and impartial when making their decision. All Aldermen responded that they could be impartial. Tim Neubert & Sonny Bando, developers of the Lake Country Athletic & Wellness Facility gave a PowerPoint presentation.

Public Support: Matt Traudt, 815 Pine Meadow Ct; Todd Peterson, 2339 N. 59th St; Luke Nelson, W1233 Steinway Dr; Kevin Raasch, 1243 Victoria Ln; John Hogan, W292 Circle Dr; Kasyn Nelson, W1233 Steinway Dr; Dan Gotzles, 1399 Shoreland Ln; Tom & Morgan Newberger, 1350 Mamerow Ln; Brian Giese, W376 S5144 E. Pretty Lake Rd; Marek Bolson, W1210 Steinway Dr; Pat Leslie, S18 W37130 W. Ottawa Ave; Jason Baumann, 1351 Mamerow Ln; Chad Bauer, N52 W35247 W. Lake Dr; Nate Schacht, 1333 Redwing Dr; and Jerry Wendt,

Magna LLC.

Public Opposition: Lisa Regal, 37832 Atkins Knoll Rd; Fay Sanders, 701 Lake Bluff Dr; Jeff Lee, 37420 Indian Mound Rd; Nate Rice, 37803 Valley Rd (displayed pictures on screen & provided various handouts); Doug Orman, 2317 N. Daystar Ln; Sheri Eubanks, Ace Precision; Kristin Simons, 37848 Atkins Knoll Rd (provided handouts); Brian Baker, Sentry Ribbon Corp; Emily Keigher, 37082 Silver Knoll Ct; Lisa Carrao, 37096 Silver Knoll Ct; Matt O'Neill, Atty for Businesses & Homeowners; Marc Regal, 37832 Atkins Knoll Rd; Ed Cohen, 1018 N. Breens Bay Rd; Rebecca Melgares, 1512 Saint Andrews Dr; and Shaun Hester, 1878 River Lakes Rd.

Other Comments/Concerns: Jim Schneider, owner of Ace Precision has concerns about covenant restrictions adhered to in the past versus what is being allowed for Blue Ribbon. Riffle stated the covenants are not a City function. Diane Weber stated the City should keep morning hours at 8 am for outdoors, the athletic indoor facility open at 7 am, concern about lighting being intrusive to neighboring homes, asked what other uses are considered athletic events, concern about the effect on other businesses and groundwater supply issues with crumb rubber turf. Bill Moomey, 1887 Mineral Springs Blvd is concerned about entertainment & noise.

No other comments were received. The hearings closed at 9:50 PM. Council took a 5-minute recess.

c. Grove Street Duplex - Conditional Use Permit

The purpose is to hear public comment on the Conditional Use Permit (CUP) to change the existing CUP that was granted in 2017 for the Fowler Lake Terrace Condos at 515 E Grove St. Per the approved CUP the existing structure is now classified as a legal 2-family duplex. Any major amendment or change to the plans associated with the CUP require review by the City with a new public hearing. The applicant's request is to remove 2 existing detached structures & replace with 1 new detached garage & add a building addition with an attached garage to the existing duplex.

The hearing opened at 9:55 PM. Gallo gave a PowerPoint presentation. Joe & Karen Gosse, owners of the property clarified there is only one sewer lateral on the property and the asphalt area along Grove St. will not be removed. No other comments were received. The hearing closed at 10:04 PM.

d. Un-Named Car Wash - Conditional Use Permit

The purpose is to hear public comment on the amendment to the Conditional Use Permit (CUP) allowing vehicle service (car wash) at approx. 1600 Summit Ave. The property is known as the NW corner of Lot 2, Certified Survey Map #11156. Per the Table of Allowable Uses in §17.106 of the City of Oconomowoc Zoning Code, vehicle service requires a CUP in the General Commercial zoning district. If approved the applicant would be allowed to construct a car wash which is classified as vehicle service within the Zoning Code with amended site & architectural plans from what was previously approved.

The hearing opened at 10:04 PM. Gallo gave a PowerPoint presentation. John Kutts, MSI General stated the project meets the CUP conditions. No other comments were received. The hearing closed at 10:10 PM.

Approval of Meeting Minutes

Motion to approve the January 21, 2020 Council minutes as presented made by Rosek and seconded made by Kowieski. Motion carried 8-0.

a. Minutes of January 21, 2020

Consent Agenda (Items listed under the Consent Agenda are considered in one motion - a Council member may request to remove an item):

Motion to approve the consent agenda made by Zwart and seconded by Rosek.

Motion carried 8-0-0.

Motion to amend the motion to remove Items b. & c. from the Consent Agenda made by Spiegelberg and seconded by Rosek.

Motion carried 8-0-0.

Motion to approve approve Item b. made by Zwart and seconded by Spiegelberg.

Motion carried 8-0-0.

Motion to approve approve Item c. made by Spiegelberg and seconded by Zwart. Council asked about the status of the NE Regional project. Sullivan stated the NE project is a private/public partnership that includes St. Matthew's, a City park, school and private parcel ownership. Sullivan stated the budget amendment is to true up expenses. Council asked if the total project amount has gone up from what was projected and Sullivan stated the City share comes from park impact fees and there have been change orders on this project.

Motion failed 2-0-6. Voted no: Rosek, Spiegelberg, Zwart, Strey, Kowieski, Rogers.

- a. Licenses
- b. Resolution Approving 2019 Continuing Appropriations
- c. Budget Amendment for 2019 Grants/Donations Received and NE Region Project - 10/1/19 to 12/31/19
- d. Treasurer's Report
 - 1. Treasurer's Report - January 2020

Committee Reports

- a. Public Services - Strey, Chr; Zwart, Secy; Ellis
 - 1. Consider/act on Resolution 20-R2858 Awarding Engineering Services for Thackeray Trail Extension Phase One Construction Management
Motion to adopt resolution 20-R2858 awarding Engineering Services for Thackeray Trail Extension Phase One Construction Management made by Ellis and seconded by Rogers.
Motion carried 7-0-1. Voted no: Strey.
- b. Utility - Kowieski, Chr; Zwart, Secy; Shaw
 - 1. Consider/act on Resolution 20-R2857 Awarding Engineering Design Services for Digester Cover Replacement/HVAC Upgrades
Motion to adopt resolution 20-R2857 awarding Engineering Design Services for Digester Cover Replacement/HVAC Upgrades made by Rogers and seconded by Shaw.
Motion carried 8-0-0.
 - 2. Consider/act on Final Resolution 20-R2855 Levying Special Assessments for the Valley Road Water Main Extension
Motion to adopt Final Resolution 20-R2855 levying Special Assessments for tthe Valley Road Water Main Extension made by Strey and seconded by Kowieski.
Motion carried 8-0-0.

Plan Commission

Without objection Nold moved Items 9.d., e. & f. up.

- d. Consider/act on Conditional Use Permit for Fowler Lake Terrace Condos at 515 E. Grove Street
Motion to approve a Conditional Use Permit for Fowler Lake Terrace Condos at 515 E. Grove Street made by Ellis and seconded by Spiegelberg.
Motion carried 8-0-0.
- e. Consider/act on Conditional Use Permit for an Un-Named Car Wash at Approximately 1600 Summit

Avenue

Motion to approve a Conditional Use Permit for an un-named car wash at approximately 1600 Summit Avenue made by Ellis and seconded by Kowieski.

Motion carried 8-0-0.

f. Consider/act on the Certified Survey Map to Combine/Reconfigure Property Lines of the City of Oconomowoc Campus Parking Lot and Property at 155 W. Wisconsin Avenue

Motion to approve the Certified Survey Map to combine/reconfigure property lines of the City of Oconomowoc Campus Parking Lot and property at 155 W. Wisconsin Avenue made by Kowieski and seconded by Spiegelberg.

Motion carried 8-0-0.

a. Consider/act on Ordinance 20-0976 to Amend §17.108 Conditional Use-Specific Standards of the City of Oconomowoc Zoning Code Relating to (6)a) General Outdoor Recreation, Commercial Hours of Operation

Due to the volume of information provided by several speakers, Council discussed tabling the Blue Ribbon items to allow time for review. Riffle stated Council can adjourn the public hearing to a date and time certain by giving appropriate notice as required by ordinance and statute and Nold stated a C-O-T-W meeting could occur prior the next Council meeting. Riffle further stated if Council has questions now the public hearing would reopen and the applicant or anyone else may answer questions and comment further. Council questioned the difference between this public hearing remaining open versus other public hearings that close and Riffle stated this is a CUP setting. Council discussed having people come back to the next Council meeting and Nold stated the best thing is if we have questions now we reopen the public hearing ask questions of the consultants and the applicant and then adjourn the public hearing to a date specific which would be March 3rd to continue the public hearing with input from whomever wants to speak. Nold reopened the public hearing at 10:38 PM. Council had questions on sound levels, other events using the sound system or other systems, security, special permits for concerts, using amplifiers, special permits for non-baseball events, crumb rubber/astroturf/grass, groundwater contamination, CUP conditions, parking/street parking, hours, noise, access to surrounding businesses, tailgating, alcohol consumption, stopping alcohol service at a certain time, traffic, watershed, noise barriers, and the sound study. Riffle stated Council can define the conditions in the CUP and he will work with Jason to amend if necessary. Nold stated prior to the next Council meeting on March 3rd we will hold a Committee-of-the-Whole meeting and Riffle stated Council should first decide whether or not to close the public hearing tonight. He recommends allowing additional public comment until a date and time certain and then closing the public hearing in order to debate and discuss. Nold stated the date and time certain is March 3rd at 6:30 PM.

Motion to adjourn the public hearing until 6:30 PM on March 3, 2020 made by Rosek and seconded by Ellis.

Motion carried 8-0-0. The hearing adjourned at 11:25 PM.

b. Consider/act on Conditional Use Permit for Blue Ribbon Baseball Requesting General Outdoor Recreation, Commercial Use Located on Blue Ribbon Circle North

c. Consider/act on Memorandum of Modifications & Variances of the Southwest Business Park at Pabst Farms Declaration of Development Standards & Protective Covenants

Closed Session

a. Per Wis. Stats. 19.85(1)(e)

Motion to approve convening into Closed Session per Wis. Stats. 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding boat launch parking made by Ellis and seconded by Strey.

Motion carried 8-0-0.

Adjourn

Motion to adjourn made by Shaw and seconded by Ellis.

Motion carried 8-0-0.

The meeting adjourned at 11:27 PM.

Diane Coenen, City Clerk
City of Oconomowoc

LICENSE APPROVALS

Honorable Mayor and Common Council:

March 17, 2020

The following license applications have been received by the City Clerk, accompanied by the proper fee and approved by the Oconomowoc Police Department:

Bartender (Operator) License Requests: (March 18, 2020 through June 30, 2020)

AJ's

Megan M. Thommesen

Coco's Seafood & Steakhouse

George A. Tarke IV

Speedway

Sally M. Pagel

Winger's

Makenzie E. Winger

Amusement Operator:

Games Are Us Inc.

Steven A. Murphy, Owner

4905 S. Woodlawn Place

Greenfield, WI

Special Class "B" Picnic License Request:

Rock River HOG Chapter

Saturday, March 21, 2020

(Bikes & Brews at Wisconsin Harley-Davidson)

City of Oconomowoc - Treasurer's Report
Cash & Investments
February 29, 2020

CASH & INVESTMENTS

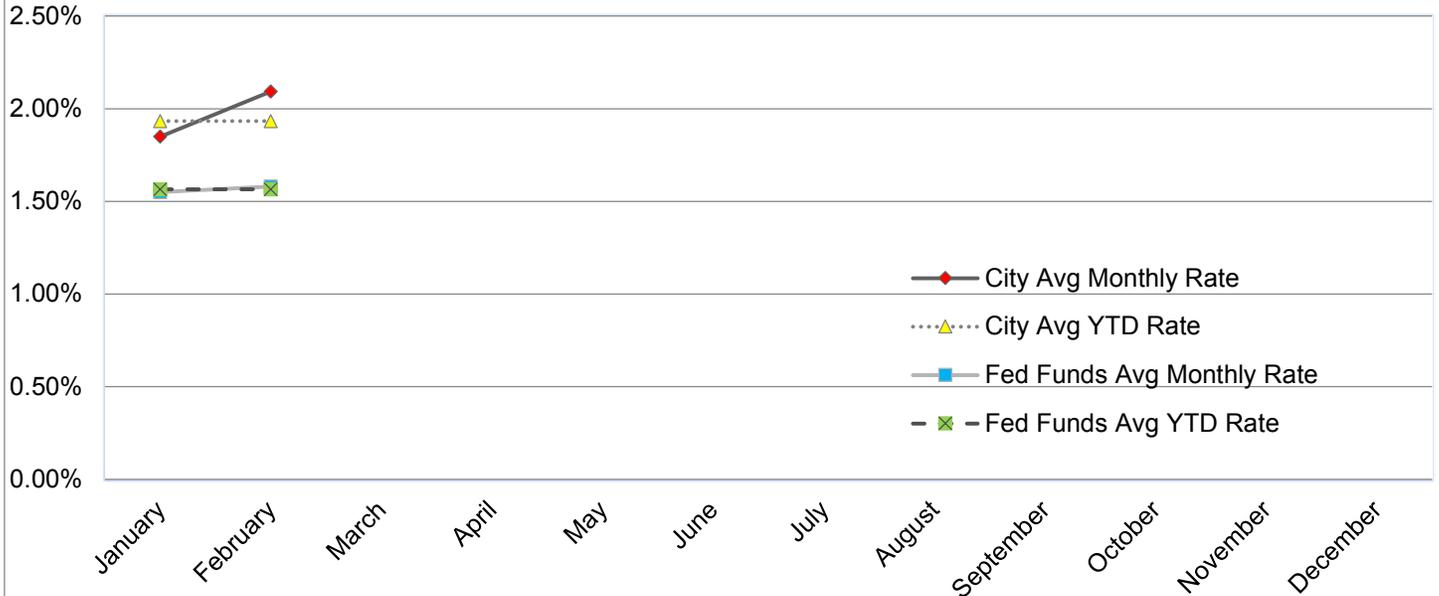
	Total	% of Portfolio	
State of Wisconsin LGIP	\$ 1,736,747.42	3.0%	
PMA Financial Network	31,430,863.26	54.0%	
DANA Investments	5,526,222.61	9.5%	
Certificates of Deposit	750,000.00	1.3%	
Checking/Municipal Sweep	11,199,151.17	19.2%	
Other ⁽¹⁾	34,848.60	0.1%	(1) Includes Library Trust Fund, Ambulance Billing
Internal Advances	7,517,736.21	12.9%	
Total	\$ 58,195,569.27	100.0%	

