



## City of St. Francis Common Council Meeting

January 19, 2016  
7:00 p.m.

### Roll Call:

Mayor St. Marie-Carls

Alderspersons Bostedt, Wattawa, Brickner, McSweeney, Fliss and Klug

### Public Hearings:

- City of St. Francis Comprehensive "Smart Growth" Plan - [Comp Plan Public Hearing Notice 113015](#)
- Change of Zoning – 4000 Block of South Lake Drive - [Public Hearing Notice - Bear Development](#)

### Presentation:

- Associated Appraisal – Ryan Anderson – Property Reassessment Update

Citizens Comments (Sign-In required with 5 minute time limit): This is an opportunity for residents to discuss topics relevant to City of St. Francis

### Resolutions and Ordinances:

1. Resolution Naming Paul Pankowski the 2015 Citizen of the Year for the City of St. Francis, Wisconsin - [Pankowski - 2015 Citizen of Year](#)
2. Ordinance to Conditionally Rezone Certain Lands in the City of St. Francis as a Planned Unit Development Under Article IV, Chapter 455 of the City of St. Francis Zoning Code - [PUD Zoning Ord 121615](#)
3. Resolution Amending 2016 General Fund Budget – submitted by Mayor St. Marie-Carls - [RESOLUTION Court Clerk-1-19-2016; Finance Committee proposal for Court Clerk](#)

### Minute Approval:

1. Minutes of the Common Council meeting held January 5, 2016 - [01-05-2016 Council Minutes](#)

### Reports from Committees/Commissions/Boards:

1. Minutes of the License Committee meeting held January 5, 2016 - [License Minutes 01-05-2016](#)
2. Minutes of the License Committee meeting held January 6, 2016 - [License Minutes 01-06-2016](#)
3. Minutes of the Finance Committee meeting held January 5, 2016 - [Finance Minutes 01-05-2016](#)
4. Minutes of the Bargaining Committee meeting held September 15, 2015 - [Bargaining Minutes 09-15-2015](#)
5. Minutes of the Bargaining Committee meeting held November 11, 2015 - [Bargaining Minutes 11-11-2015](#)

6. Minutes of the Bargaining Committee meeting held November 17, 2015 - [Bargaining Minutes 11-17-2015](#)
7. Minutes of the Bargaining Committee meeting held November 18, 2015 - [Bargaining Minutes 11-18-2015](#)
8. Minutes of the Bargaining Committee meeting held December 2, 2015 - [Bargaining Minutes 12-02-2015](#)
9. Minutes of the Bargaining Committee meeting held December 15, 2015 - [Bargaining Minutes 12-15-2015](#)
10. Minutes of the Planning Commission meeting held November 11, 2015 - [minutes of the nov 11 2015 planning commission mtg 12-23-2015](#)
11. Minutes of the Planning Commission meeting held November 18, 2015 - [minutes of the nov 18 2015 planning commission mtg 12-23-2015](#)
12. Minutes of the Planning Commission meeting held December 15, 2015 - [minutes of the dec 15 2015 planning commission mtg 12-23-2015](#)
13. Minutes of the Board of Public Works meeting held November 10, 2015 - [bopw minutes 11-10-2015 meeting 12-23-2016](#)

#### Action Items from Committees/Commissions/Boards:

1. Action to be taken from the License Committee meeting held January 14, 2016
  - License Committee Agenda dated January 14, 2016 - [1-19-16 License Agenda - public version](#)
2. Action to be taken from the Finance Committee meeting held January 14, 2016
  - Finance Committee Agenda dated January 14, 2016 - [Finance Agenda 01-19-2016](#)
3. Action to be taken from the Bargaining Committee meeting held January 6, 2016
  - Recommendation to approve and post the job ad for the Clerk II position - [Clerk II Job Ad; Cler II Job Description 01192016](#)
4. Action to be taken from the Planning Commission meeting held January 13, 2016
  - Recommend to the Common Council to forward the St. Francis Animal Hospital Letter of Intent to the CDA for review - [Letter of intent SFAH](#)

#### Appointments to Committees/Commissions/Boards:

1. Action concerning any currently outstanding appointments to Committees, Commissions and Boards provided for under the City of St. Francis Code
  - Resignation of Christopher Stawski – Community Development Authority - [Stawski Resignatio](#)

