



Board of Public Works  
Agenda  
January 12, 2016  
5:30pm

**NOTICE**

There will be a Board of Public Works meeting on Tuesday, January 12, 2016 at 5:30pm in the Committee Room/Council Chambers at the St. Francis Civic Center located at 3400 E. Howard Avenue.

**BOARD OF PUBLIC WORKS AGENDA**

1. Public Comment
2. Minutes of the November 10, 2015 meeting.
3. Discussion – Road Project Special Assessment Methods
4. Discussion and Possible Action – S. Nevada Avenue Street Lighting
5. Discussion and Possible Action – Betz Avenue Right-of-Way
6. Discussion and Possible Action – 2016 Sidewalk Project
7. Discussion and Possible Action – 2016 Block Grant Awards
8. Discussion – 2016 Capital Budget
9. Engineer's Report
10. Unfinished Business
  - A. E. Layton Avenue Resurfacing Project
  - B. S. Troy Avenue Extension
11. Adjourn.

**PUBLIC NOTICE**

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300.

**NOTE:** There is a potential that a quorum of the Common Council may be present.

**CITY OF ST. FRANCIS**  
**MINUTES OF THE BOARD OF PUBLIC WORKS**  
**MEETING HELD TUESDAY, NOVEMBER 10, 2015, 5:30PM**

Present: Alderperson Sue Bostedt, Alderman Mike McSweeney, Alderwoman Debbie Fliss Citizen Members Paul Pankowski, Shawn Feirer and Christine Hancock.

Also present: City Engineer Melinda Dejewski, Janis Schandel.

Alderwoman Bostedt called the meeting to order at 5:31pm.

**1. Public Comment.**

Ms. Janis Schandel - 4510 S Kansas Avenue

Ms. Schandel stated that she had some concerns regarding the truck traffic on S. Kansas Avenue. Alderwoman Bostedt stated that it was on the agenda and she could provide comments at that time.

**2. Minutes**

A motion was made by Alderman McSweeney, seconded by Board Member Feirer to approve the minutes of the October 13, 2015 meeting. Motion carried.

**3. Discussion and Possible Action – Trucking Issue – S. Kansas and S. Ahmedi Avenues Between S. Whitnall and E. Layton Avenues**

Alderwoman Bostedt stated she had received concerns about trucking on both streets. Ms. Schandel stated that most of the trucks come from Whitnall and are tow trucks. There was discussion regarding the size of the trucks and different options. One consideration was to install a sign requiring trucks to turn right from Kansas north of Whitnall onto Whitnall Avenue. A motion was made by Alderman McSweeney, seconded by Board Member Pankowski to recommend to the Common Council to install a sign requiring trucks on Kansas Avenue on the north side of Whitnall Avenue to turn right onto Whitnall Avenue instead of cutting across Whitnall to Layton. Motion carries.

This item will be placed on Unfinished Business to be monitored.

**4. Discussion and Possible Action – Sidewalk Replacement Program**

There was discussion regarding how the sidewalk program had been implemented in the past and that the funding no longer keeps pace with the amount of sidewalk to be replaced. In the future, special assessments will have to be used as part of the process to improve the sidewalks. City Engineer Dejewski stated she has become aware of a new grant and will be looking into it. Also, an article for the newsletter on how to get sidewalk replaced will be developed so residents understand the process. A motion was made by Alderwoman Fliss, seconded by Alderman McSweeney that the 2016 sidewalk program should focus on S. Kinnickinnic Avenue from the northern City limits to the southern City limits. Motion carried.

**5. Discussion and Possible Action – S. Hill Place Dead End**

City Engineer Dejewski stated that Alderwoman Fliss had brought this to her attention. At the end of S. Hill Place, the right-of-way is offset creating a difficult area to maintain and plow. She was wondering if the abutting property owner could be contacted about donating land to square off the right-of-way. A motion was made by Alderwoman Fliss, seconded by Alderman McSweeney to consult with the City Attorney on how to request a land dedication to complete the dead end of S. Hill Place. Motion carried.

**6. Discussion and Possible Action – Buffalo Donation Request**

There was general discussion on the donation and if accepted, where it should be placed. A motion was made by Alderwoman Fliss, seconded by Alderman McSweeney to recommend to the Common Council to direct City Administrator Rhode to accept the donation of the buffalo topiary and have it placed at the S. Lake Drive entrance to the Nojoshing Trail. Motion carried.

**7. Discussion and Possible Action – Betz Avenue Right-fo-Way**

There was general discussion on the unimproved portions of S. Betz Avenue as to whether or not the City should retain ownership. The Board thought that the City could maybe offer to waive the \$150 CSM fee or pay for the CSM to combine the lots so that the City does not have to maintain the land any longer. Board Member Feirer knows the property owners abutting the right-of-way and will have a discussion regarding the land with them and report back to the Board at a future meeting. No further action was taken on this item.

**7. Engineer's Report**

City Engineer Dejewski reviewed the report. A motion was made by Alderwoman Fliss, seconded by Alderman McSweeney to place the report as amended on file. Motion carried.

**8. Unfinished Business**

**A. E. Layton Avenue Resurfacing Project**

City Engineer Dejewski reported that the project was complete with a few minor items.

**B. S. Troy Avenue Extension**

No report.

**9. Adjourn**

A motion was made by Alderwoman Fliss, seconded by Alderman McSweeney to adjourn. Motion carried.  
Time 6:08p.m.

# ENGINEER'S REPORT NOVEMBER 2015

## ROAD PROJECT REPORT 2015

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE	UPDATE ON PROJECT
Nevada Extension	Construction	\$1,000,000	\$40,000	\$80,000	Project in progress.
Brook Place Storm Sewer/Road	Construct	\$300,000	In-house	\$20,000	Sent easement to resident.
Municipal Parking Lot	Construct	\$350,000	\$15,000	\$25,000	Waiting on land acquisition
Trail System Phase 2	Grant	\$43,096	in-house	in-house	Complete.
Trail System Phase 3	Grant	\$41,871	In-house	In-house	Complete.