INTEREST REVENUE

	February Interest	YTD Interest	Average YTD Rate
State of Wisconsin LGIP	\$ 2,225.97	4,542.19	1.68%
Checking & Related Accts	15,992.87	33,671.84	1.59%
Other Investments	73,335.89	143,522.13	2.08%
Internal Advances	13,342.57	25,083.61	2.08%
Total	\$ 104,897.30	206,819.77	1.93%

Benchmark - Fed Funds 1.57%
 Benchmark - 6 Month Treasury Bill 1.54%

2020 Interest Rate Comparison



City of Oconomowoc - Treasurer's Report
Checking Account Transactions
February 29, 2020

RECEIPTS

	Combined Checking
Cash Balance as of February 1	\$ 12,140,510.95
Utility Payments	\$ 2,220,742.55
Property Taxes	890,957.34
Oconomowoc Area School District-NE Region Infrastructure	101,733.33
Prairie Creek Ridge - NE Region Cost Share Payment	63,217.20
Neumann Companies	52,516.96
Charter Communication - Franchise Fees	39,806.68
Dodge County - Library Aid	38,376.00
Town of Oconomowoc	35,162.87
Oconomowoc Area School District	29,924.37
Municipal Court Fines/Rent	27,949.95
Impact Fees	26,392.20
First Bank - Coco's Loan Pool	25,000.00
Building / Electric/ Plumbing Permits	24,172.92
Recreational Enrollment Fees	20,671.93
Room Tax	16,619.50
Highline Vault Inc/Coco's Steakhouse	10,350.00
Miscellaneous Receipts	141,201.60
Total Receipts	<u>\$ 3,764,795.40</u>

DISBURSEMENTS

	Combined Checking
WPPI	\$ 1,190,854.82
Federal & FICA Payroll Taxes	179,628.63
Department of Employee Trust Funds	173,166.52
Ewald Chevy Buick LLC	168,761.00
P-card	146,576.75
WI Retirement	143,957.18
Premier Gateway Oconomowoc LLC	88,514.00
Ruekert & Mielke	77,861.19
John's Disposal Service Inc	64,008.13
Border States Electric Supply	62,020.38
State Withholding	51,734.80
Opengov Inc	34,985.00
WI Sales Tax Payment	33,980.57
Bridges Library System	30,058.30
State of WI - Deferred Comp	27,210.00
WI Building Inspections LLP	26,716.72
R&R Insurance Services Inc	25,014.00
Highline Vault LLC/Coco's - Loan Pool	25,000.00
Miscellaneous Disbursements	273,497.98
Total Disbursements	<u>\$ 2,823,545.97</u>
Payrolls	\$ 456,942.06
P-Card Paid from PMA	\$ (146,576.75)
Transfer from PMA Acct 102 to Checking	\$ 2,302.15
Transfer to PMA - Taxes Acct 102	\$ 1,574,546.05
General Checking Account Balance as of February 29	<u>\$ 11,199,151.17</u>
Ending Bank Statement Balance	11,199,151.17
check	-



MEMORANDUM

PUBLIC WORKS

Date: March 17, 2020
 To: Common Council
 From: Mark Frye, Director of Public Works
 Re: 2020 Street Construction Bids

RELATES TO THE STRATEGIC PLAN

Strategic Goal II Improve and Maintain Our Infrastructure/Facilities; B Maintain our Existing Infrastructure

BACKGROUND

Bids were advertised and opened for the 2020 Street Projects on March 5, 2020. Two bids were received as follows:

Musson Brothers	\$6,324,875.05
DF Tomasini	\$6,887,825.55

Base Bid Scope of Work:

Reconstruction Areas:

- Forest Street, Stadium Drive to the proposed pond by Worthington Street (3,300 LF)
- Elizabeth Street, Jefferson Street going south to Forest Street (930 LF).

New Construction:

- Thackeray Trail Extension (1,320 LF)
- Forest Street Pond: This is part of the Forest Street reconstruction.

Pulverize and Overlay Areas:

- Anderson Street, entire 635 LF length, includes watermain replacement
- Juneau Avenue, starting at Oakwood Avenue and east for 740 LF, includes watermain replacement
- Marks Road, starting at Reddelien Road and going west 2,430 LF to the City limits
- Frederick Court, starting at Westover and going east 790 LF to include the cul-de-sac
- Crystal Lake Drive, starting at Lake Bluff Drive, north 500 LF to Skylark and then north 1,000 LF to Parkview Drive
- Bartlett Drive, entire 1,420 LF length
- Duchess Drive, Jonathon Drive to Duchess Court (560 LF)
- Duchess Court, entire 475 LF length

Public Safety Facility Parking Lot:

Reconfigure the existing lot, add flag poles, landscaping, security fencing on the west side of the building and electrically operated gates (2). Design the electrical system for the parking lot lighting system.

Oconomowoc Square Water Main Extension:

Approximately 1,200 LF of watermain to connect the dead end on Oconomowoc Square to the dead end on Worthington Street.

Whalen Drive and Schumacher Street:

An 8' wide asphalt path needs to be installed on the north side and 5' wide concrete sidewalk needs to be installed on the south side of Whalen Drive. For Schumacher Street, an 8' wide asphalt path needs to be installed on the west side of the street.

Alternates include in the bid document:

- West Beach Road in Coordination with the Village of Oconomowoc Lake
- Roosevelt Park sidewalk
- Thackeray Trail sanitary sewer lining
- Thackeray Trail reinforced curb
- Water lateral installation/termination
- Watermain vertical offsets
- Pine Ridge Court and Mockingbird Court cul-de-sac reconfiguration

BID ADJUSTMENTS

The base bid items exceeded the budget amounts for the City Streets, Wastewater System Repairs, Public Safety Facility parking lot and Water Utility. We requested, and Musson Brothers has agreed, to remove the following items:

- Elizabeth Street \$411,448.00
- Anderson and Juneau Streets \$506,504.70
- Public Safety Facility reduce asphalt thickness and remove five seatwall planters \$41,565.00
- Removed resurfacing of Marks Road \$165,110
- **Total Cost Reduction of \$1,124,627.70**

Recommended alternates, within budget:

- Thackeray Trail reinforced curb \$15,346.80
- Water Lateral installation/termination and vertical offsets \$75,855.00
- Roosevelt Park sidewalk \$23,156.00
- Thackeray Trail sanitary sewer lining \$75,270.00
- **Total of the four added alternates \$189,627.80**

STREET COST NOT IN BID

There are 2 streets that we recommend the City approve as part of the 2020 streets program that our neighboring jurisdictions bid. The Town of Oconomowoc bid to resurface Marks Road. The Town and City each have one-half of Marks Road on the west side of the City. The Village of Oconomowoc Lake bid out the resurfacing of Beach Road. With the recent attachment of the Southwoods Subdivision, the City has full jurisdiction of the road along the subdivision. The City's share of the cost of the projects are:

- Marks Road \$60,000
- West Beach Road \$60,000
- **Total \$120,000**

BID SUMMARY

The spreadsheet below includes the recommended adjustments made to the low bid received. All of the projects have an estimated 7% construction management and 10% contingency cost added to them. Total project cost, budget and the financial status for each department.

2020 Street Construction Cost Summary									
Construction Bid Summary									
Base Bid	6,324,875.05								
Base Items Removed * See items listed below	(1,124,627.70)								
Alternate Items Added	189,627.80								
Total Adjusted Bid	5,389,875.15								
	Base	Alternate	Design	Direct	Estimated 7%				
	Construction Bid	Construction Bid		Purchase	Construction	10%	Total Project	Budget	Difference
Streets	2,684,505.30		144,266.00		187,915.37	268,450.53	3,285,137.20	3,285,000.00	(137.20)
Thackeray Trail	449,379.80	15,346.80			32,530.86	46,472.66	543,730.12	610,000.00	66,269.88
Wastewater Plant System Repairs	226,475.00	75,270.00			21,122.15	30,174.50	353,041.65	250,000.00	(103,041.65)
Wastewater Plant Parking Lot	66,593.00	-			4,661.51	6,659.30	77,913.81	100,000.00	22,086.19
Water	841,732.50	75,855.00			64,231.13	91,758.75	1,073,577.38	1,135,000.00	61,422.63
Electric Distribution	110,700.00	-			7,749.00	11,070.00	129,519.00	550,000.00	420,481.00
PSF Parking Lot Lighting Underground Facilities	133,000.00	-			9,310.00	13,300.00	155,610.00	-	(155,610.00)
PSF Parking Lot Lighting Fixtures	-	-		120,000.00			120,000.00	-	(120,000.00)
Public Safety Facility	510,049.75	-			35,703.48	51,004.98	596,758.21	600,000.00	3,241.79
Parks - Roosevelt Sidewalk	-	23,156.00			1,620.92	2,315.60	27,092.52	25,835.00	(1,257.52)
NE Region	177,812.00				12,446.84	17,781.20	208,040.04	235,000.00	26,959.96
Totals	5,200,247.35	189,627.80	144,266.00	120,000.00	377,291.26	538,987.52	6,570,419.93	6,790,835.00	220,415.07
Work Bid by Other Municipal Entities									
Marks Road with the Town of Oconomowoc	51,696.00				3,618.72	5,169.60	60,484.32	0	(60,484.32)
West Beach Road with the Village of Oconomowoc Lake	51,395.00				3,597.65	5,139.50	60,132.15	0	(60,132.15)
Totals	103,091.00				\$ 7,216.37	\$ 10,309.10	\$ 120,616.47		\$ (120,616.47)

ADDITIONAL ANALYSIS

Three budget amendments are recommended to complete the work noted above in the bid summary.

1. Amend the streets project budget \$120,000 to complete the shared projects in the adjacent municipalities. Marks Road \$60,000 & West Beach Road \$60,000.
 - Funding options: increase the 2020 streets borrowing that is in process or remove other street projects – options include:
 - Frederick Court \$51,480
 - Crystal Lake Drive \$85,800
 - Duchess Drive/Court \$67,275
 - Bartlett Drive \$92,300
2. Amend the wastewater budget \$120,000 to relay sanitary sewer in Forest Street. During the design, an unanticipated conflict with the stormsewer was addressed by relaying one block of sanitary sewer
3. Amend the electric utility budget \$280,000 for parking lot lighting. The Electric Utility owns and maintains lights in the City's public parking lots. With the approval of the Public Safety Facility in September of 2019, the inclusion of the parking lot lighting cost was not added to the Electric Utility budget. This lighting cost was not part of the \$500,000 for the Public Safety parking lot as it was expected to be an Electric Utility project.

FINANCIAL IMPACT

Below are the account numbers for the projects as recommended:

Streets	408.505.5300.820	420501.03	\$ 2,952,955.83
Streets with Town and Village	408.505.5300.820	420501.03	\$ 120,000.00
Thackeray Trail	220.505.5300.820	419508.03	\$ 511,199.26
Wastewater Plant System Repairs	601.573.7000.810	120006	\$ 331,919.50
Wastewater Plant Parking Lot	601.573.7000.810	120005	\$ 73,252.30
Water	602.573.7000.810	220007	\$ 1,009,346.25
Electric Distribution Forest	603.573.7000.810	320011	\$ 105,270.00
Electric Distribution Thackeray	603.573.7000.810	320008	\$ 16,500.00
PSF Parking Lot Lighting Facilities	603.573.7000.810	320201	\$ 266,300.00
Public Safety Facility	408.503.3100.822	419303.01	\$ 561,054.73
Parks - Roosevelt Sidewalk	408.507.7410.820	420703	\$ 25,471.60
NE Region	408.13800	4704	\$ 195,593.20
Totals			\$ 6,168,862.67

RECOMMENDATION

Staff recommends the acceptance of the low bid from Musson Brothers with adjustments as outlined in the memo. It is also recommended to amend the streets, wastewater and electric budgets as outlined in the memo.

SUGGESTED MOTION

Suggested Common Council Motion: Motion to approve the resolution for the 2020 street projects.

RESOLUTION NO. 20-R2864

RESOLUTION AWARDING THE 2020 STREET IMPROVEMENT PROGRAM CONTRACT

WHEREAS, the City of Oconomowoc 2020 budget provides for a street improvement program, which includes streets, sidewalks, water and sanitary system upgrades, watermain crossing of the Oconomowoc River, completion of the street in the NE Region and grading, restoration and multiuse path at the NE Regional Park; and

WHEREAS, bids for the street improvement program had been advertised for and were received for making the following improvements:

Base Bid Scope of Work Includes:

Reconstruction Areas:

- Forest Street, Stadium Drive to pond by Worthington Street (3,300 LF)
- Elizabeth Street, Jefferson Street going south to Forest Street (930 LF).

New Construction:

- Thackeray Trail Extension (1,320 LF)
- Forest Street Pond: This is part of the Forest Street reconstruction.

Pulverize and Overlay Areas:

- Anderson Street, entire 635 LF length, includes watermain replacement
- Juneau Avenue, starting at Oakwood Avenue and east for 740 LF, includes watermain replacement
- Marks Road, starting at Reddelien Road and going west 2,430 LF to the City limits
- Frederick Court, starting at Westover and going east 790 LF to include the cul-de-sac
- Crystal Lake Drive, starting at Lake Bluff Drive, north 500 LF to Skylark and then north 1,000 LF to Parkview Drive
- Bartlett Drive, entire 1,420 LF length
- Duchess Drive, Jonathon Drive to Duchess Court (560 LF)
- Duchess Court, entire 475 LF length

Public Safety Facility Parking Lot:

Reconfigure the existing lot, add flag poles, landscaping, security fencing on the west side of the building and electrically operated gates (2).

Oconomowoc Square Water Main Extension:

Approximately 1,200 LF of watermain to connect the dead end on Oconomowoc Square to the dead end on Worthington Street.

Whalen Drive and Schumacher Street:

An 8' wide asphalt path needs to be installed on the north side and 5' wide concrete sidewalk needs to be installed on the south side of Whalen Drive. For Schumacher Street, an 8' wide asphalt path needs to be installed on the west side of the street.