#### Correspondence with Possible Action or Referral to Committees/Commissions/Boards:

1. Mayor's Update #77 - [Mayor Update 77-1-16-2016](#)
2. Audit Recommendations action update
3. City of St. Francis cost control/monitoring immediate plan – interim response to residents requests to address shift in taxes and tax increases - [Mayor Cost Control Initiative2016](#); [RussRutkowskiJan14-16 email](#)

#### Discussion Items with Possible Action:

1. Voucher List dated January 14, 2016 in the amount of \$4,123,563.13 - [1-19-16 Voucher List](#)
2. Request of City Treasurer to submit for public review from 2015:
  - Actual 2015 City of St. Francis Current Balance Sheet/Income and Statement
  - Year End City and Budget Totals
  - Capital Improvement totals
  - TIF Account Activity Account and Balance Sheet

#### Training/Conference/Seminar Requests:

1. Ehlers TIF Conference – City Administrator Rhode - [Ehlers TIF Conference - Rhode](#)
2. WCPA Conference – Chief Dietrich - [WCPA Conference - Dietrich](#)
3. Concrete Pavement Conference – City Engineer and Assistant City Engineer - [concrete pavement conference request](#)

#### Comments on Prior, Present and Potential Agenda Items:

1. City Attorney
2. City Administrator
3. Department Heads
  - Health Department 4<sup>th</sup> Quarter Report – Informational - [2015 4th Quarter Health Department Report](#)
  - City Engineer – January Engineering Report - [jan engineer report](#)
4. Alderpersons
5. Mayor
  - Building Schedule Update
  - Upcoming Public Hearing Dates
  - Year End Departmental Report Update

#### Adjourn to Closed Session: Roll Call Vote Required

1. Wis. Stat. section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Annual City Administrator Evaluation
2. Wis. Stat. section 19.85(1)(e) for purposes of 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 – St. Francis Animal Hospital Letter of Intent to pursue purchase of property at 3876 South Kinnickinnic Avenue
3. Upon conclusion of the closed session item, the Council will reconvene into open session prior to acting on any matter that needs to be acted upon in open session

#### Reconvene to Open Session:

1. Action to be taken from Closed Session
  - Annual City Administrator Evaluation
  - St. Francis Animal Hospital Letter of Intent to pursue purchase of property at 3876 South Kinnickinnic Avenue

#### Adjourn:

NOTE: The Council may discuss other matters as authorized by law, and reserves the right to reconvene in Open Session after Closed Session action. Some of the correspondence, ordinances and resolutions may or may not be acted upon or discussed by Council.

#### PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public meetings, who 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.

NOTICE OF PUBLIC HEARING  
CITY OF ST. FRANCIS  
COMMON COUNCIL

**January 19, 2016 at 7:00 p.m.**

NOTICE IS HEREBY GIVEN that there will be a public hearing before the Common Council for the City of St. Francis, 3400 East Howard Avenue, St. Francis, Wisconsin, to consider responses from the public regarding the City of St. Francis Plan Commission's recommendation that the City of St. Francis enact an ordinance adopting an updated comprehensive plan for the City of St. Francis entitled "City of St. Francis Comprehensive 'Smart Growth' Plan" pursuant to Sections 62.23 and 66.1001 of the Wisconsin Statutes.

The City of St. Francis Comprehensive "Smart Growth" Plan proposed by the Plan Commission sets forth an updated master plan for the physical development of the City and, together with the accompanying maps, provides community background information, and addresses: trends, issues and opportunities; agricultural, natural and cultural resources; utilities and community facilities; land use; transportation; housing; economic development; intergovernmental cooperation; and proposed plan and implementation as required under Sections 62.23 and 66.1001 of the Wisconsin Statutes.

A copy of the proposed City of St. Francis Smart Growth Plan is available for inspection in the office of the City Engineer during the hours of 9:00 a.m. until 4:00 p.m., Monday through Friday, and a copy may be obtained at <https://wi-stfrancis.civicplus.com/DocumentCenter/View/447>. Additional information may be obtained from City Engineer Melinda Dejewski.