## 2014

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	UPDATE ON PROJECT
Iowa from Norwich to St. Francis Ave	reconstruct	\$722,113.66 total \$245,933.09 City	Assessments complete. Project complete.
Kansas from Layton to Whitnall	construct	\$500,000	Construction complete. All scheduled walk-throughs complete. Assessments 2016.

## 2013

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	UPDATE ON PROJECT
Kingan from Denton to Lunham	construct	\$291,661.53 total \$111,196.03 City.	Assessments complete. Project complete.

## 2012

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	UPDATE ON PROJECT
Packard from Howard to Lunham	resurface	\$876,248.51 (\$198,846.67 city portion)	Project is complete. Punch list items are done. Cost to date: \$187,044.50. State performing audit for 2 years. Letter sent to property owners.
Howard from City Limits to Arctic	reconstruct	\$573,526.25 total \$212,234.87 State funding \$249,546.98 City	Project is complete. Assessments complete.

### Update on land by Delaware and Whittaker

This item needs to go to the Planning Commission for their review and recommendation. The City will need to create a CSM for the bike path and the Planning Commission will need to approve that as well. Then the City will have a salable lot.



# City of St. Francis

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Melinda K. Dejewski, PE, City Engineer/Director of Public Works

January 7, 2016

City of St. Francis  
Board of Public Works

Subject: Road Project Special Assessment Methods

Dear Board of Public Works Members:

There has been discussion on once all the “never been done” roads are completed that the City would review the methodology by which it special assesses the roadway improvements. This letter is only to discuss the possible ways to calculate special assessments. It is not a discussion on the legalities of special assessments or the items the City special assesses for on a road construction project (i.e pavement, curb and gutter, sidewalk, etc.).

There are three basic methods by which a special assessment can be calculated. They are: unit, front foot (lineal foot) or acreage. The City adopted only the front foot method and created a complicated methodology by which to apply the front foot calculations. By officially adopting only one method, the Engineering Department can only use that one method. Each method has advantages and disadvantages.

The unit method is the basic method. The total project cost of the items that are assessable are calculated and totaled. This cost is then divided by the number of units on the project. This method is typically used in a residential area and is based on the thought that most residential properties use the roadway in the same manner regardless of the size of the lot. A unit is typically defined as a residence or lot. As an example, a duplex would be 2 units and a 4 family would be 4 units. A vacant parcel of land is one unit even though it is not a residence, it uses the road for access and thereby constitutes one unit. One advantage is that most properties get the same assessment. The disadvantage is that if there are larger lots, the perception is that they should pay more because there is more road in front of the property even though there is only one or 2 units on the lot. Also, this method does not work well in commercial or industrial areas where there can be large differences in the size or traffic generated by the property.

The front foot method or lineal foot method is more complicated than the unit method. It is based upon the frontage of each property along the roadway. This method examines each property and calculates the footage or square footage (based upon the frontage) of the improvements that can be assessed. There is a lot of calculation involved in this method. It is very accurate for each property to pay for exactly what is in front of their property. This method works in residential, commercial or industrial areas equally well. It becomes complicated when there are corner properties and properties on curves. Corner properties have a lot of frontage. For residential properties, the City does provide a 50% credit on each side for pavement, sidewalk and curb and gutter. For commercial or industrial properties, the City credits 30 feet

from the long side for those same improvements. Front foot methods need to have many ways of offsetting assessments to make them more equitable for odd lots such as the curves and corners. Often, the Engineering Department gets questioned on why properties are not paying the same as the neighbor's property. Generally, it is because one property is just a few feet wider than the other. It is difficult to understand for some residential property owners.

The acreage method is similar to the front foot method only it uses the acreage of the property as the basis for the assessment. This is most often used by communities which special assess stormwater improvements since the stormwater infrastructure improvement is based upon the acreage of the drainage basin. It can also be used for roadway improvement assessments. It is usually used in industrial areas where the properties have a small frontage but large, deep tracts of land and lots of traffic use.

When a community adopts all 3 methods, each project can be reviewed to see which method would be the most equitable for the project. Also, any combination of the 3 methods can be used as long as it is equitable. For example, if it is a mixed use area – residential and commercial – an equitable assessment may be to use a unit method for the residential which are all the same size but a front foot for the commercial properties which have larger frontages and generate more traffic. By adopting all 3 methods, the community has the most flexibility to find the most equitable special assessment method for each project.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Melinda K. Dejewski". The signature is written in a cursive, flowing style.

Melinda K. Dejewski, P.E.  
City Engineer/Director of Public Works

Document No.

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**EASEMENT  
AGREEMENT**

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Return to:  
Milwaukee County  
General Mitchell International Airport  
5300 S. Howell Avenue  
Milwaukee, WI 53207

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Parcel Numbers

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THIS EASEMENT AGREEMENT (*Agreement*) is granted by Milwaukee County (the *Owner*) to the City of St. Francis (the *City*).

**RECITALS :**

- A. The Owner is the fee holder of the above-described parcel of real property, parcel number \_\_\_\_\_, (the *Property*) located in the City of St. Francis, Milwaukee County, State of Wisconsin.
- B. The City has requested that the Owner grant an easement (the *Easement*) over certain portions of the Property as such portions are described on the attached and incorporated Exhibit A (the *Easement Area*) to permit the extension of Nevada Avenue by the City.

**AGREEMENT**

For good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

**1. Grant of Easement.** The Owner grants to the City, an easement and right-of-way over the Easement Area to construct, reconstruct, maintain, operate, supplement, repair, replace and remove a roadway and other related fixtures such as sanitary sewers, watermain, storm sewers, sidewalk driveway approaches, equipment, and appurtenances such as, for example, utilities for the purposes of supplying electric power, natural gas services, and communication facilities that may from time to time be required to be installed within the easement area, with the right of ingress and egress over the property for the purpose of exercising this grant, except that the City shall not erect any structure on the easement area exceeding five (5) feet in height without the County's express written amendment of this easement.