Alternates include in the bid document:

- West Beach Road in Coordination with the Village of Oconomowoc Lake
- Roosevelt Park sidewalk
- Thackeray Trail sanitary sewer lining

- Thackeray Trail reinforced curb
- Water lateral installation/termination
- Watermain vertical offsets
- Pine Ridge Court and Mockingbird Court cul-de-sac reconfiguration

WHEREAS, costs were requested for alternate bid items including:

- West Beach Road in Coordination with the Village of Oconomowoc Lake
- Roosevelt Park sidewalk
- Thackeray Trail sanitary sewer lining
- Thackeray Trail reinforced curb
- Water lateral installation/termination
- Watermain vertical offsets
- Pine Ridge Court and Mockingbird Court cul-de-sac reconfiguration

and

WHEREAS, base bids on the aforementioned street improvements were received as follows:

Musson Brothers	\$6,324,875.05
DF Tomasini	\$6,887,825.55

and

WHEREAS, the base bid items exceeded the budget amounts for the City Streets, Wastewater System Repairs, Public Safety Facility parking lot and Water Utility and the City requested, and Musson Brothers has agreed, to remove the following items:

- Elizabeth Street \$411,448.00
- Anderson and Juneau Streets \$506,504.70
- Public Safety Facility reduce asphalt thickness and remove five seatwall planters \$41,565.00
- Removed resurfacing of Marks Road \$165,110.00
- **Total Cost Reduction of \$1,124,627.70**

and

WHEREAS, the following alternates are being recommend:

- Thackeray Trail reinforced curb \$15,346.80
- Water Lateral installation/termination and vertical offsets \$75,855.00
- Roosevelt Park sidewalk \$23,156.00
- Thackeray Trail sanitary sewer lining \$75,270.00
- **Total of the four added alternates \$189,627.80**

and

WHEREAS, Musson Brothers is the lowest responsible bidder in the sum of \$6,324,875.05 base bid from Musson Brothers, minus \$1,124,627.70, plus \$189,627.80 for added items; total adjusted bid of \$5,389,875.15; and

WHEREAS, the City in corporation with bids received by the Town of Oconomowoc and Village of Oconomowoc Lake requested approval to resurface Marks Road \$60,000 and West Beach Road \$60,000; total of \$120,000; and

WHEREAS, Department of Public Works staff, City Utilities and the Public Services Committee recommend that the bid of Musson Brothers be accepted.

NOW THEREFORE, BE IT HEREBY RESOLVED the \$6,324,875.05 base bid from Musson Brothers less adjustment of 1,124,627.70 for items removed, plus \$189,627.80 for

added items; total adjusted bid of \$5,389,875.15 be and the same is hereby accepted, and appropriate city officials are authorized to enter into a contract with Musson Brothers for said projects.

BE IT FURTHER RESOLVED City Staff is authorized to complete projects with the Town of Oconomowoc and Village of Oconomowoc Lake in the amount of \$120,000.

BE IT FURTHER RESOLVED the following budget adjustments are authorized:

- Increase the borrowing for streets in the amount of \$120,000 and approve a budget amendment in the same amount for account number 408.505.5300.820.
- Authorize a Wastewater Fund budget amendment to add \$120,000 to account 601.573.7000.810 work order 120006. Funds will come from Wastewater Fund reserves.
- Authorize an Electric Fund budget amendment to add \$280,000 to account 603.573.7000.810. Funds will come from Electric Fund reserves.

BE IT FURTHER RESOLVED that this is a unit price contract with estimated quantities, and accordingly the actual quantities and therefore the final contract price may vary.

BE IT FURTHER RESOLVED a 10% contingency of \$549,296.62 is allowed for the construction with any expenditures exceeding the approved bid amount plus the contingency requiring Common Council approval.

BE IT FURTHER RESOLVED that this resolution not become effective and no notice of award be issued unless and until an appropriate performance bond and a certificate of insurance are filed with the City Clerk.

BE IT FURTHER RESOLVED all of the work described in this resolution is within the adjusted budgets for the individual departments with cost allocation to the multiple funding sources as follows:

Streets	408.505.5300.820	420501.03	\$ 2,952,955.83
Streets with Town and Village	408.505.5300.820	420501.03	\$ 120,000.00
Thackeray Trail	220.505.5300.820	419508.03	\$ 511,199.26
Wastewater Plant System Repairs	601.573.7000.810	120006	\$ 331,919.50
Wastewater Plant Parking Lot	601.573.7000.810	120005	\$ 73,252.30
Water	602.573.7000.810	220007	\$ 1,009,346.25
Electric Distribution Forest	603.573.7000.810	320011	\$ 105,270.00
Electric Distribution Thackeray	603.573.7000.810	320008	\$ 16,500.00
PSF Parking Lot Lighting Facilities	603.573.7000.810	320201	\$ 266,300.00
Public Safety Facility	408.503.3100.822	419303.01	\$ 561,054.73
Parks - Roosevelt Sidewalk	408.507.7410.820	420703	\$ 25,471.60
NE Region	408.13800	4704	\$ 195,593.20
Totals			\$ 6,168,862.67

DATED: _____

CITY OF OCONOMOWOC

By: _____
David Nold, Mayor

ATTEST:

Diane Coenen, Clerk



MEMORANDUM

PARKS, RECREATION & FORESTRY DEPARTMENT

Date: 3-5-20
 To: Mayor Nold, Common Council, Sarah Kitsembel
 From: Craig Hoepfner, Director
 Re: Blain Street Park Tennis Court Reconstruction Contract Resolution

RELATES TO THE STRATEGIC PLAN

IV.B. Plan and Implement Quality of Life Assets and Community Amenities

BACKGROUND

The Blain Street Park Tennis Courts are the 4th of 4 tennis court reconstruction projects that the City has implemented over the past four years. The Common Council approved \$120,000 for this project in the 2020 Capital Improvement budget.

ADDITIONAL ANALYSIS

The project would consist of Tennis Court and Basketball Court reconstruction, new fencing, color coating and court line installation. Park, Recreation & Forestry staff advertised this project for public construction bids and received six (6) bids. They are summarized below:

- PLM Paving and Concrete \$ 94,311
- Wolf Paving \$ 99,619
- Frank Armstrong Enterprises \$103,839
- Munson, Inc. \$120,890
- Payne and Dolan \$123,770
- Poblocki Paving \$132,639

FINANCIAL IMPACT

The low bid is from PLM Paving and Concrete in the amount of \$94,311 plus a 10% contingency of \$9,431. This cost is under the budgeted amount of \$120,000.

Due to suspected poor soils on the Blain Street property and the possible need for undercutting, proof rolling, additional stone, along with the need for additional fencing, there may be costs that exceed the contract amount, however, we do not expect total costs to exceed the budgeted amount for this project. We will keep the Council updated should a change order become necessary.

RECOMMENDATION

Staff reviewed the bids and checked references for the lowest qualified bidder. PLM Paving and Concrete has done work for the City previously, including successful completion of both the Lily Park and Westover Park Tennis Court Reconstruction Projects. Based on their references and our positive experiences with them, staff would recommend awarding this contract to PLM Paving and Concrete in the amount of \$94,311 plus a 10% contingency, for a total of \$103,742.

MOTION

Motion to approve the Resolution for Blain Street Park Tennis Court Reconstruction awarding the contract to PLM Paving and Concrete in the amount of \$94,311 plus a 10% contingency, for a total of \$103,742.

RESOLUTION NO. 20-R2861

**RESOLUTION AWARDING BLAIN STREET PARK
TENNIS COURT RECONSTRUCTION CONTRACT**

WHEREAS, the City of Oconomowoc budget provides for reconstruction of the tennis courts, at Blain Street Park; and

WHEREAS, bids for the Blain Street Park Tennis Court Reconstruction had been advertised for and were received for making the following improvements as follows:

- Tennis Court reconstruction
- Basketball Court reconstruction
- New fencing
- Color coating and court line installation

and

WHEREAS, base bids were received as follows:

- | | |
|-------------------------------|-----------|
| • PLM Paving and Concrete | \$ 94,311 |
| • Wolf Paving | \$ 99,619 |
| • Frank Armstrong Enterprises | \$103,839 |
| • Munson, Inc | \$120,890 |
| • Payne and Dolan | \$123,770 |
| • Poblocki Paving | \$132,639 |

NOW THEREFORE, BE IT HEREBY RESOLVED that the base bid of PLM Paving and Concrete in the sum of \$94,311 is hereby accepted, and appropriate City officials are authorized to enter into a contract with PLM Paving and Concrete for said projects.

BE IT FURTHER RESOLVED a 10% contingency of \$9,431 is allowed for the construction with any expenditures exceeding the approved bid amount plus the contingency requiring Common Council approval.

BE IT FURTHER RESOLVED that this resolution not become effective and no notice of award be issued unless and until an appropriate performance bond and a certificate of insurance are filed with the City Clerk.

BE IT FURTHER RESOLVED that the cost of the Blain Street Tennis Court Reconstruction Project contract for the base bid of \$94,311, plus 10% contingency for a total of \$103,742, shall be charged to the following account #408-507-7410-820.420705.

DATED: _____

CITY OF OCONOMOWOC

By: _____
David Nold, Mayor

ATTEST:

Diane Coenen, Clerk



MEMORANDUM

DEPARTMENT -

Date: 03/11/2020
 To: Utility/Council
 From: Joe Pickart, Utility Manager
 Re: Consider/Act on Underground Utilities Locating Service Contract and Budget Amendment

RELATES TO THE STRATEGIC PLAN

Strategic Goal- II. IMPROVE AND MAINTAIN OUR INFRASTRUCTURE

Objective : II.B. Maintain Our Existing Infrastructure

BACKGROUND

Due to a proposed contract amendment initiating a cost increase, the Electric Utility requested quotes (RFQs) for Underground Electric Utilities Locating Services. A total of 4 firms were contacted with 3 responses received. One (Vanguard) specifically declined to quote as our maps are not fully electronic. One (LiveWire) did not respond to calls and email. USIC and Excel Underground provided quotes, and phone discussions were held to ensure a full understanding of the Utility needs and the Locating Service abilities, including logistics and availability of crews.

ADDITIONAL ANALYSIS

Comparison between submitted quotes as below:

	USIC	Excel Underground
Price Per Standard Ticket	\$ 11.00	\$ 11.00
Price Per Quarter Hour for Tickets that Exceed 45 Minutes	\$ 12.77	\$ 10.00
Price Per Quarter Hour for Watchdogs or Site Surveillance Work	\$ 12.77	\$ 10.00
Price Per After Hour Call Out Ticket	\$ 40.00	\$ 40.00
Price Per Emergency Tickets	\$ 25.00	\$ 40.00
Damage Investigation Fee	\$ 300.00	n/a
Monthly Administrative Fee	n/a	\$ 10.00
Contract terms	annual 3% increase	price hold for 36 months

FINANCIAL IMPACT

Due to the amount of growth the City is currently experiencing, we are estimating an increase in the ticketing quantity for 2020. Based on the quoted standard ticket price and the projected ticket quantities shown below, the Electric Utility will need to add \$12,500 to the 2020 budget number of \$70,000 to cover the cost of underground locating.

Year	Total Locate Qty	Rate	Total Annual Cost
Projected 2020	7466	11.00	82,126.00
2019	6611	10.75	71,056.39
2018	5625	10.53	59,231.25
2017	4960	10.53	52,228.80
2016	4530	10.53	47,700.90

RECOMMENDATION

Staff recommends acceptance of the amended contract prices from USIC. As both quoting companies have the same price per standard ticket (which accounts for most of the work) and USIC is our current locating service making them familiar with our infrastructure, it is our opinion that USIC will be able to complete the work in a more efficient manner.

Staff recommends the budget amendment for 2020 in account number 603-573-6594-210 Locating Service – Outside /Prof Services (Non-IT) of \$12,500 to be taken from Electric Reserve Account.

SUGGESTED MOTION

Motion to approve acceptance of the amended contract prices from USIC for the Underground Electric Utility Locating services.

Motion to approve a budget amendment for 2020 in account number 603-573-6594-210 Locating Service – Outside /Prof Services (Non-IT) of \$12,500 to be taken from Electric Reserve Account.

RESOLUTION NO. 20-R2862

RESOLUTION AWARDING Underground Utilities Locating Services and Authorizing Budget Amendment

WHEREAS, the electric utility needs a contractor to locate underground utilities; AND

WHEREAS, the electric utility staff prepared a Request for Quote, and based thereon received two quotations in the form of proposed contracts or contract amendments; AND

WHEREAS, after review by the Utility Manger of the proposed contracts or contract amendments; AND

WHEREAS, the contract amendment from USIC Locating Services Inc., reflecting a rate increase starting in 2020 is above the 2020 budget amount, a budget amendment is needed;

NOW THEREFORE, BE IT HEREBY RESOLVED, the contract amendment from USIC Locating Services Inc., for underground electric utility locating services is hereby accepted, and appropriate City officials are authorized to enter into a contract amendment with USIC Locating Services, Inc., for said work.

BE IT FURTHER RESOLVED, that the City Council recommends and authorizes an Electric Utility Fund budget amendment to add \$12,500 to account 603-573-6594-210. Funds will come from Electric Fund reserves.

DATED: _____

CITY OF OCONOMOWOC

By: _____
David Nold, Mayor

ATTEST:

Diane Coenen, Clerk

Planning Staff Report

City of Oconomowoc

Plan Commission – 3/11/2020

Vespera II – Phase I

Condominium Plat Review

Summary: The developer submitted the Condominium Plat for Phase I approval for the Vespera II development.

Property Location: NE corner of Valley Road and St. Andrews Drive – See Map Below

Property Owner: Belforte, Inc. (Craig Caliendo)
700 Pilgrim Parkway, #100
Elm Grove, WI 53122

Applicant: Craig Caliendo - Same as Owner

Existing Zoning: RML / PD – Residential Multi-Unit Low / Planned Development

Existing Land Use: Currently vacant land
Proposed Land Use: Thirteen duplex residential condominiums (26 units total)
Condo Plat – Phase I: Consists of 4 buildings and a total of 8 units



Location Map

Summary:

The applicant is requesting condominium plat approval for the first phase of Vespera II. The phase consists of 4 duplex buildings, for a total of 8 residential units. The total development was approved with 13 buildings in Vespera II with 26 total residential units. The original Vespera Development has 7 units (3 duplex and 1 single-family).