DATED: December 3, 2015

/s/ Anne B. Uecker,  
City Clerk/Treasurer

Proof of Publication: \_\_\_\_\_

**NOTICE OF PUBLIC HEARING  
CHANGE OF ZONING  
4000 Block of South Lake Drive**

**NOTICE IS HEREBY GIVEN**, that the Common Council of the City of St. Francis will hold a Public Hearing in the Council Chambers, of the Civic Center, 3400 E. Howard Avenue, St. Francis, Wisconsin on Tuesday, January 19, 2016 at 7:00 p.m. pursuant to § 455-34(D) of the City of St. Francis Code of Ordinances to hear responses from the public regarding the recommendation by the Planning Commission to recommend granting of initial PUD plan approval to Bear Development, LLC and conditional rezoning of the property located in the 4000 block of South Lake Drive, St. Francis, Wisconsin as a Planned Unit Development – Residential under Chapter 455, Article IV of the City of St. Francis Code of Ordinances.

The legal descriptions involved in the proposed zoning change are as follows:

Parcel 2 of Certified Survey Map No. 6983, recorded on August 6, 2001, as Document No. 8112090, being a division of Parcels 1, 2, and 3 of Certified Survey Map No. 6895 in the Southwest  $\frac{1}{4}$  and Southeast  $\frac{1}{4}$  of the Southeast Fractional  $\frac{1}{4}$  of Section 14 and the Northeast  $\frac{1}{4}$ , Northwest  $\frac{1}{4}$  and Southeast  $\frac{1}{4}$  of the Northeast Fractional  $\frac{1}{4}$  of Section 23, Town 6 North, Range 22 East, City of St. Francis, County of Milwaukee, State of Wisconsin.

Tax Key Number 543-9020

A map of said property may be obtained from the Council through the office of the City Engineer.

The purpose of the proposed rezoning is to conditionally permit development and use the property for purposes of three (3), four-story, 105-unit apartment buildings, swimming pool, pool house, sun deck, walking trail, and related amenities, all as set forth in the Initial PUD Project Plan on file in the office of the Zoning Administrator and City Engineer.

All interested persons will be heard at the time of the public hearing.

Published by the authority of the Common Council of the City of St. Francis, Wisconsin on this 17<sup>th</sup> day of December 2015.

Anne B. Uecker, MMC/WCPC  
City Clerk/Treasurer

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION NAMING PAUL PANKOWSKI THE 2015  
CITIZEN OF THE YEAR FOR THE CITY OF ST. FRANCIS, WISCONSIN**

At a regular meeting of the Common Council of the City of St. Francis, Milwaukee County, Wisconsin held on the 19<sup>th</sup> day of January, 2016 a quorum being present and a majority of the Council voting therefore, said Council does resolve as follows:

WHEREAS, PAUL PANKOWSKI has served as an exemplary member of the St. Francis Lions Club having served as President and Hall Manager; and

WHEREAS, PAUL PANKOWSKI has served as an exemplary member of the St. Francis Board Public Works and St. Francis Arts Council; and

WHEREAS, PAUL PANKOWSKI has served the youth of our community as Cub Scout Leader, Youth Football Coach, Basketball Coach, and Baseball Coach; and

WHEREAS, PAUL PANKOWSKI is a devoted husband to LuAnne and encouraging father to Rick and Tracy; he is always working within the City of St. Francis to make it a better place;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of St. Francis, Milwaukee County, Wisconsin, on behalf of itself and all the residents of the City of St. Francis that it hereby highly commends PAUL PANKOWSKI for years of valuable service to the City of St. Francis, AND HEREBY CONFERS UPON HIM THE TITLE OF THE ST. FRANCIS CITIZEN OF THE YEAR FOR 2015.

PASSED and APPROVED this 19<sup>th</sup> day of January, 2016.

ATTEST: \_\_\_\_\_  
City Clerk/Treasurer

\_\_\_\_\_  
Mayor

STATE OF WISCONSIN

CITY OF ST. FRANCIS

MILWAUKEE COUNTY

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO CONDITIONALLY REZONE CERTAIN LANDS  
IN THE CITY OF ST. FRANCIS AS A  
PLANNED UNIT DEVELOPMENT UNDER ARTICLE IV, CHAPTER 455 OF  
THE CITY OF ST. FRANCIS ZONING CODE

WHEREAS, an Application dated \_\_\_\_\_, 2015 has been filed by Bear Development, LLC, a Wisconsin limited liability company (“Applicant”) to rezone certain lands in the City of St. Francis, Milwaukee County, Wisconsin, which are more particularly described in the attached Exhibit A (the “Subject Property”); and

WHEREAS, the Subject Property was zoned under Ordinance No. 941 dated June 4, 1996 to permit a mixed-use development; and