**2. Indemnification.** The City shall indemnify the Owner from and against all loss, costs, injury, death, or damage to persons or property that at any time during the term of this Agreement may be suffered or sustained by any person or entity arising out of the City's activities conducted on the Property.

3. **Consistent Uses Allowed.** The Owner shall not at any time erect or maintain in or upon the easement area any permanent or temporary buildings, steps, decks, signs with footings or any other structure without express written permission of the City, and shall not interfere with the City's full enjoyment of the rights granted in this Agreement.

4. **Construction.**

(a) The City shall provide written notice to the Airport Director of General Mitchell International Airport (GMIA) prior to the commencement of the initial work to construct the new road within the easement area by City. Said notice shall indicate the anticipated start date and duration of the proposed work and include; plans showing the location, depth, type of installation, trees and shrubs within line or easement area, drawings and specifications detailing construction methodology, the erosion and sedimentation control plan and the preservation and restoration methods to be employed. These shall be reviewed and approved by the Airport Director prior to commencing any construction activities. Violation of the aforementioned conditions during periods of emergency shall not result in cancellation or penalty. Within 24 hours of an incident constituting an emergency, the City shall give notice to the Airport Director, of such emergency.

(b) No trees, shrubs or vegetation adjacent to the easement area shall be removed, trimmed or damaged without the written permission of Milwaukee County. In that regard, a specific construction and restoration landscaping plan shall be reviewed and approved by the Airport Director at GMIA.

(c) The City shall secure and pay for all permits required by any governing body or agency before any construction, repair or maintenance work commences; and any modifications, developments, or improvements on the easement area shall be subject to the written approval of the Airport Director and any other required governmental approvals.

(d) All City construction, operation and repairs of the facilities installed within the easement area shall be completed and paid for pursuant to City ordinance at no expense to the Owner.

(e) The City shall not suffer or permit any construction or mechanics' liens to be filed, or if filed, to remain uncontested, against the fee of the Property, nor against the City's interest in the Property.

(f) The City shall be responsible for maintaining the facilities; the Owner shall not be liable for any damage to the facilities that may be caused by Owner, its employees, contractors, or others.

5. **Right of Entry.** The City shall, at all times, obtain a Right-Of-Entry Permit (*ROE*) from Owner before performing any non-emergency ground disturbing activities in any lands outside of the easement area. An ROE can be obtained from the Airport Director.

6. **Restoration of Surface.** The City shall restore the surface disturbed by any construction or maintenance of any equipment located on the property surrounding the easement area to essentially the same condition, as existed immediately prior to the occurrence of such disturbance, to the reasonable satisfaction of the Airport Director.

7. **Owner Review.** The Owner has reviewed this Easement, but in no way can assure complete accuracy. The City shall comply will all state and local laws regarding location and protection of existing utilities. The City shall contact Diggers Hotline, the GMIA Airport Engineer, and all applicable municipalities

prior to commencing any construction where notification to these entities would be necessary to verify all pertinent easements and existing utility locations within the easement area. Damages will be charged, if easements are not strictly adhered to, for additional personal charges and subsequent property damages.

**8. Covenants Run with Land.** All of the terms and conditions in this Agreement, including the benefits and burdens, shall run with the land and shall be binding upon, inure to the benefit of, and be enforceable by the Owner and the City and their respective successors and assigns. The Owner and any successor or assign to the Owner as fee simple owner of the Property shall cease to have any liability under this Agreement with respect to facts or circumstances arising after the party has transferred its fee simple interest in the Property.

**9. Abandonment or Non-Use.** This Easement shall not terminate upon the abandonment or non-use of the facilities herein authorized to be constructed in, under, over, and along said Easement Area. Prior to abandonment, the underground facilities and related structures shall be abandoned in accordance with "Wisconsin State Standards for Facilities and Water Construction" and other applicable standards. The site shall be restored to the reasonable satisfaction of the Airport Director.

**10. Rights Reserved to Owner.** The Owner reserves unto itself, its successors and assigns, all mineral rights and the right to make such use of the land included in the previously described Easement Area except the right to erect buildings or other structures thereon, and further excepting the right to injure or to unreasonably disturb the City's use of said facilities constructed by the City; provided, however, that plans for said improvements be reviewed and approved by the City prior to construction. Said approval shall not be unreasonably withheld and the review will be made in a timely fashion for no charge to the Owner.

**11. Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.

**12. Entire Agreement.** This Agreement sets forth the entire understanding of the parties and may not be changed except by a written document executed and acknowledged by all parties to this Agreement and duly recorded in the office of the Register of Deeds of Milwaukee County, Wisconsin.

**13. Notices.** All notices to either party to this Agreement shall be delivered in person or sent by certified mail, postage prepaid, return receipt requested, to the other party at that party's last known address. If the other party's address is not known to the party desiring to send a notice, the party sending the notice may use the address to which the other party's property tax bills are sent. Either party may change its address for notice by providing written notice to the other party. Notice of construction as required in the aforementioned paragraphs or informal notices may be provided to the Airport Director via e-mail.

**14. Hazardous Substance Indemnification.** The City shall, to the full extent provided for under any environmental laws, rules and regulations, be responsible for any repair, cleanup, remediation or detoxification arising out of any hazardous materials brought onto or introduced into the Property or surrounding areas by City, its agents or guests. The Owner shall, to the fullest extent provided for under any environmental law, rules and regulations, be responsible for any repair, cleanup, remediation, or detoxification arising out of any hazardous materials whose presence pre-exists the commencement of the City's easement term, located in and on the Property, that are discovered or disturbed as a result of the City's construction activities on, at or near the Property. The Owner shall indemnify, defend and hold City harmless from any liability, cost, damage, claim or injury (including reasonable attorney fees) arising therefrom. "Hazardous substance" shall be interpreted broadly to mean any substance or material defined or designated as hazardous or toxic wastes, hazardous or toxic material, hazardous or toxic radioactive substance, or other similar term by any federal, state or local environmental law, regulation or rule presently in effect or

promulgated in the future, as such laws, regulations or rules may be amended from time to time; and it shall be interpreted to include, but not be limited to, any substance which after release into the environment will or may reasonably be anticipated to cause sickness, death or disease.