The overall number of units in the development and the configuration is not changing. The remaining 18 units (9 buildings) will be requested in future phases of the development. These areas are shown as expansion areas to the north and west of the proposed area.

Condominium Plat Process:

This project is a residential condominium development. Earlier phases (Vespera) have been approved via a condominium plat by a different developer. The developer is aware that the City of Oconomowoc requires all condominium plats, as well as amendments, are to be reviewed and approved by the Plan Commission and Common Council prior to recording. Once approved and recorded at the Waukesha County Register of Deeds office, separate tax key numbers and tax bills will be prepared for each unit.

Recent History:

- November 13, 2019 – Plan Commission held a public hearing for the Planned Development zoning & General Development Plan for Vespera II project.
- November 13, 2019 – Plan Commission recommended the General Development Plan & PD zoning for the updated layout for Vespera II. Condition of the approval was to have a condominium plat approved for the units.
- November 19, 2019 – City Common Council conducted a public hearing and approved the updated Planned Development Overlay zoning for Vespera II.

Final Thoughts:

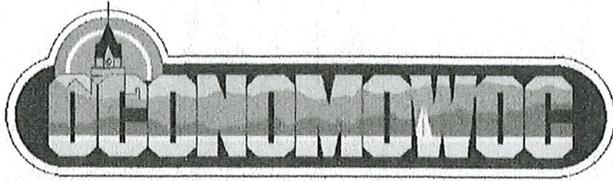
Staff and all other City Departments are comfortable with the condominium plat for Vespera II development. The plat continues to resemble the approved General Development Plan that was previously approved.

Recommendation:

Planning Staff recommends the Plan Commission recommend **approval** for the Vespera II Condominium plat.

Submitted by: _____


Jason Gallo, AICP
City Planner/Zoning Administrator



STAFF RECOMMENDATION FORM

TYPE OF REQUEST: **CONDO PLAT**

PROJECT NAME: **VESPERA II CONDOMINIUM - PHASE I**

TAX KEY NO.:

PROJECT ADDRESS/LOCATION: **VALLEY ROAD & ST. ANDREW'S DRIVE**

RECOMMENDATION SIGNATURES

CITY PLANNER: <i>Jason Gallo</i>	Date: 2-24-20
Comments:	

CITY ENGINEER: <i>Steve Singh</i>	Date: 2-26-20
Comments:	

DIRECTOR OF PUBLIC WORKS: <i>Mark E. Jack</i>	Date: 03.03.20
Comments:	

WASTEWATER: <i>Ken Fuler</i>	Date: 3-2-2020
Comments:	

WATER: <i>Tim O'Connell</i>	Date: 3/3/20
Comments:	

ELECTRIC: <i>J. Smith</i>	Date: 3-2-20
Comments:	

PARKS, RECREATION & FORESTRY: <i>Chris</i>	Date: 3-3-20
Comments:	

POLICE CHIEF: <i>Tommy</i>	Date: 3/3/20
Comments:	

FIRE: <i>Adam</i>	Date: 2-24-20
Comments:	

DIRECTOR OF FINANCE: <i>Darin Sweeney</i>	Date: 3-3-20
Comments:	

ECONOMIC DEVELOPMENT DIRECTOR: <i>Robert Duff</i>	Date: 2-28-20
Comments:	

CONDOMINIUM PLAT OF VESPERA II CONDOMINIUM

BEING A PART OF LOTS 1 AND 2 OF C.S.M. NO. 7326, LOCATED IN THE NW 1/4
AND SW 1/4 OF THE SE 1/4, AND IN THE NE 1/4 OF THE SW 1/4, ALL IN SECTION 9,
T.7N., R.17E., CITY OF OCONOMOWOC, WAUKESHA COUNTY, WISCONSIN.

SURVEYOR

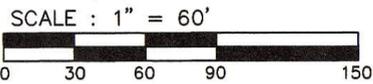
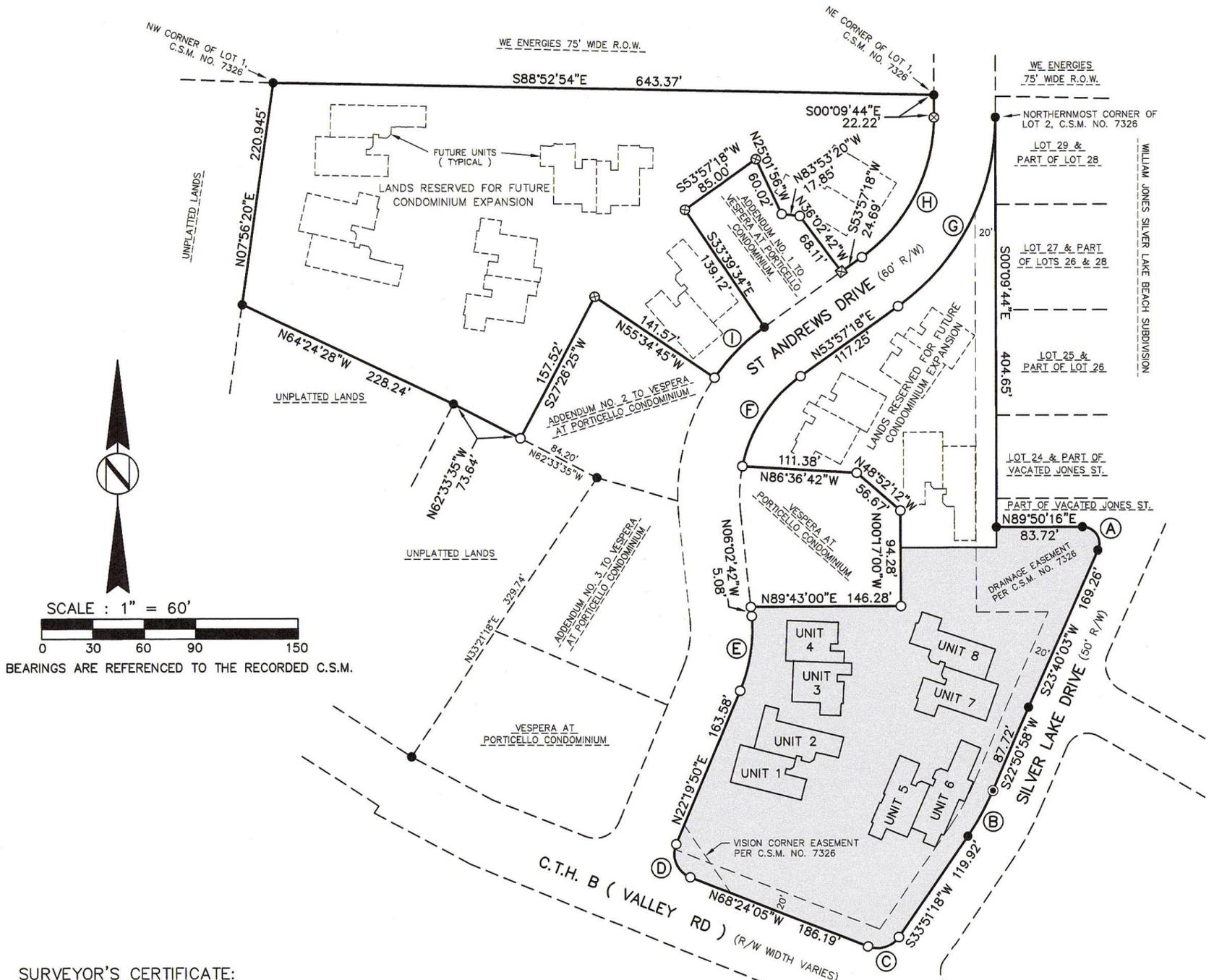
MARK A. POWERS, PLS 1701
LAKE COUNTRY ENGINEERING, INC.
970 S. SILVER LAKE ST., SUITE 105
OCONOMOWOC, WI. 53066
(262)569-9331

LEGEND

- - 1.25" DIA. IRON PIPE FOUND
- - 3/4" DIA. IRON REBAR SET,
18" LONG, WT = 1.5 LBS/FT
- ⊙ - 1.5" DIA. IRON PIPE FOUND
- ⊗ - P.K. NAIL SET IN ASPHALT
- ⊠ - SCRIBED CROSS SET IN CONC

SURVEY FOR

BELFORTE, INC.
700 PILGRIM PARKWAY, SUITE 100
ELM GROVE, WI. 53122



BEARINGS ARE REFERENCED TO THE RECORDED C.S.M.

SURVEYOR'S CERTIFICATE:

I, Mark A. Powers, do hereby certify that the Condominium Plat of Vespera II Condominium, consisting of eleven sheets, is a correct representation of the condominium herein described and the identification and location of each unit and the common elements can be determined from the plat. I further certify that I have surveyed the above described property and that the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, and the location of all visible structures.

Dated this 4th day of March, 2020.



Mark A. Powers
Mark A. Powers, P.L.S. No. 1701

GENERAL NOTES:

- 1) COMMON ELEMENTS: THE COMMON ELEMENTS CONSIST OF THE ENTIRE CONDOMINIUM DESCRIPTION, EXCEPT THE UNITS.
- 2) LIMITED COMMON ELEMENTS: THE LIMITED COMMON ELEMENT (L.C.E.) PORTION OF THE COMMON ELEMENT SHALL CONSIST OF ALL COMMON ELEMENTS THAT ARE OWNED BY LESS THAN ALL OF THE UNIT OWNERS. SUCH LIMITED COMMON ELEMENTS INCLUDE BUT ARE NOT LIMITED TO COURTYARDS, PORCHES, DECKS, DRIVEWAYS AND WALKS WHICH SERVICE AND / OR ARE APPURTENANT TO ONE OR MORE UNITS, BUT LESS THAN ALL OF THE UNITS.
- 3) SHADED AREA DESIGNATE LANDS INCLUDED IN THE CONDOMINIUM.
- 4) SEE SHEET 2 FOR CONDOMINIUM DETAILS
- 5) SEE SHEET 3 FOR CONDOMINIUM EASEMENT DETAILS.
- 6) SEE SHEET 4 FOR CONDOMINIUM LEGAL DESCRIPTIONS.

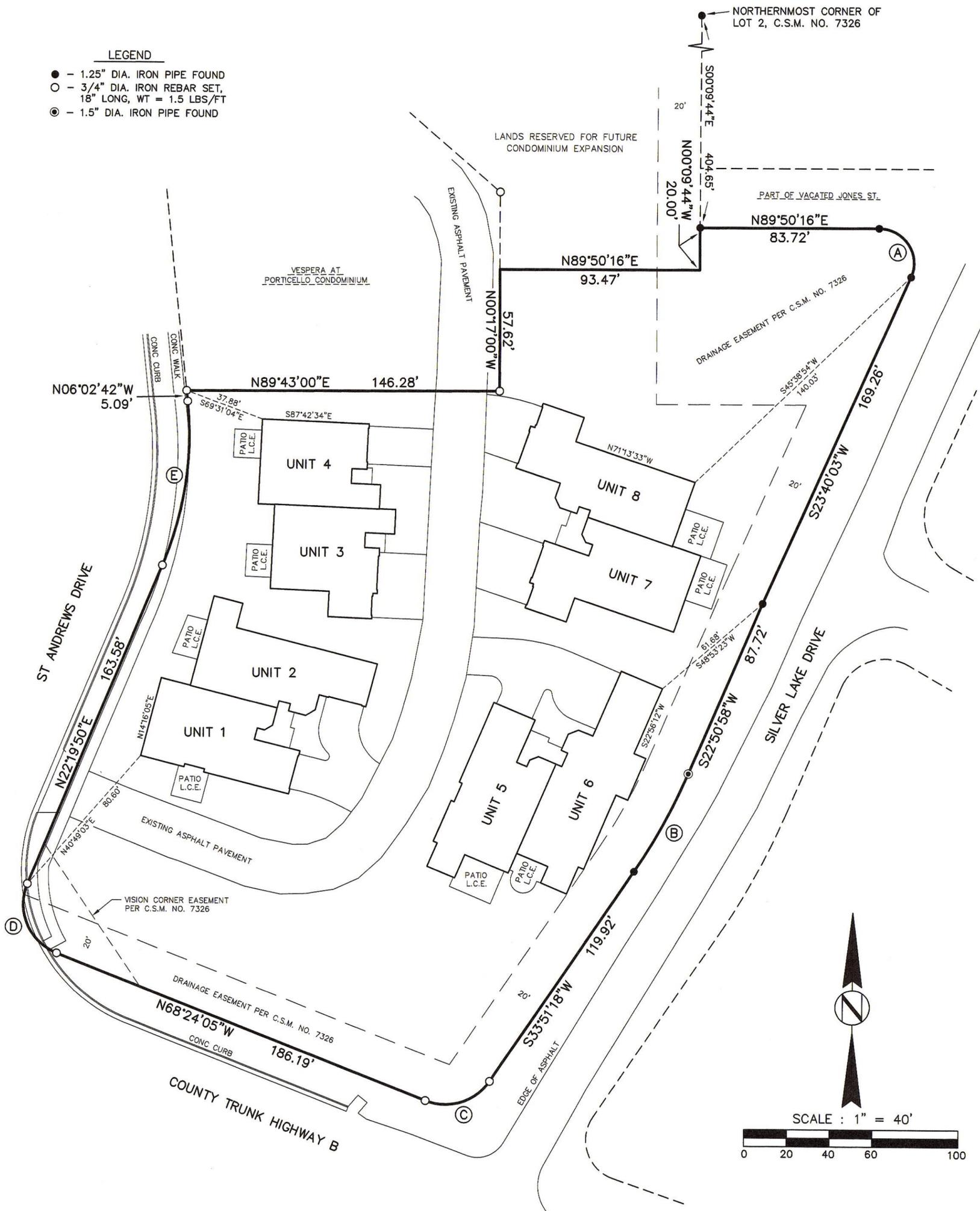
CURVE NO.	RADIUS LENGTH	CENTRAL ANGLE (DMS)	ARC DISTANCE	CHORD DISTANCE	CHORD BEARING (DMS)	TAN. BEARING 1 (DMS)	TAN. BEARING 2 (DMS)
A	16.36'	113-49-47	32.50'	27.41'	S33-14-51E	N89-50-16E	S23-40-03W
B	275.18'	11-00-20	52.86'	52.78'	S28-21-08W	S22-50-58W	S33-51-18W
C	25.00'	77-44-37	33.92'	31.38'	S72-43-36W	S33-51-18W	N68-24-05W
D	25.00'	90-43-55	39.59'	35.58'	N23-02-07W	N68-24-05W	N22-19-50E
E	160.00'	28-22-32	79.24'	78.43'	N08-08-34E	N22-19-50E	N06-02-42W
F	145.00'	42-38-09	107.90'	105.43'	N32-38-13E	N11-19-09E	N53-57-18E
G	230.00'	54-07-02	217.24'	209.25'	N26-53-47E	N53-57-18E	N00-09-44W
H	170.00'	54-07-02	160.57'	154.67'	S26-53-47W	S00-09-44E	S53-57-18W
I	205.00'	19-32-00	69.89'	69.55'	S44-11-18W	S53-57-18W	S34-25-18W

CONDOMINIUM PLAT OF VESPERA II CONDOMINIUM

BEING A PART OF LOTS 1 AND 2 OF C.S.M. NO. 7326, LOCATED IN THE NW 1/4
AND SW 1/4 OF THE SE 1/4, AND IN THE NE 1/4 OF THE SW 1/4, ALL IN SECTION 9,
T.7N., R.17E., CITY OF OCONOMOWOC, WAUKESHA COUNTY, WISCONSIN.