WHEREAS, zoning of the Subject Property was amended under Ordinance No. 1131 dated May 6, 2003 to permit residential use with the mixed use development provided for under Ordinance No. 941; and

WHEREAS, the Subject Property has remained undeveloped and the Applicant and City mutually wish to eliminate any question as to the status of the applicable zoning for the Subject Property; and

WHEREAS, the Applicant seeks to develop and use the property for purposes of three (3), four-story, 105-unit apartment buildings, swimming pool, pool house, sun deck, walking trail, and related amenities as set forth in the initial PUD Project Plan attached hereto and incorporated by reference as Exhibit B; and

WHEREAS, use of the property for a residential Planned Unit Development is only permitted if a Planned Unit Development is approved by the Common Council under §§ 455-34 of the City of St. Francis Zoning Code following a public hearing and receipt of Planning Commission recommendations; and

WHEREAS, the Applicant has supplied all required data pursuant to Section 455-33(D) of the City of St. Francis Zoning Code for initial PUD Plan and rezoning for the entire tract; and

WHEREAS, the Application and related information provided by Applicant has been available for public inspection in the office of the City Clerk since December \_\_\_\_, 2015; and

WHEREAS, notice having been properly given, a public hearing was held before the Common Council on January 19, 2016 as required by said Section 455-34 of the City of St. Francis Code of Ordinances, whereupon which the Council referred the

matter to the Planning Commission for its recommendation as provided in § 455-34(D)(1); and

WHEREAS, the Application was considered by the City of St. Francis Planning Commission at a regular meeting held on December 15, 2015 upon due notice to the public; and

WHEREAS, the Planning Commission has recommended to the Common Council for the City of St. Francis ("Common Council") that the requested zoning be approved; and

WHEREAS, pursuant to § 455-34(D) of the City of St. Francis Code of Ordinances, the Council has duly considered all of the following before making a decision on the requested zoning:

1. Consistency with the Comprehensive Smart Growth Plan;
2. Consistency with the purposes of Chapter 455 of the City of St. Francis Code of Ordinances;
3. Consistency with the recommendations of the Planning Commission;
4. Conformance with the standards set forth in § 455-35 of the City of St. Francis Code of Ordinances;
5. Findings and recommendations of City staff; and
6. All verbal and written comments received at the public hearing.

WHEREAS, having determined that all procedural and notice requirements have been satisfied, having given the matter due consideration, and having based its determination on the effect of the granting of such rezoning on the health, safety, and welfare of the community and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved as well as the impact on the community as to noise, dust, smoke, odor, and others, hereby determines that the rezoning will not violate the spirit or intent of the Zoning Code for the City of St. Francis, will not be contrary to the public health, safety, or general welfare of the City of St. Francis, will not be hazardous, harmful, noxious, offensive, or a nuisance by reason of noise, dust, smoke, odor, or other similar factors and will not, for any other reason, cause a substantial adverse effect on the property values and general desirability of the neighborhood as long as the operation is conducted pursuant to the following conditions and in strict compliance with the same and is consistent with the recommendations found in the City of St. Francis comprehensive plan;

NOW, THEREFORE, the Common Council of the City of St. Francis, Milwaukee County Wisconsin, DO ORDAIN AS FOLLOWS:

SECTION 1: Commencing upon the date hereof, the Zoning Map of the City of St. Francis is hereby conditionally amended to rezone the Subject Property Planned

Unit Development – Residential to permit development and use the property for purposes of three (3), four-story, 105-unit apartment buildings, swimming pool, pool house, sun deck, walking trail, and related amenities, all as set forth in the initial PUD Project Plan attached hereto and incorporated by reference as Exhibit B, subject to the conditions stated in Section 2 of this Ordinance being fully met.

## SECTION 2: CONDITIONS IMPOSED.

The rezoning of the Subject Property to Planned Unit Development – Residential granted hereunder is subject to compliance with all of the following conditions:

1. Commencement of project. Common Council, Aesthetic Control Board, Planning Commission and staff approvals are required to finalize the detailed PUD plans, after which construction of private and public facilities may commence in accordance with the following:
  - a. Approvals, fees and infrastructure required. Building plans must be submitted to the Common Council, Aesthetic Control Board, and Planning Commission for their review and approval prior to issuance of any building permits.
  - b. No building permit shall be issued until all applicable fees and assessments have been paid and a developer's agreement has been approved. For staged development, such developer's agreements may provide for the construction of improvements and the use of common areas outside of the subject stage.
2. Expiration of approvals. If the Common Council and Planning Commission have not approved detailed PUD plans within one year of the date the Common Council approved this Ordinance, the PUD Zoning granted hereunder shall lapse and zoning for the parcel reverts to its prior status, unless the time for approval of detailed PUD plans is extended in writing by the Common Council. Furthermore, after the Common Council and Planning Commission have approved the detailed PUD plans, construction on the project shall be commenced within one year, unless the time is extended in writing by the Common Council. In the event that construction has not commenced within one year and been actively pursued, and an extension of time has not been granted by the Common Council, the PUD zoning approval lapses and zoning for the parcel reverts to its prior status.
3. The Subject Property shall, except as otherwise expressly provided herein or in the detailed PUD Plans be used in compliance with all applicable provisions of the City Code including, but not limited to, fire safety, noise, parking, public health, sign regulations, and zoning regulations.

4. The Applicant is required and must have all plans current, approved by the Planning Commission for the City of St. Francis, and on file with the Planning Commission for the City of St. Francis. The Applicant shall be entitled to amend or change any plan contemplated herein subject to the aforementioned conditions and subject to the Planning Commission for the City of St. Francis approval and without a public hearing, if such amendments and/or change is not a substantial change from the original plan as approved and as allowed herein.
5. The Applicant shall comply with all Federal, State, County, and local rules, codes, ordinances, regulations, and initial and detailed PUD plans in the construction, operation, and maintenance of the Subject Property. In the event any applicable law(s), regulation(s), condition(s), restriction(s), and/or ordinance(s) conflict, the more restrictive shall control.
6. The Applicant is required to properly maintain the Subject Property at all times and in full compliance with the property maintenance ordinance provisions of the City of St. Francis, as amended from time-to-time, to the satisfaction of the Building Inspector.
7. The Applicant must pay all fees, costs, and assessments due and owing to the City of St. Francis and all costs and expenses incurred by the City of St. Francis, including legal and engineering fees and costs, arising out of or related to the Application, the review thereof, this Ordinance, and subsequent development of the Subject Property.
8. Any application for use of, or construction on, the lands described on Exhibit A, is an acknowledgement by Applicant that the Subject Property is subject to these conditions of approval. Applicant waives any claim(s) that it may have against the City of St. Francis, including, but not limited to, claims for damages, costs, and expenses, and claims of vested rights to the proposed development of the Subject Property, in the event any owner(s) of the Subject Property do not agree to the required terms.
9. Applicant shall satisfy all comments and concerns of the Building Inspector, City Engineer, Fire Chief, Police Chief, and Health Department pertaining to the Application and subsequent development and operation on the Subject Property under this Ordinance.
10. Any use not specifically listed as permitted shall be considered to be prohibited except as may be otherwise specifically provided herein. In the case of a question as to the classification of use, the question shall be submitted to the Planning Commission for determination.
11. No use is hereby authorized unless that use is conducted in a lawful, orderly, and peaceful manner. Nothing in this Ordinance shall be deemed to authorize any

public or private nuisance or to constitute a waiver, exemption, or exception to any law, ordinance, order, or rule of either the City of St. Francis, the County of Milwaukee, the State of Wisconsin, the United States of America, or other duly constituted authority except only to the extent that it authorizes a nonconforming use of the Subject Property in specific respects expressly described herein. This Ordinance shall not be deemed to constitute a building permit, nor shall this Ordinance constitute any other license or permit required by City Ordinance or other law or regulation.

12. The Planned Unit Development granted under this Ordinance may be amended, varied, or altered only pursuant to the procedures and subject to the standards and limitations provided in Chapter 455 of the City of St. Francis Zoning Code for its original approval.
13. Any violation of this Ordinance shall constitute a violation of the Zoning Ordinance for the City of St. Francis and shall be subject to the enforcement procedures contained in the City of St. Francis Zoning Code, as amended from time-to-time, and such other remedies as may be available to the City of St. Francis under Wisconsin law.

### SECTION 3: SEVERABILITY.

The several sections of this Ordinance are declared to be severable. If any section or provision thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such declaration shall apply only to the specific section(s) or portion(s) thereof directly specified in said declaration, and shall not affect the validity of any other provisions, sections, or portions of the Ordinance, which shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this Ordinance are hereby repealed as to those terms that conflict.

### SECTION 4: EFFECTIVE DATE.

This Ordinance shall take effect upon its passage and posting/publication as provided by law.