**15. Invalidity.** If any term or condition of this Agreement, or the application of this Agreement to any person or circumstance, shall be deemed invalid or unenforceable, the remainder of this Agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.

**16. Waiver.** No delay or omission by any party in exercising any right or power arising out of any default under any of the terms or conditions of this Agreement shall be construed to be a waiver of the right or power. A waiver by a party of any of the obligations of the other party shall not be construed to be a waiver of any breach of any other terms or conditions of this Agreement.

**17. Enforcement.** Enforcement of this Agreement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Agreement, either to restrain or prevent the violation or to obtain any other relief.

**18.** The concurrent use of the property by the City is subordinate in all matters to the sponsor's Federal obligations.

**19.** The City shall not construct nor permit to stand on said premises any building, structure, poles, trees, or other object, whether natural or otherwise, of a height in excess of any of the FAR Part 77 surfaces.

**20.** The City shall file notice consistent with requirements of FAR Part 77 (FAA Form 7460-1) prior to constructing any facility, structure, or item on said premises.

**21.** The City shall not hereafter use nor permit nor suffer use of the land first above described in such a manner as to create electrical interference with radio communication between the installation upon the airport and aircraft or as to make it difficult for fliers to distinguish between airport lights and others, or as to impair visibility in the vicinity of the airport, or as otherwise to endanger the landing, taking off, or maneuvering of aircraft.

**22.** There is hereby reserved to the Owner, its successors and assigns, for the use and benefit of the public, a right of flight for the passage of aircraft in the airspace above the surface of the premises herein conveyed. This public right shall include the right to cause in said airspace any noise inherent in the operation of any aircraft to navigation or flight through the said airspace or landing at, taking off from or operation on the General Mitchell International Airport, Milwaukee, Wisconsin.

**23.** The aforesaid covenants and agreements shall run with the land as herein above described for the benefit of the Owner and its successors and assigns in the ownership and operation of the Airport.

**24.** The City shall not hereafter use, nor subject to applicable State and Federal Statutes and regulations permit nor suffer use of the land first described above in such a manner as to create a potential for attracting birds and other wildlife, which may pose a hazard to aircraft.

(signatures on next page)



From: Sue Bostedt  
Sent: Sunday, December 13, 2015 12:35 AM  
To: Shawn Feirer; Melinda Dejewski  
Cc: Christine Hancock; Debbie Fliss; Kevin Keul; Mike McSweeney; Paul Pankowski; Tim Rhode; Anne Uecker  
Subject: RE: Board of Public Works Meeting

We will have this on the next agenda.

Sent from my Verizon Wireless 4G LTE Tablet

Susan D. Bostedt  
1st District Alderperson

----- Original message -----

From: Shawn Feirer <sfeirer70@gmail.com>  
Date: 12/12/2015 9:05 PM (GMT-06:00)  
To: Melinda Dejewski <melinda.dejewski@stfranwi.org>  
Cc: Christine Hancock <chlohan@yahoo.com>, Debbie Fliss <flissd@stfranwi.org>, Kevin Keul <kmkeul@gmail.com>, Mike McSweeney <mcsweeneym@stfranwi.org>, Paul Pankowski <ppankowski@wi.rr.com>, Sue Bostedt <BostedtS@stfranwi.org>, Tim Rhode <tim.rhode@stfranwi.org>, Anne Uecker <anne.uecker@stfranwi.org>  
Subject: Re: Board of Public Works Meeting  
Greetings everyone,

The homeowners (Brad and Jackie Ruhge) we discussed last meeting would be interested in the combining of their three Waterford Avenue parcels if the city could indeed front the survey costs. This as we discussed at the meeting would allow the city to eliminate the right of way on South Barland. This in the long term would be a substantial savings for the city. What would be our next step to enable this to happen?

Shawn Feirer  
Sent from my iPhone

On Dec 7, 2015, at 2:41 PM, Melinda Dejewski <melinda.dejewski@stfranwi.org> wrote:  
All,  
At the direction of the Chair, the December meeting of the Board of Public Works has been cancelled.

Have a happy holiday!

Melinda

Melinda K. Dejewski, PE  
City Engineer/Director of Public Works  
City of St. Francis  
414-481-2300



DEPARTMENT OF HEALTH & HUMAN SERVICES

HOUSING DIVISION

# Milwaukee County



December 3, 2015

Melinda Dejewski  
City of St Francis  
3400 East Howard Ave  
St Francis, WI 53235

Re: 2016 CDBG Tentative Award Amount

Dear Melinda Dejewski,

I am writing to advise you of your tentative award amount for the 2016 Community Development Block Grant. Your award amount is a tentative award amount until we receive final notification from HUD as to our final allotment. Once we receive final notification I will advise you by email and forward your contract for signature.

Your tentative grant amount for your Library Parking Lot Repaving is \$47,589.00. Again, upon final notification from HUD you will receive your contract in the mail for final signature. As many of you know that will probably not happen until sometime in mid to late summer.

Any questions feel free to contact me at the phone number and email address below.