LEGEND

- - 1.25" DIA. IRON PIPE FOUND
- - 3/4" DIA. IRON REBAR SET,
18" LONG, WT = 1.5 LBS/FT
- ⊙ - 1.5" DIA. IRON PIPE FOUND



WISCONSIN
 MARK A. POWERS
 S-1701
 OCONOMOWOC,
 WI
LAND SURVEYOR

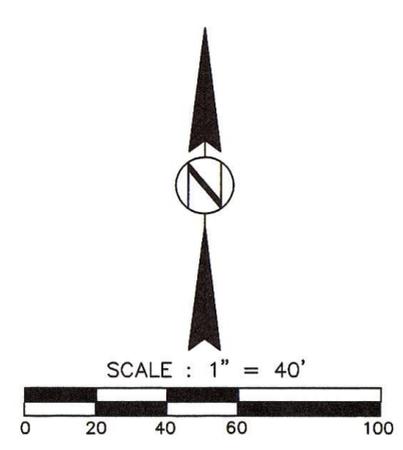
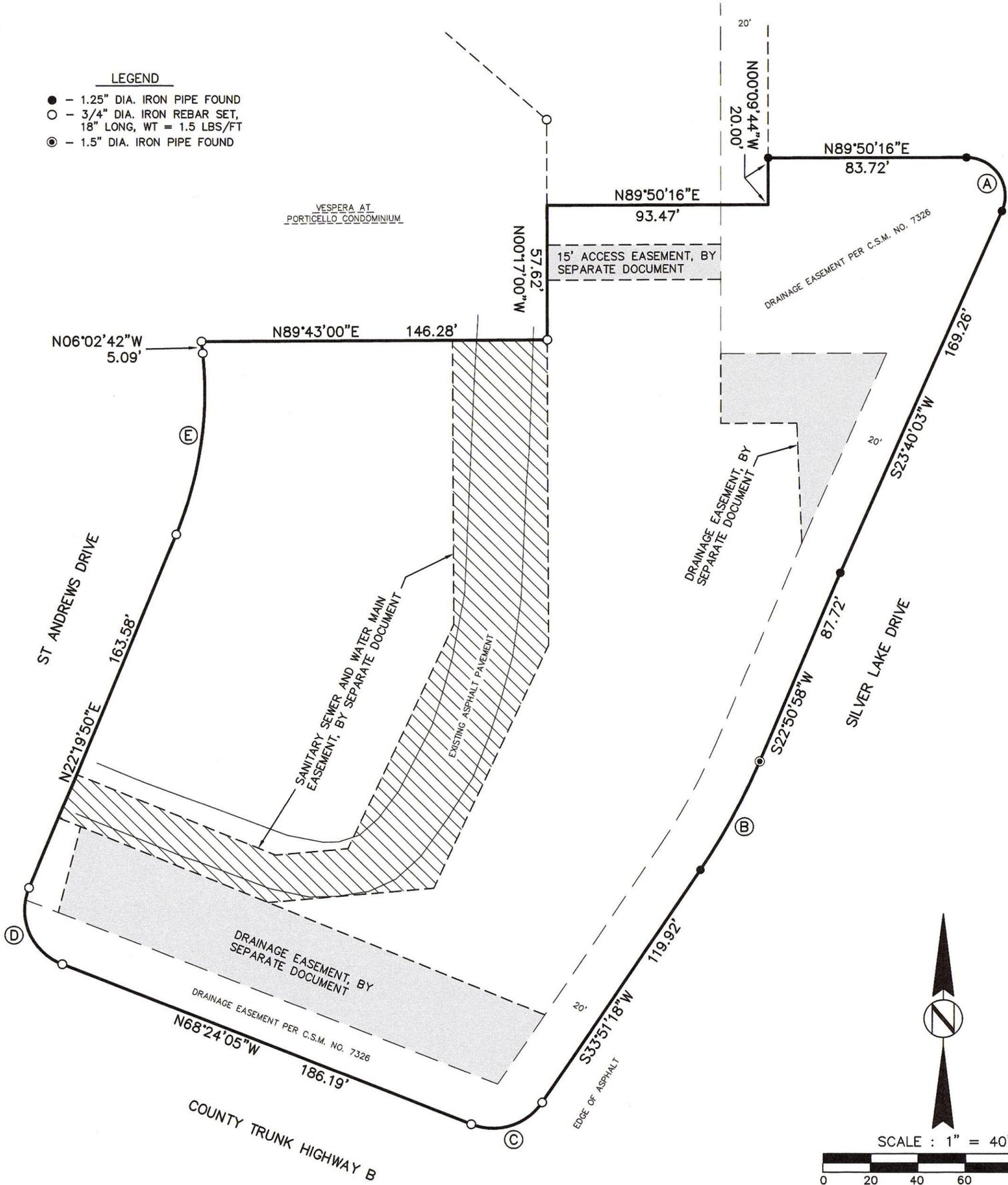
Mark A. Powers
 March 4, 2020

CONDOMINIUM PLAT OF VESPERA II CONDOMINIUM

BEING A PART OF LOTS 1 AND 2 OF C.S.M. NO. 7326, LOCATED IN THE NW 1/4
AND SW 1/4 OF THE SE 1/4, AND IN THE NE 1/4 OF THE SW 1/4, ALL IN SECTION 9,
T.7N., R.17E., CITY OF OCONOMOWOC, WAUKESHA COUNTY, WISCONSIN.

EASEMENT DETAILS

- LEGEND**
- - 1.25" DIA. IRON PIPE FOUND
 - - 3/4" DIA. IRON REBAR SET, 18" LONG, WT = 1.5 LBS/FT
 - ⊙ - 1.5" DIA. IRON PIPE FOUND



MARK A. POWERS
 S-1701
 OCONOMOWOC,
 WI
 LAND SURVEYOR
Mark A. Powers
 March 4, 2020

CONDOMINIUM PLAT OF
VESPERA II CONDOMINIUM

BEING A PART OF LOTS 1 AND 2 OF C.S.M. NO. 7326, LOCATED IN THE NW 1/4
AND SW 1/4 OF THE SE 1/4, AND IN THE NE 1/4 OF THE SW 1/4, ALL IN SECTION 9,
T.7N., R.17E., CITY OF OCONOMOWOC, WAUKESHA COUNTY, WISCONSIN.

Legal Description of Lands Reserved for Future Expansion

Being a part of Lot 1 of C.S.M. No. 7326, located in the NW 1/4 and SW 1/4 of the SE 1/4, and in the NE 1/4 of the SW 1/4, all in Section 9, T.7N., R.17E., City of Oconomowoc, Waukesha County, Wisconsin, more fully described as follows:

Beginning at the NW corner of said Lot 1; thence S88°52'54"E, along the north line of said Lot 1, 643.37 feet to the NE corner of said Lot 1; thence S00°09'44"E, along the westerly right-of-way line of St. Andrews Drive, 22.22 feet to a point of curvature; thence continuing along said westerly line 160.57 feet along the arc of a curve to the right, with a radius of 170.00 feet, whose chord bears S26°53'47"W, 154.67 feet to a point of tangency; thence continuing along said westerly line, S53°57'18"W, 24.69 feet to a point; thence N36°02'42"W, 68.11 feet to a point; thence N83°53'20"W, 17.85 feet to a point; thence N25°01'56"W, 60.02 feet to a point; thence S53°57'18"W, 85.00 feet to a point; thence S33°39'34"E, 139.12 feet to the westerly right-of-way line of St. Andrews Drive; thence along said westerly line 69.89 feet along the arc of a curve to the left, with a radius of 205.00 feet, whose chord bears S44°11'18"W, 69.55 feet to a point; thence N55°34'45"W, 141.57 feet to a point; thence S27°26'25"W, 157.52 feet to a point; thence N62°33'35"W, 73.64 feet to a point; thence N64°24'28"W, 228.24 feet to a point; thence N07°56'20"E, 220.945 feet to the place of beginning. ALSO being a part of Lot 2 of C.S.M. No. 7326, located in the NW 1/4 and SW 1/4 of the SE 1/4 of Section 9, T.7N., R.17E., City of Oconomowoc, Waukesha County, Wisconsin, more fully described as follows:

Beginning at the northernmost corner of said Lot 2; thence S00°09'44"E, along the east line of said Lot 2, 404.65 feet to a point; thence N89°50'16"E, 83.72 feet to a point of curvature; thence 32.50 feet along the arc of a curve to the right, with a radius of 16.36 feet, whose chord bears S33°14'51"E, 27.41 feet to a point of tangency; thence along the westerly right-of-way line of Silver Lake Drive on the following described courses; thence S23°40'03"W, 169.26 feet to a point; thence S22°50'58"W, 87.72 feet to a point of curvature; thence 52.86 feet along the arc of a curve to the right, with a radius of 275.18 feet, whose chord bears S28°21'08"W, 52.78 feet to a point of tangency; thence S33°51'18"W, 119.92 feet to a point of curvature; thence 33.92 feet along the arc of a curve to the right, with a radius of 25.00 feet, whose chord bears S72°43'36"W, 31.38 feet to a point of tangency on the northerly right-of-way line of C.T.H. B (Valley Road); thence N68°24'05"W, along said northerly line, 186.19 feet to a point of curvature; thence 39.59 feet along the arc of a curve to the right, with a radius of 25.00 feet, whose chord bears N23°02'07"W, 35.58 feet to a point of tangency on the easterly right-of-way line of St. Andrews Drive; thence N22°19'50"E, along said easterly line, 163.58 feet to a point of curvature; thence continuing along said easterly line, 79.24 feet along the arc of a curve to the left, with a radius of 160.00 feet, whose chord bears N08°08'34"E, 78.43 feet to a point of tangency; thence N06°02'42"W, continuing along said easterly line, 5.08 feet to a point; thence N89°43'00"E, 146.28 feet to a point; thence N00°17'00"W, 94.28 feet to a point; thence N48°52'12"W, 56.67 feet to a point; thence N86°36'42"W, 111.38 feet to the easterly right-of-way line of St. Andrews Drive; thence along said easterly line on the following described courses; thence 107.90 feet along the arc of a curve to the right, with a radius of 145.00 feet, whose chord bears N32°38'13"E, 105.43 feet to a point of tangency; thence N53°57'18"E, 117.25 feet to a point of curvature; thence 217.24 feet along the arc of a curve to the left, with a radius of 230.00 feet, whose chord bears N26°53'47"E, 209.25 feet to the place of beginning. Said lands containing 291,708 sq. ft. (6.696 acres).

Legal Description of Phase 1 Lands

Being a part of Lot 2 of C.S.M. No. 7326, located in the NW 1/4 and SW 1/4 of the SE 1/4 of Section 9, T.7N., R.17E., City of Oconomowoc, Waukesha County, Wisconsin, more fully described as follows:

Commencing at the northernmost corner of said Lot 2; thence S00°09'44"E, along the east line of said Lot 2, 404.65 feet to the point of beginning of the hereinafter described lands; thence N89°50'16"E, 83.72 feet to a point of curvature; thence 32.50 feet along the arc of a curve to the right, with a radius of 16.36 feet, whose chord bears S33°14'51"E, 27.41 feet to a point of tangency; thence along the westerly right-of-way line of Silver Lake Drive on the following described courses; thence S23°40'03"W, 169.26 feet to a point; thence S22°50'58"W, 87.72 feet to a point of curvature; thence 52.86 feet along the arc of a curve to the right, with a radius of 275.18 feet, whose chord bears S28°21'08"W, 52.78 feet to a point of tangency; thence S33°51'18"W, 119.92 feet to a point of curvature; thence 33.92 feet along the arc of a curve to the right, with a radius of 25.00 feet, whose chord bears S72°43'36"W, 31.38 feet to a point of tangency on the northerly right-of-way line of C.T.H. B (Valley Road); thence N68°24'05"W, along said northerly line, 186.19 feet to a point of curvature; thence 39.59 feet along the arc of a curve to the right, with a radius of 25.00 feet, whose chord bears N23°02'07"W, 35.58 feet to a point of tangency on the easterly right-of-way line of St. Andrews Drive; thence N22°19'50"E, along said easterly line, 163.58 feet to a point of curvature; thence continuing along said easterly line, 79.24 feet along the arc of a curve to the left, with a radius of 160.00 feet, whose chord bears N08°08'34"E, 78.43 feet to a point of tangency; thence N06°02'42"W, continuing along said easterly line, 5.08 feet to a point; thence N89°43'00"E, 146.28 feet to a point; thence N00°17'00"W, 57.62 feet to a point; thence N89°50'16"E, 93.47 feet to a point; thence N00°09'44"W, 20.00 feet to the place of beginning. Said lands containing 98,284 sq. ft. (2.256 acres).

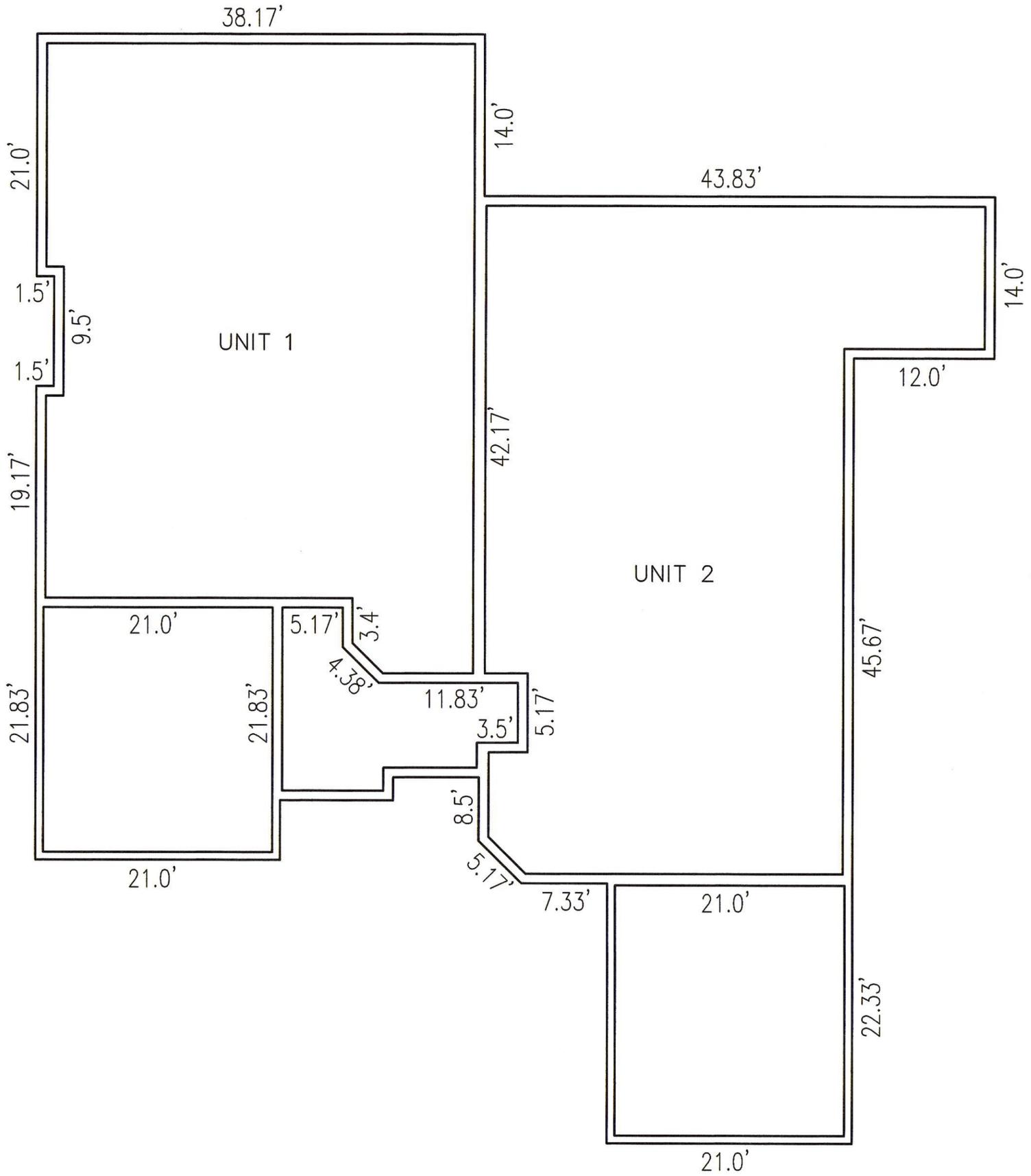


Mark A. Powers
March 4, 2020

CONDOMINIUM PLAT OF
VESPERA II CONDOMINIUM

BEING A PART OF LOTS 1 AND 2 OF C.S.M. NO. 7326, LOCATED IN THE NW 1/4
AND SW 1/4 OF THE SE 1/4, AND IN THE NE 1/4 OF THE SW 1/4, ALL IN SECTION 9,
T.7N., R.17E., CITY OF OCONOMOWOC, WAUKESHA COUNTY, WISCONSIN.

BASEMENT PLAN
(NOT TO SCALE)

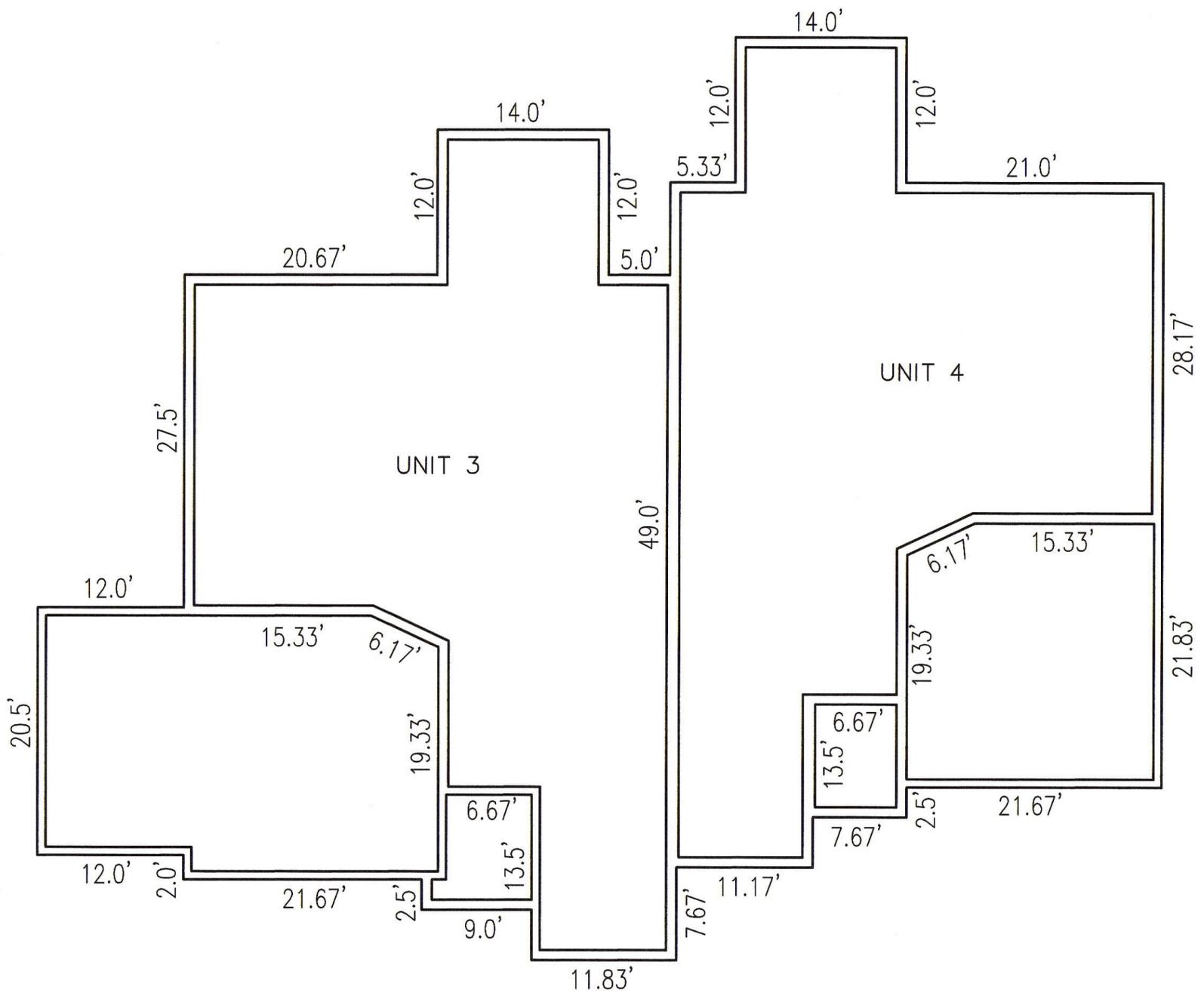


Mark A. Powers
March 4, 2020

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T.7N., R.17E., CITY OF OCONOMOWOC, WAUKESHA COUNTY, WISCONSIN.

BASEMENT PLAN
(NOT TO SCALE)



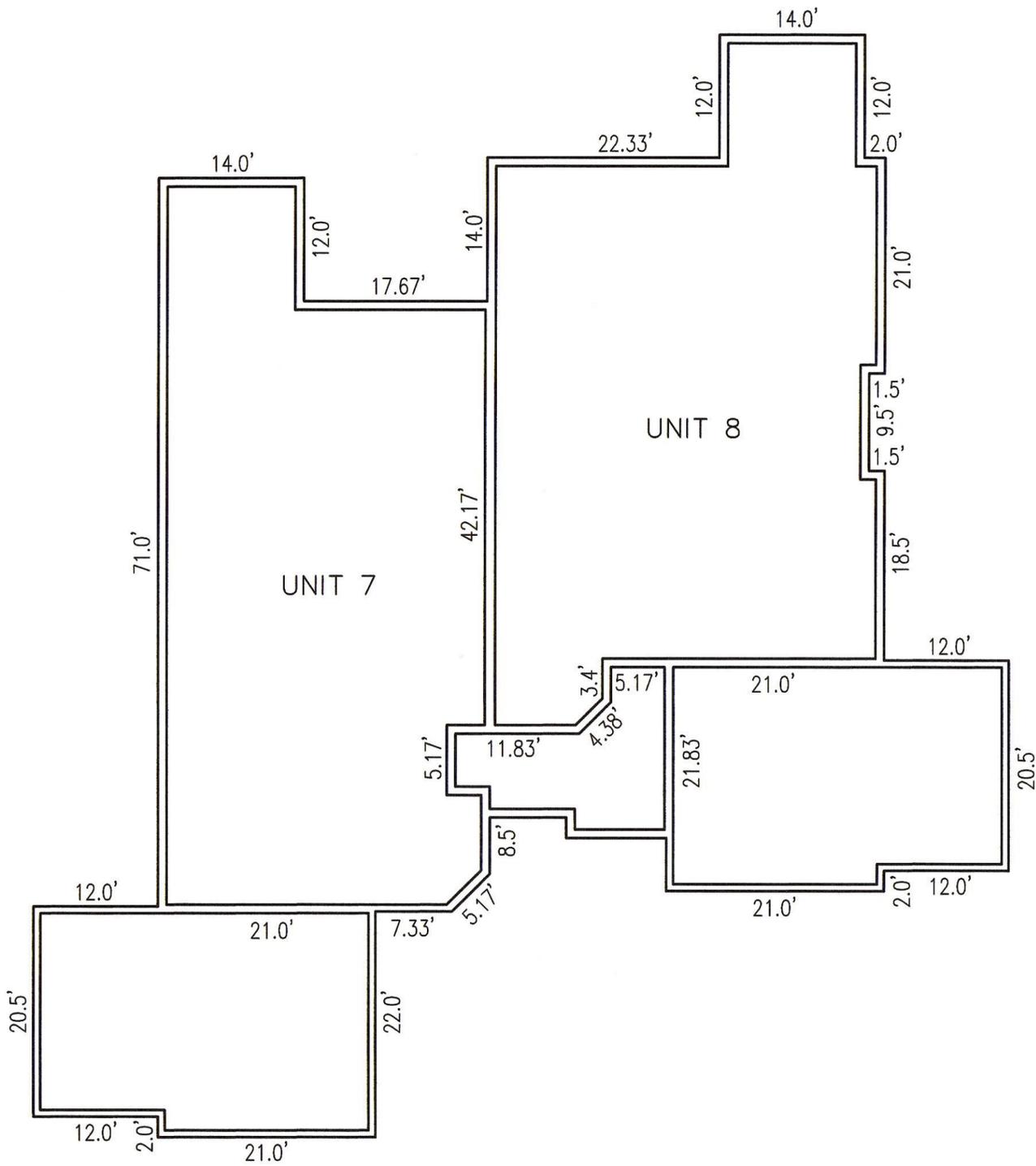
Mark A. Powers
March 4, 2020

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BASEMENT PLAN

(NOT TO SCALE)



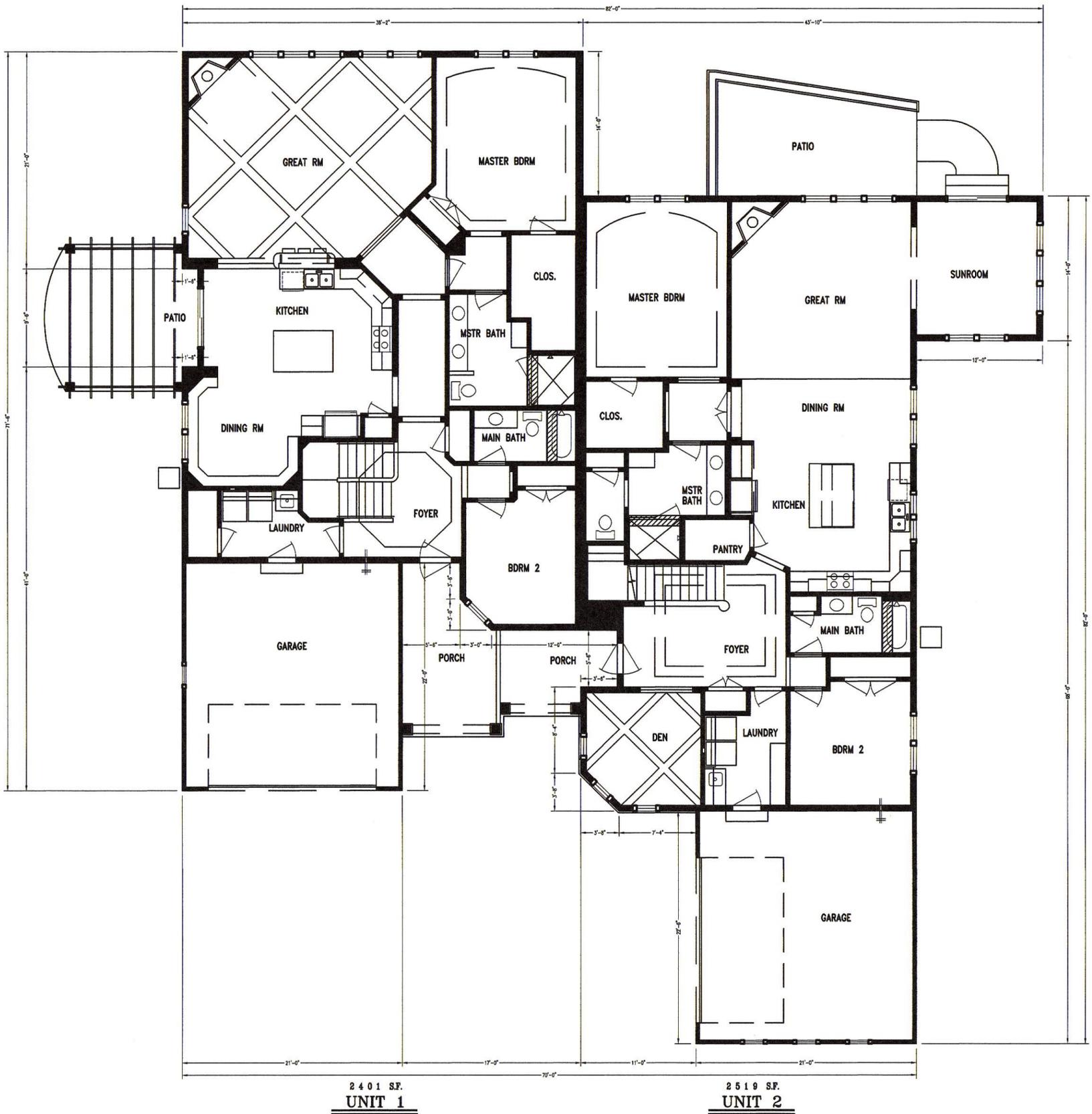
Mark A. Powers
March 4, 2020

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 T.7N., R.17E., CITY OF OCONOMOWOC, WAUKESHA COUNTY, WISCONSIN.