Sincerely,

Victoria L. Toliver  
CDBG/Housing Program Manager  
414-278-2948  
Victoria.toliver@milwaukeeecountywi.gov

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600 West Walnut Street, Suite 100, Milwaukee, Wisconsin 53212-3863  
Housing Choice Voucher: 414-278-4894 ♦ Fax 414-223-1825  
Home Repair: 414-278-4917 ♦ Fax: 414-223-1815  
Community Development Block Grant: 414-278-2948 ♦ Fax: 414-223-1815



DEPARTMENT OF HEALTH & HUMAN SERVICES  
HOUSING DIVISION



# Milwaukee County

December 3, 2015

Melinda Dejewski  
City of St Francis  
3400 East Howard Ave  
St Francis, WI 53235

Re: 2016 CDBG Tentative Award Amount

Dear Melinda Dejewski,

I am writing to advise you of your tentative award amount for the 2016 Community Development Block Grant. Your award amount is a tentative award amount until we receive final notification from HUD as to our final allotment. Once we receive final notification I will advise you by email and forward your contract for signature.

Your tentative grant amount for your Code Compliance Officer is \$3,323.00. Again, upon final notification from HUD you will receive your contract in the mail for final signature. As many of you know that will probably not happen until sometime in mid to late summer.

Any questions feel free to contact me at the phone number and email address below.

Sincerely,

Victoria L. Toliver  
CDBG/Housing Program Manager  
414-278-2948  
Victoria.toliver@milwaukeeecountywi.gov



DEPARTMENT OF HEALTH & HUMAN SERVICES

HOUSING DIVISION

# Milwaukee County



December 22, 2015

City of St Francis  
Melinda Dejewski  
3400 East Howard Avenue  
St Francis, WI 53235

Re: Greene Park Improvements/St Francis

Dear Applicant,

Thank you for submitting your application for Milwaukee County CDBG funds. The Milwaukee County CDBG and HOME program received numerous requests during our 2016 application cycle and unfortunately we are unable to fund every project requesting support.

We regret to inform you the Milwaukee County CDBG/HOME program was unable to provide funding for your project at this time. We will inform you of our next grant cycle and hope you will consider submitting an application in the future.

Thank you, again, for taking the time to apply. We wish you well in the progress with your project.

Sincerely,

Victoria L. Toliver  
CDBG/Housing Program Manager  
414-278-7323  
[Victoria.toliver@milwaukeecountywi.gov](mailto:Victoria.toliver@milwaukeecountywi.gov)



DEPARTMENT OF HEALTH & HUMAN SERVICES

HOUSING DIVISION

# Milwaukee County



December 22, 2015

City of St Francis  
Melinda Dejewski  
3400 East Howard Avenue  
St Francis, WI 53235

Re: Sidewalk and Handicap Ramp Replacement/St Francis

Dear Applicant,

Thank you for submitting your application for Milwaukee County CDBG funds. The Milwaukee County CDBG and HOME program received numerous requests during our 2016 application cycle and unfortunately we are unable to fund every project requesting support.

We regret to inform you the Milwaukee County CDBG/HOME program was unable to provide funding for your project at this time. We will inform you of our next grant cycle and hope you will consider submitting an application in the future.

Thank you, again, for taking the time to apply. We wish you well in the progress with your project.

Sincerely,

A handwritten signature in black ink, appearing to read "Victoria L. Toliver", written over a horizontal line.

Victoria L. Toliver  
CDBG/Housing Program Manager  
414-278-7323  
[Victoria.toliver@milwaukeecountywi.gov](mailto:Victoria.toliver@milwaukeecountywi.gov)

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600 West Walnut Street, Suite 100, Milwaukee, Wisconsin 53212-3863  
Housing Choice Voucher: 414-278-4894 ♦ Fax 414-223-1825  
Home Repair: 414-278-4917 ♦ Fax: 414-223-1815  
Community Development Block Grant: 414-278-2948 ♦ Fax: 414-223-1815

UTV Vehicle w/trailer			\$15,000	\$0	\$15,000				\$30,000
Extriction Equipment				\$45,000					\$45,000
Category Sub-Total		\$196,000	\$118,000	\$125,000	\$625,000				\$1,064,000
<b>Fire Department Total:</b>		\$196,000	\$118,000	\$125,000	\$625,000				\$1,064,000
<b>Funding Source</b>									
6007-406 Fire Cap Outlay		\$0							
CIP Levy		-\$90,000	-\$80,000	-\$80,000					
<b>6007-406 Balance 12/31/14</b>		-\$181,953	-\$194,862	(\$69,000)					
*Fire is working on a grant for the UTV									
Category		2014	2015	2016	2017				Total
<b>General Office/Admin 40-6008-202</b>									
<b>Technology Equipment</b>									
Camera/photoshop				\$1,000					\$1,000
Upgrade Tracks ACA/Fixed Assets		\$10,000		\$5,000					\$15,000
									\$0
<b>Office/Admin Department Total:</b>		\$10,000	\$0	\$6,000					\$16,000
<b>Funding Source</b>									
CIP Levy		-\$15,000	\$0	-\$15,000					
6008-202 General Office Tech.		\$0							
<b>Balance 12/31/14</b>		\$31,965	\$31,294	30,988					
<b>Engineering/ DPW Department 40-6007-602</b>									
		2014	2015	2016					
<b>General Equipment</b>									
Dump/Plow Truck with wing									\$0
Plow Wing Retrofit									\$0
Paint Striper									\$0
Trailer for Mower		\$1,200							\$1,200
Radio Upgrade									\$0
Box Scraper			\$2,000						\$2,000
Bobcat Toolcat Replacement for Skidsteer		\$60,000							\$60,000
Flail Mower									\$0
Loader 28 replacement				\$110,000					\$110,000
Truck 9 replacement				\$25,000					\$25,000
Cargo Van 2 replacement					\$25,000				\$25,000
Tractor 10 replacement (flail mower attachments)					\$45,000				\$45,000
Superintendent Pick-up Truck			\$30,000						\$30,000
brush chipper 35 replacement					\$50,000				\$50,000
Backhoe 12 replacement				\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Category Sub-Total		\$61,200		\$165,000	\$55,000	\$75,000	\$80,000	\$30,000	\$405,000
<b>Funding Source</b>									
CIP Levy		\$0	\$0	-\$20,000					
6007-602 Highway Equipment Fund		-\$63,200		\$155,000					
<b>Balance 12/31/14</b>		\$405,325	\$298,000	134,000					
<b>Engineering vehicle/equipment: 40-6007-706</b>									
		2014	2015	2016					
<b>General Equipment</b>									
Engineering Computer									\$0
Survey Equipment-Total Station and Data Collector			\$10,000	\$5,000					\$15,000
Category Sub-Total		\$0	\$10,000	\$5,000					\$15,000
<b>Funding Source</b>									
6007-706 Engineering Vehicle/Equipment		\$0		10000					
<b>6007-706 Balance 12/31/14</b>		\$76,886	\$43,943	33,943					
<b>Highway Garage: 40-6008-550</b>									
<b>General Equipment</b>									
Upgrade garage lighting				\$10,000	\$10,000				\$20,000
Replace vehicle lift					\$5,000				\$5,000
New roof for garage					\$35,000	\$35,000			\$70,000