FIRST FLOOR PLAN

(NOT TO SCALE)



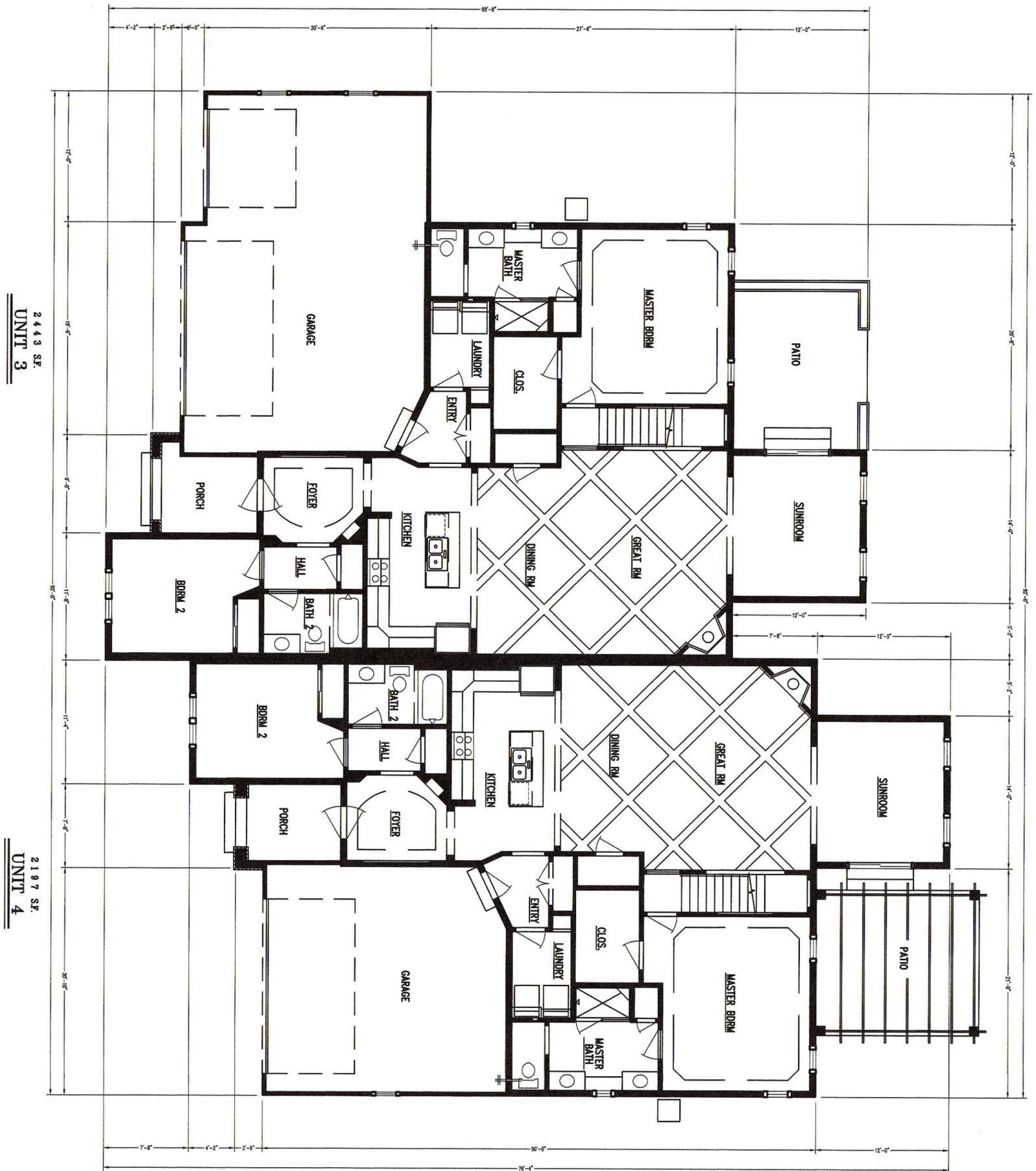
Mark A. Powers
 March 4, 2020

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VESPERA II CONDOMINIUM

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T.7N., R.17E., CITY OF OCONOMOWOC, WAUKESHA COUNTY, WISCONSIN.

FIRST FLOOR PLAN

(NOT TO SCALE)



2443 SF.
UNIT 3

2197 SF.
UNIT 4

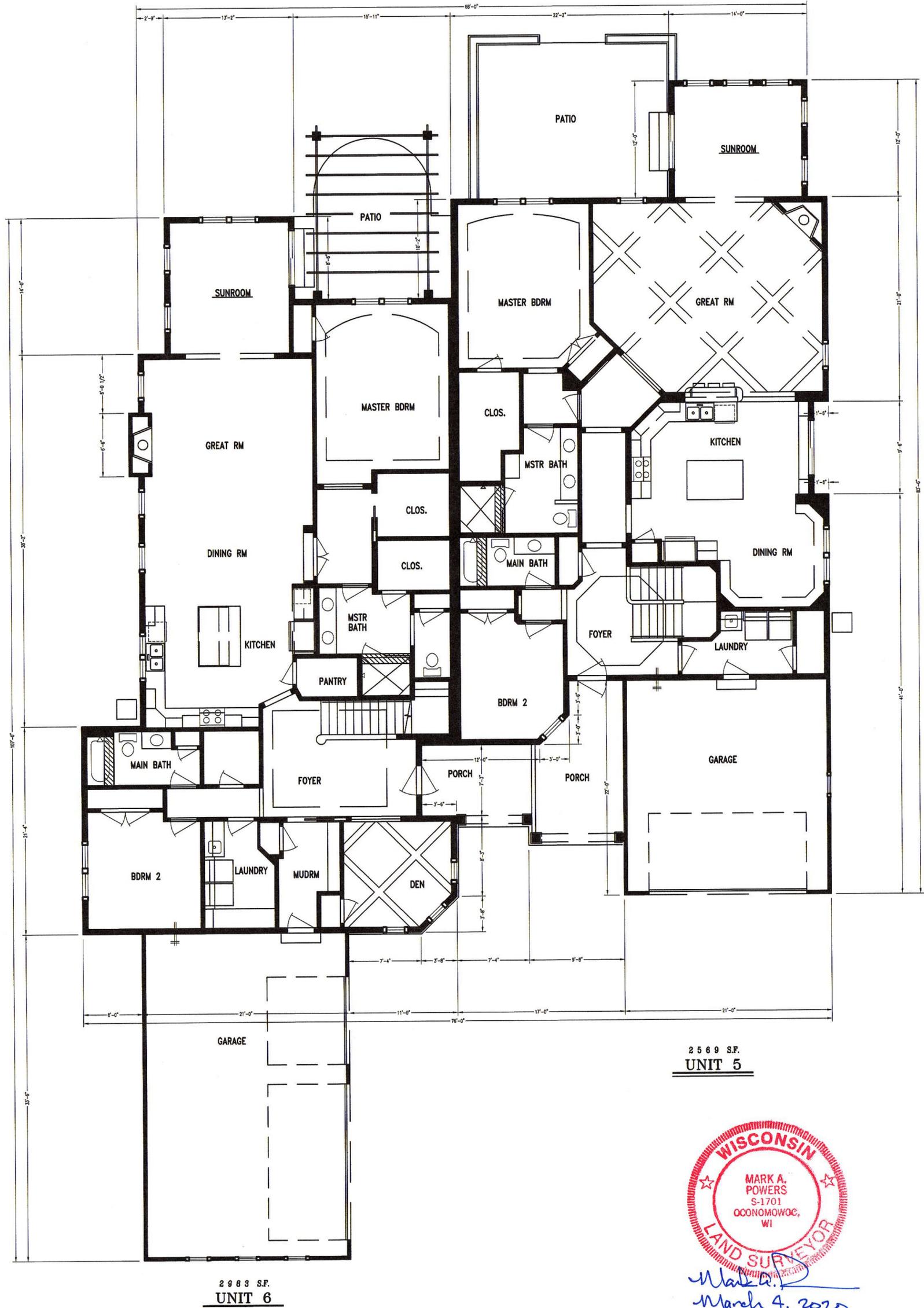


Mark A. Powers
March 4, 2020

CONDOMINIUM PLAT OF
VESPERA II CONDOMINIUM

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 T.7N., R.17E., CITY OF OCONOMOWOC, WAUKESHA COUNTY, WISCONSIN.

FIRST FLOOR PLAN
 (NOT TO SCALE)



2569 S.F.
UNIT 5

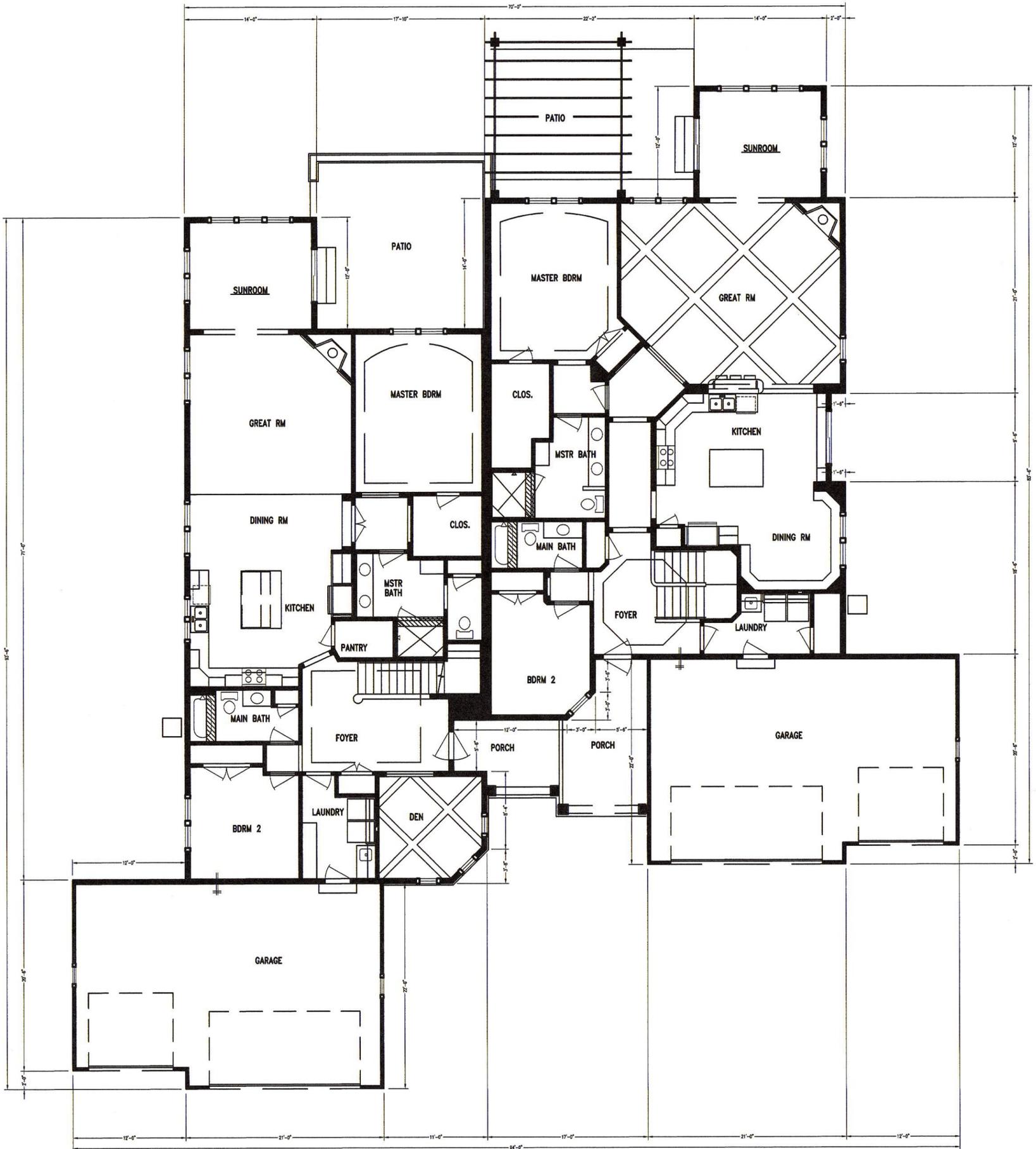
2983 S.F.
UNIT 6

WISCONSIN
 MARK A. POWERS
 S-1701
 OCONOMOWOC, WI
LAND SURVEYOR
Mark A. Powers
 March 4, 2020

CONDOMINIUM PLAT OF
VESPERA II CONDOMINIUM

BEING A PART OF LOTS 1 AND 2 OF C.S.M. NO. 7326, LOCATED IN THE NW 1/4
 AND SW 1/4 OF THE SE 1/4, AND IN THE NE 1/4 OF THE SW 1/4, ALL IN SECTION 9,
 T.7N., R.17E., CITY OF OCONOMOWOC, WAUKESHA COUNTY, WISCONSIN.

FIRST FLOOR PLAN
 (NOT TO SCALE)

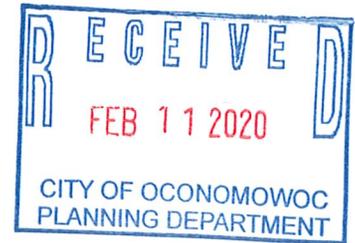


2754 S.F.
UNIT 8

2815 S.F.
UNIT 7



Mark A. Powers
 March 4, 2020



Development Application

Department of City Planning
 174 E. Wisconsin Avenue Oconomowoc, WI
 www.oconomowoc-wi.gov | 262.569.2166

X	Description	Administrative Fee
	Administrative Design Review	\$ 75.00
	Major Design Review	\$ 75.00
	Conditional Use Permit	\$ 500.00
	Zoning Determination Letter	\$ 100.00
	Temporary Use Permit	\$ 75.00
	Temporary Use Permit - Renewal	No Charge
	Variance	\$ 425.00
	Special Exceptions	\$ 425.00
	Appeals of Zoning Administrator	\$ 300.00
	Zoning Map Amendment (From _____ To _____)	\$ 425.00
	Zoning Text Amendment	\$ 425.00
	Comprehensive Plan Amendment	\$ 300.00
	Planned Development District	Step 1: Pre-application Conference
		Step 2: Concept Plan Review
		Step 3: General Development Plan Review
	Preliminary or Final Plat Review	\$ 75.00
X	Certified Survey Map or Extraterritorial Plat/CSM Review	\$ 75.00

*NOTE: Administrative filing fees are due at the time an application is filed with the City Clerk's Office and are not refundable. In addition to the Administrative fees, City Staff time (City Engineer, City Planner & City Attorney) will be charged back to the applicant. The Applicant will receive monthly invoices of payments due.

Date: 02/11/2020

Project/Business Name: Vespera II Condominium

Address/Location: St. Andrews Drive

City, State, Zip Code: Oconomowoc, WI

Proposed Use of Property: Condominiums - Residential

Applicant: Belforte, Inc.

Property Owner: Belforte, Inc.

Address: 700 Pilgrim Parkway #100

Address: 700 Pilgrim Parkway #100

City/State/Zip: Elm Grove, WI 53122

City/State/Zip: Elm Grove, WI 53122

Phone: 414-333-2059

Phone: 414-333-2059

E-mail: ccaliendo@Kingswayhomes.com

E-mail: ccaliendo@Kingswayhomes.com

Signature:

Signature:

This form is not valid unless signed by Owner or Agent under a written power-of-attorney (please provide). I, Owner/one of the Owner's of the property, declare that this application (including any accompanying documents) has been examined by me and to the best of my knowledge and belief is true, correct and complete. I further accept all liability, which may be a result of the City of Oconomowoc relying on this information I am providing in this application.



MEMORANDUM

ADMINISTRATION

Date: March 16, 2020
To: Mayor, Common Council
From: Sarah Kitsembel, City Administrator
Re: Revised Pandemic Preparedness Plan & COVID-19 Matters

RELATES TO THE STRATEGIC PLAN

- I. Provide a Safe & Secure Community

BACKGROUND

The recent COVID-19 matter has been rapidly evolving. In response the City has been closely monitoring the situation and reviewing our pandemic and business continuity plans. Attached is a revised Pandemic Preparedness Plan for Council’s consideration. This has been updated to be a generalized pandemic preparedness plan that can cover any variety of pandemic events in the future. A new section has been added to address employee absences during times of a pandemic.

ADDITIONAL ANALYSIS

The City has been responding to guidance from the CDC, State & County Public Health agencies. The COVID-19 pandemic has had a number of operational impacts to city operations. The Federal and State government agencies continue to issue new order and/or guidance which may pose policy considerations for our local community. I will provide an update to the Council at the meeting on operational impacts to date and request policy guidance on appropriate matters. This is a very fluid matter. Below are some areas that I expect to update the Council on and possibly seek policy direction.

- Facility Closures – Impacts to Customers & Employees
- Election Update
- Leave Bank Restoration Options
- Meeting Procedures

Our HR Manager reviewed the Employee Handbook and recommends one minor change to the section regarding Employees Working from Home (see highlighted text).

EMPLOYEES WORKING FROM HOME: *During the regular course of business, employees are not allowed to work from home. In extenuating circumstances, Department Heads, Managers, and/or employees performing essential duties with City Administrator approval can authorize working from home. Employees may not take documents from the City premises and work from home without the prior approval of the City Administrator. The*

City Administrator may review all work products from work conducted at home. The City Administrator may terminate authorization to work from home at any time.

SUGGESTED MOTION

Move to approve the revised Pandemic Preparedness Plan

Move to approve the revision as noted to the Employee Handbook Section regarding Employees Working From Home.

There may be other appropriate motions, depending on policy debate.



CITY OF OCONOMOWOC

PANDEMIC PREPAREDNESS PLAN

Introduction

The City of Oconomowoc strives to provide a safe and healthy workplace for all employees. This pandemic preparedness guidance outlines the steps the City takes to safeguard employees' health and well-being during a pandemic while ensuring our ability to maintain essential operations and continue providing essential services to our community.

The City's response will depend on the pandemic severity and current information received from the Center for Disease Control (CDC), Wisconsin Department of Health Services, and the Waukesha County Department of Health and Human Services and may change as additional information becomes available. . For the most up to date information, please visit www.cdc.gov and www.waukeshacounty.gov/publichealth.

Continuity of City Operations

We believe the normalcy of operations is important for the residents and our community coping with the anxiety and fear a pandemic situation may produce. The City of Oconomowoc will continue to conduct operations, meetings and essential activities as planned while continually monitoring new developments. If and when official guidance changes, the City will notify employees immediately via email and phone and communicate with all involved residents, businesses and partners immediately via email with additional notifications via the City's website, Facebook social media accounts and phone, as needed.

1. Essential Personnel

For the purpose of this plan, essential personnel includes all department directors. Other reporting essential employees will be determined by the City Administrator in consultation with the department directors. City Departments have identified essential services and have created department business continuity plans.

2. Facility Shutdown

In the event of a municipal worksite being exposed or suspected of being exposed to the pandemic virus, the City may shut down the worksite. A facility shutdown may also be ordered by other government agencies (i.e. health department). The following measures will be taken in order to continue to serve the public:

- a. Phone System: Phone numbers for City offices will be forwarded to identified essential personnel or alternate city office.
- b. City Issued Laptops/Phones: Identified essential staff shall have their work laptops and phones with them at all times. Email and social media messages will be addressed as soon as reasonably possible.
- c. Offsite Location: Possible temporary locations could be activated and could include other City-owned facilities or possibly neighboring community facilities.
- d. Website/Social Media/General Phone Messaging: The use of the City's website and social media will be used as the primary method of communication to keep the public informed. If possible, a general phone message on the City's main phone line will also be available.

3. Alternate Work Locations

The City may alter work locations and schedules to accommodate employees who need to care for sick children, to ensure continuation of essential services and provide greater distance between employees to prevent spreading pandemic viruses. If appropriate and needed (i.e. taking care of ill family member), approved employees will have the flexibility to work from home using their City-assigned equipment. Time spent doing City business on City equipment and/or work-related home calls shall not be counted against time off. It is the responsibility of the employee to track their hours.

Infection-Control Measures

The City of Oconomowoc will take steps to minimize, to the extent practicable, exposure to and spread of infection in the workplace. As appropriate, we recommend measures that employees can take to protect themselves at and outside the workplace and encourage employees to discuss their specific needs with a family physician or other appropriate health or wellness professional.

1. Ill Employees

An employee is required to stay home if they are sick.

If an employee becomes sick at work, they should contact their supervisor immediately and be sent home immediately. The supervisor will be responsible for immediately sanitizing work areas as appropriate.

2. Ill Vendors and/or Residents

The City will encourage those who are visiting government facilities to be aware of their own personal health prior to contact with the public. If visitors show symptoms of illness (cough, shortness of breath), staff will avoid close contact (minimum 6 feet) from the customer and avoid handshaking. All surface areas must be immediately sanitized after the encounter.

3. Employee Work Site

The City encourages employees to follow the recommended cleaning and disinfection of work areas. Please refer to the Centers for Disease Control and Prevention guidelines. The City will have cleaning supplies on hand to be used for workstations and common areas. Each department is responsible for maintaining appropriate cleaning supplies.

4. Isolation/Quarantine

At the City's discretion or the discretion of outside authorities, the City can require the isolation and quarantine of any infected employees who come to work despite exposure or need for medical attention. In the event that an employee is exposed to a resident or other business partner who becomes ill with pandemic symptoms, said employee must immediately communicate such knowledge to their direct supervisor and will be asked to implement remote work quarantine until additional information about the situation can be determined.

5. Reporting

All employees must report known or suspected exposure to the pandemic virus to the City immediately. This includes outside travel to areas identified by the CDC as at-risk. Travel Health Notices can be found at the CDC website: <https://wwwnc.cdc.gov/travel/notices>. The City will

consult with the Waukesha County Health Department for further instruction. The employee will be asked to stay home until further direction is given by the Waukesha County Health Department or other appropriate agency.

6. Business Travel

Generally, in the event of a pandemic, travel on the City of Oconomowoc's behalf is immediately suspended and limited to a select group of personnel who have obtained travel authorizations from the City Administrator and, if necessary, outside authorities.

If a City of Oconomowoc employee is planning to travel for personal reasons and knows or comes to know that there has been recent pandemic activity in that area, we request said employee to take necessary precautions to minimize or eliminate interaction with our City employees and program participants for up to two weeks. Employees are encouraged to proactively communicate with their direct supervisor and/or the City Administrator if they have further questions about this. We honor each employee's right to personal travel plans while also upholding the safety of those on the team and within the community.

8. Food

Employees will be prohibited from bringing or purchasing open food items that are shared between the staff. Examples are cookies, cake or pizza. Employees may bring prepackaged items such as individually wrapped granola bars or bottled drinks.

Employee Absences & City Policy

The City's existing personnel policy includes a sick leave/short term disability leave bank. Paid sick leave is earned by regular full time and regular part time employees only. Every eligible employee who has earned sick leave credits shall be eligible for sick leave for any period of absence from employment which is due to illness, bodily injury, and exposure to contagious disease or pregnancy. Sick leave may be taken for an employee to assist an immediate family member with medical appointments, attending surgery or attending to dependent children who are sick.

The following policy adjustments will be implemented during times of a pandemic upon authorization by the City Administrator.

- **Waiver of Doctor's Excuse:** The City may temporarily waive the doctor's certificate requirement for absences of more than three days. This waiver will also apply to those needing to stay home to care for a sick family member.
- **Negative Sick Leave Balance Allowed:** During a pandemic, employees eligible for paid sick time will be permitted negative balances if needing additional time off for a qualified sick leave request. It shall be agreed that if the employee terminates employment prior to "paying back" the unearned sick leave used, the time off will be recategorized as vacation hours and an amount of vacation pay will be deducted for the hours not worked as scheduled. The "borrowed" sick leave exemption is a temporary policy change and will expire once the health crisis has been restrained.
- **Health and Life Benefits Paid (Employer Portion) During a Pandemic:** To sustain a continuance of benefits for City employees, employees currently enrolled in health and life benefits absent

from work and on no-pay due to the pandemic will continue to receive the employer-paid portion of these benefits for 12 weeks or as long as they are working and/or receiving a bi-weekly paycheck from the City during the pandemic period. Employees remain responsible for paying the employee portion of their benefits.

- ***Sick Pay/No Pay Option for School Closures/Child Home Based Learning:*** If schools are closed, and/or require in-home learning, and child care is not a viable option, employees needing to care for their children as a result of the school closure/in-home learning may request to use their sick leave bank or no-pay during this period, upon approval by the City Administrator.

Guidelines for Pandemic Related Viruses

Practice Good Hygiene

- Stay home if you're sick.
- Cover your mouth and nose when you sneeze or cough. Use a tissue and throw the tissue directly in the trash.
- Clean your hands often. Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. If soap is unavailable, use hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Disinfect surfaces like doorknobs, tables, phones, desks, and handrails regularly.
- Increase ventilation by opening windows or adjusting air conditioning.

Be Careful with Meetings & Travel

- Avoid close contact. Keep a 6' distance between yourself and others or as recommended by the CDC.
- Stop shaking hands – use other non-contact methods of greeting.
- Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings when possible. When not possible, hold meetings in open, well-ventilated spaces.
- Consider adjusting or postponing large meetings and gatherings.

PROCLAMATION

***WHEREAS**, the census will take place in April 2020 and political representation to the United States House of Representatives and state legislatures will be determined by that Census; and*

***WHEREAS**, the City of Oconomowoc recognizes the importance of each resident in the 2020 Census count; and*

***WHEREAS**, the City of Oconomowoc has agreed to be one of 6,425 government entities in partnership with the US Bureau of the Census; and*

***WHEREAS**, the City of Oconomowoc understands that its primary role in this partnership is to formulate a Complete Count Committee to foster census awareness; and*

***WHEREAS**, the City of Oconomowoc further understands the Complete Count Committee should inform and educate the City's residents in the necessity and importance of response and 100% participation in the 2020 Census; and*

***WHEREAS**, the City of Oconomowoc further understands that members of the Oconomowoc community, including but not limited to the city government, school district and schools, media, churches, and businesses, play a role in obtaining a complete count in an expeditious manner.*

***NOW THEREFORE**, I, David Nold, Mayor of the City of Oconomowoc, do hereby urge all members of the Oconomowoc community to fully participate in a prompt and expeditious manner and I do further urge support and cooperation with the Complete Count Committee.*

***IN WITNESS THEREOF**, I hereunto set my hand and cause the official seal of the City of Oconomowoc, Wisconsin, on this 17th day of March 2020.*

*David Nold, Mayor
City of Oconomowoc*