New roof pole barn						\$20,000	\$20,000	\$40,000
New fuel pumps				\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
NEW ITEM HVAC REPAIR DPW GARAGE				\$20,000				
Upgrade computer system							\$5,000	\$5,000
<b>Total</b>				\$60,000	\$80,000	\$85,000	\$50,000	\$290,000
<b>Funding Source</b>				\$60,000				
40-6008-550 Highway Garage				\$60,000				
40-6008-550 Balance 12/31/14				\$57,000				

**Parks: 40-6007-708**

<b>General Equipment</b>								
Replace Windows								\$0
Upgrade Electrical				\$2,000				\$2,000
Upgrade Restrooms - plumbing and ADA			\$20,000					\$20,000
Ceiling Fan in pavilion				\$0				\$0
band shell maintenance - back room floor				23,000.00				23,000.00
band shell maintenance - stage ceiling				15,000.00				15,000.00
new refridgerator for park renters				700.00				700.00
horseshoe pit maintenance				2,000.00				2,000.00
repairs to 4th of July garage				7,000.00				7,000.00
remove and replace pavers at memorial				20,000.00				20,000.00
remove and replace evergreen hedge at memorial						5,000.00		5,000.00
parking lot paving (in conjunction with Kirkwood)						50,000.00		50,000.00
paint exterior of band shell							5,000.00	5,000.00
replacement of swingset at Vretenar Park				\$60,000			5,000.00	5,000.00
playground upgrades at Citizens Park adjacent to Library							3,500.00	3,500.00
replace commercial refridgerator at Vretenar Park				\$5,000			5,000.00	5,000.00
<b>Category Sub-Total</b>				\$44,700	\$55,000	\$10,000	\$3,500	\$113,200
<b>Department Total:</b>				\$44,700	\$55,000	\$10,000	\$3,500	\$113,200

<b>Funding Source</b>								
<b>CIP Levy</b>								
6007-708 Parks			-\$15,000	-\$10,000	-\$10,000			
6007-706 Balance 12/31/14			-\$52,500		\$34,700			
			\$72,350	\$37,383	\$3,693			
<b>Special Assessment/Road Project:</b>								
<b>6007-603</b>			2014	2015	2016			

<b>S. Nevada Avenue Extension</b>								
Road Construction				\$1,000,000				\$1,000,000
Engineering Design				\$45,000				\$45,000
Construction Inspection				\$80,000				\$80,000
<b>Crawford Avenue Parking Lot</b>								
Parking Lot Construction				\$550,000				\$550,000
Engineering Design				\$25,000				\$25,000
Construction Inspection				\$50,000				\$50,000
<b>Trail System Phase 3-Grant</b>								
				\$60,000				\$60,000
<b>Brook Place Sidewalk/Storm Sewer</b>								
Road/Sidewalk Construction (\$150,000 storm sewer cost not assessable)				\$150,000				\$150,000
Engineering Design				\$0				\$0
Construction Inspection				\$20,000				\$20,000
<b>Gravel Alley West of Willow Glen, South of Denton</b>								
Road Construction				\$200,000				\$200,000
Engineering Design				\$10,000				\$10,000
Construction Inspection				\$0				\$0
<b>Denton Avenue Railroad Crossing Project</b>								
Equipment, Construction & Signal			\$35,000					\$35,000
<b>S. Iowa Avenue from E. Norwich Avenue to E. St. Francis Avenue</b>								
Road Reconstruction			\$700,000					\$700,000
Engineering Design Update			\$5,000					\$5,000

Construction Inspection			\$50,000						\$50,000
S. Kansas Avenue from E. Layton Avenue to S. Whitnall Avenue									\$0
Road Reconstruction			\$500,000						\$500,000
Engineering Design Update			\$15,000						\$15,000
Construction Inspection			\$35,000						\$35,000
Sidewalk Replacement Phase 1 - 2013			\$40,000						\$40,000
Sidewalk Replacement Program 2014			\$28,731						\$28,731
Watermain Trench Repair			\$60,000						\$60,000
Gravel/Wood Chip Trails			\$43,096						\$43,096
Denton from Packard to Barland					\$300,000				\$300,000
Crawford Avenue Parking Lot					\$325,000				\$325,000
Martin Lane from Lake to Kirkwood					\$350,000				\$350,000
Removal of E. Bolivar - Nevada to Clement					\$200,000				\$200,000
Watermain Trench Repair Program					\$60,000				\$60,000
Sidewalk Replacement Program					\$40,000				\$40,000
less reimbursment/grant					-\$300,000				-\$300,000
Lake Dr from north of Packard to City Limits						\$1,000,000			\$1,000,000
Pennsylvania Avenue from Morgan to Eden (City of Milwaukee)						\$80,000			\$80,000
Kirkwood north of Lunham to park						\$100,000			\$100,000
Ahmedi from Cora to Tripoli						\$400,000			\$400,000
Sidewalk Replacement Program						\$40,000			\$40,000
less reimbursment/grant						-\$40,000			-\$40,000
									\$0
									\$0
Category Sub-Total			\$1,511,827	\$2,190,000	\$975,000	\$1,580,000			\$6,256,827
<b>DPW Department Total:</b>			\$1,573,027		\$1,145,000				\$2,718,027
<b>Funding Source</b>					\$1,000,000				
<b>6007-603 Special Assessment/Road Project</b>			<b>-\$1,511,827</b>	<b>-\$2,190,000</b>	<b>\$1,155,000</b>				
<b>6007-603 Balance 12/31/14</b>			\$350,000	\$501,643	\$2,098,128				
<b>Department</b>									
Category			2014	2015	2016	2017	2018	2019	Total
<b>Police Department 40-6007-707</b>									
<b>Safety Equipment</b>									\$0
									\$0
Body Armor			\$5,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$23,000
K-9 Unit			\$20,000				\$3,000	\$3,000	\$26,000
K-9 Vehicle				\$15,000		\$15,000		\$3,000	\$36,000
Equipment				\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$9,000
Vest									\$0
Weaponry			\$3,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$33,000
Category Sub-Total			\$28,000	\$24,500	\$9,500	\$24,500	\$9,500	\$15,500	\$127,000
* That PD is working on fundraising for K-9 Vehicle									
<b>Police Vehicles 40-6007-707</b>									
Squad Car									\$0
Transport Van									\$0
Chevy Tahoe-Patrol			\$30,000	\$30,000	\$30,000	\$35,000	\$35,000	\$38,000	\$236,000
Dodge Charger-Patrol			\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$215,000
Category Sub-Total			\$60,000	\$60,000	\$60,000	\$65,000	\$65,000	\$68,000	\$378,000

Ipap	Over the last 5 years the city has spent over \$11,000 to maintain the ePCR (electric patient care reports) system. Technology has changed and this along with new software can be done on I Pads (Droid). We would like to move forward with this change and at the same time repurpose the CF-19 (Toughbooks) into the 2 engines and truck for the purpose of CAD available through the new dispatching changes.
Replacement of Utility 1	This is a 1993 pick-up truck (32654). It was stored outside for years at the old site and has aged. The vehicle is used for transportation of personnel and special equipment to and from fire scenes, transportation for out of city education, training and errands, to pick up hose and equipment in need of maintenance and cleaning after an incident, and to pull the Survive Alive House. Now that it is stored inside it will be filled with special teams' equipment such as life vests, rope, cold water suits, RDC etc. It was requested to be replaced in 2014 but was deferred to 2016.
Future equipment purchases	Our engines will be 25 and 20 years old respectfully. We continue to put money into them for normal maintenance, but the assessment from our contracted maintenance company (who has not stake in replacement) stated they are both mechanically obsolete. This means that getting parts is difficult. We need to continue to put money aside for replacement. It is my belief that a new engine will cost in the area of \$500,000.
Radio upgrades/purchases	With the new changes in communication, radio systems and technology we have replaced a few radios each year, these funds will be used to support the continued replace program.
Hose replacement	NFPA provides a guide to years of service and our systematic replacement results in replacing those that fail the annual hose test.
Radio Fees/Flashing/Communications	Remaining on the Milwaukee County Radio system will at this time requiring a flashing, new templating and eventually some new Fees (Still up in the air). This item will gets us to the next level and joined with new purchase will set us up for the future.
Hand Tools	Each year firefighting hand tools are broken beyond repair. This account would fund the purchases of replacement items.
Extrication Equipment	<b>Our extrication equipment is over twenty (20) years old (the life expectancy is 15) and it was purchased as a demo. We have had numerous repairs. We would like to replace and three tools and the associated extras.</b>
UTV Vehicle w/Trailer	With the introduction of our new trails, some that will not support a full size vehicle, and the mile and one half of lake front that we have protected over the years this four wheel drive piece of equipment will allow for access at all times of the season. It is envisioned to be equipped with firefighting equipment and the ability to use as an extrication vehicle for those injured. We have worked closely with a company that has a used vehicle that they are willing to sell at a reduced price. This vehicle new with the additional equipment will easily sell between \$20,000 and \$25,000. We are currently negotiating with the company for a minimal cost.
<b><u>Project Name and Funding Source</u></b>	<b><u>Project Description</u></b>
<b>Highway Equipment: 40-6007-602</b>	

Box Scraper	Currently the Highway Department has a grader which is utilized for grading the few remaining gravel shoulders in the City (Lake Drive and Brust). Gravel alleys are typically done by back-dragging with a loader since they do not get the same washout as a gravel shoulder does. The grader is from 1968. Because the majority of gravel shoulders has been reduced significantly in the past 7 years, the Highway Department believes that the grading can be done with a pull behind box scraper. The box scraper attaches to the tractor/flail mower and is dragged behind. Back-dragging with the loader on long stretches of roadway like Lake Drive will not work well or efficiently.
Superintendent Truck	The Highway Superintendent truck is used every day. It is out in all weather and is usually the first to respond to calls and complaints. Currently, the Superintendent utilizes one pick-up truck in the summer and a different one in the winter (the summer one has no front-wheel drive). Both are rusting out. This one truck would replace both of those. This truck would also be outfitted with a adjustable plow so the Superintendent could immediately address issues if he comes upon them.
<b>FUTURE YEAR REQUESTS - HIGHWAY</b>	
Flail Mower	The flail mower is from 1975. It is operational but parts are becoming difficult to obtain. The City does have lands that would need a flail mower to mow. The mower would also be used with the box grader for shoulder work. It also has a power auger to dig larger holes.
Cargo Van	The cargo van is from 1999. It is used daily from mid-April to mid-October to trailer the lawn mowing equipment. The van is mostly used by the college labor and often there are 4 laborers in the van. The van is also used to transport the voting equipment which cannot get wet and other items.
<b><u>Project Name and Funding Source</u></b>	<b><u>Project Description</u></b>
Engineering vehicle/equipment: 40-6007-706	
<b>Future Requests-Engineering</b>	
Survey Equipment - Total Station	A Total Station is a piece of survey equipment that allows the collection of data through a laser and computer compared to the transit, and linker rod. It is more efficient since the rod has a prism on it which bounces the laser from the transit back and collects the locations and elevations automatically. This type of collection creates an efficiency because it takes less time for the crew to collect the data.

Survey Equipment - Data Collector	The data collector is an additional piece of equipment that works with the total station. It collects the data onto to a computer which can be then downloaded into spreadsheets and into AutoCAD which increases the accuracy and speed at which drawings can be generated.
<b>Project Name and Funding Source</b>	<b>Project Description</b>
<b>Parks: 40-6007-706</b>	
Upgrade Electrical	The electrical needs to be changed to accommodate the revised operations of the Arts Council.
Band Shell Maintenance	The band shell needs maintenance. The gutters, soffit, and fascia all need replacing. The roof need some repairs at the joint between the 2 roofs. The sub-floor in the area behind the stage needs to be replaced. The ceiling of the stage needs to be reviewed and painted. An inspection will be done to ascertain the extent of the maintenance and will be programmed in accordingly. The focus in 2014 would be the items specifically listed here. The Park Commission is requesting \$40,000 of additional funding to facilitate the maintenance.
Horseshoe Pit Upgrade	The 4th of July and St. Francis Days both have horseshoe tournaments. The pits need to be excavated and new frames installed in several of the pits.
<b>Project Name and Funding Source</b>	<b>Project Description</b>
<b>Iowa from Norwich to St. Francis Avenue</b>	
Road Reconstruction, Design update and construction inspection	Iowa was in poor condition in 2005 and is still in poor condition today. The project had been brought forward and rejected in 2005. The minimum the City must wait prior to bringing a project back is 5 years. It has been 8 years. The road has not gotten any better. Since their road had been designed before, there is an update to the design that will be done partially in house with any CAD work being done by the original designer. It is recommended that the construction inspection be performed by the design firm.
<b>Kansas from Layton to Whitnall</b>	
Road Reconstruction, Design update and construction inspection	Kansas is a "never been done street" that was under consideration for 2015. It deteriorated over the winter of 2012-2013 significantly and has been moved to 2014.
<b>Barland Avenue Resurfacing - Crawford to Koenig</b>	
Road Resurfacing	Barland Avenue is a short section of roadway between Crawford and Koenig. It had been proposed for 2012 but with the 2 other major projects in 2012, it needed to be moved back to 2013. The PASER rating is 3. It is proposed for resurfacing.
<b>Sidewalk Replacement Program Phase 1</b>	
Sidewalk Replacement	This is the City's annual sidewalk program. It is funded through block grant funds. The City pays the contractor first and is reimbursed by the County. The areas being considered in 2013 are Bombay, Elizabeth by Pennsylvania, Pennsylvania from Elizabeth to Bolivar, Howard from 794 to KK, Denton and Bolivar from Pennsylvania to Nicholson, Delaware from Bolivar to Whittaker.
<b>Sidewalk Replacement Program Phase 2</b>	

Sidewalk Replacement	This is an additional project to replace the extremely deteriorated sidewalk in front of the Marion Center. The Transit system improved their bus stop on Lake Drive and at that time it was noted that the sidewalk was severely deteriorated. Also, there is sidewalk on the corner of Elizabeth and Brook Place at Deer Creek that floods and ices every winter. This section will also be replaced for proper drainage.
<b>Watermain Trench Repair</b> Watermain Trench Repair	Every other year, the City lets a contract to repair all the trenches left from repairs made from watermain breaks. 2014 is the year for this contract. The City pays the contractor and then gets reimbursed from Milwaukee Water Works.
<b>Trail System on former We Energies Property</b> Gravel/Wood Chip Trail System	A trail system on the former We Energies land has been discussed. In light of the issue with loose dogs and trespassing in Trestle Creek, the City will create a trail system to guide people utilizing the area away from the private property and into the open spaces. Parts if the trail will be asphalt, parts will be compacted gravel, and parts may be compacted wood chips. Anything done will comply with ADA regulations.
<b>Project Name and Funding Source</b> <b>Police Vehicles 40-6007-707</b>	<b>Project Description</b>
Dodge Charger	<p><b>Police Vehicles:</b> We have a good balance of sedan and 4x4 vehicles in the fleet. With the addition of the Nojoshing trail it will be even more important to maintain 4x4 Tahoes to be able to repond to the off road area for emergency situations and proactive patrols. The patrol squads are used 24/7 and each year on average we put 30,000 miles on each vehicle. With this in mind it is important to replace the vehicles every 3 years to keep maintainance costs to a minimum.</p> <p><b>Body Armour:</b> Planned -yearly replacement every five years. Contractual obligation with state grant money paying for half the total amount.</p> <p><b>Weaponry:</b> Our current rifles are nearing 10 years of service. It is important to keep fully functioning weapons, and to plan for future replacement. These monies will be for planned future replacements.</p> <p><b>Technology:</b> IT Department recommends planning for upgrades in computers in the deparment to keep current with operating system upgrades and software changes. We also need to keep our operating systems current to be able to impliment the most current security requirments established by the FBI and State of WI. The State and FBI are accessed for criminal history and other investigative information.</p>
Chevy Tahoe-Patrol	
<b>Police Department 40-6007-707</b>	
Body Armor	
Weaponry	
<b>Police Department 40-6007-707</b>	
Computers- Laptops - In House	
Records Management- Authentication Laser Radar Units	Record authentication -Federal Requirement (1) hand held Laser Radar Unit to replace(1) existing unit. Milwaukee County is in the process of upgrading the entire 800 mghz radio system from analog to a digital system. This creates the need to replace analog radios to digital capable radios. Currently we have the need to replace 5 mobile radios. The monies budgeted will also be used for re-templating the current radios when needed.
Radio Equipment replacement	
<b>Project Name and Funding Source</b> <b>Municipal Court 40-6007-707</b>	