Passed and adopted at a regular meeting of the Common Council of the City of St. Francis this \_\_\_ day of January 2016.

City of St. Francis

By: \_\_\_\_\_  
CoryAnn St. Marie-Carls, Mayor

ATTEST:

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Anne B. Uecker, City Clerk/Treasurer

Macintosh HD:Pa:Users:Paulalex:Documents:Users:Paul:Documents:My Documents:Myfiles:St Francis:Zoning:Maniscalco:Maniscalco Zoning Ord 091014.Doc

**Exhibit A**

**Legal Description of Subject Property**

**RESOLUTION NO. AMENDING 2016 GENERAL FUND BUDGET WHEREAS**, the Municipal Court needs additional funding for wages and benefits to fund a full-time Court Clerk position;

**WHEREAS**, the position is currently staffed by a part-time position;

**NOW THEREFORE, BE IT RESOLVED** by the City of St. Francis Common Council that it hereby amends the 2016 General Fund Budget as follows:

<b>Account Number</b>	<b>Original Budget/</b>	<b>Amount Amendment/</b>	<b>Amount Final Budget Amount</b>
Court Clerk Salary 00-5152-106	\$29,000.00/	\$8,800.00 /	\$37,800.00
Wisconsin Retirement 00-5152-151	\$2,300.00/	\$200.00/	\$2,500.00
Social Security 00-5152-152	\$3,300.00/	-\$300.00/	\$3,000.00
Health Insurance 00-5152-153	\$0.00/	\$26,000.00 /	\$26,000.00
Life Insurance 00-5152-154	\$200.00/	\$100.00/	\$300.00

First option would be to accrue additional \$34,000.00 as outlined above with collection activities from unpaid City court 00-41401 and parking fines 00-41401 and henceforth when the funds are accrued apply them to the accounts above as needed. A new line item account shall be created for this accrual and accounting, to be accessed when original budgeted funds are depleted.

Hence the option above is not available and or selected the Resolution automatically will fall back on the proposal below for consideration and approval:

<b>Account Number</b>	<b>Original Budget/</b>	<b>Amount Amendment/</b>	<b>Amount Final Budget Amount</b>
Legal Contract Services 00-5151-125	\$120,000.00/	-\$19,200.00/	\$100,800.00
Other Legal Fees 00-5151-365	\$20,000.00/	-\$3,200.00/	\$16,800.00
City Hall Telephones 00-5161-302	\$52,000.00/	-\$8,600.00/	\$43,400.00
Assessor Contract Service 00-5140-125	\$23,000.00/	-\$3,800.00/	\$19,200.00

ADOPTED this 19<sup>th</sup> day of January, 2016.

\_\_\_\_\_ Mayor ATTEST:

\_\_\_\_\_ City Clerk/Treasurer



# City of St. Francis

Municipal Judge – Peter Hemmer

January 13, 2016

Finance Committee  
City of St. Francis  
4235 S. Nicholson Ave.  
St. Francis, WI 53235

**RE: 2016 Municipal Court Budget Amendment Proposal  
Court Clerk Reclassification to Full-Time Position and Related Funding**

Dear Finance Committee Members:

This is a continued proposal to have the Court Clerk position reclassified, and funded, as a full-time position. It has been my position that the Court cannot work efficiently with hours restricted to 30 per week, as they are with a part-time classification. I have continued to discuss this with fellow Judges and Clerks in the Milwaukee County area and have been met with disbelief that the St. Francis Municipal Court Clerk is only part-time. The ONLY reason we have been able to tread water is that Claire Stelloh is possibly the most experienced and knowledgeable Clerk in the entire Municipal Court Clerk Association.

We have a large amount of unpaid forfeitures from the Court. It requires time to process the collection procedures, time the Clerk just does not have with hours restricted to 30 per week. I have enclosed a summary of the past due amounts from January 1, 2000 through December 31, 2010 and then for the subsequent five years thereafter. Included with the summary are the printouts from the Court File Management System reflecting these amounts. Please take note of the increased amounts over the last two years. This is due to the move to the new building in 2014 and the 2015 numbers are a direct reflection of the Clerk's hours being restricted since May of 2015 to 30 hours per week. The Clerk simply does not have the time. Suggestions have been made for part-time assistance. The Clerk does not have the time to train someone, much less review their work on a daily basis for accuracy. Making the position full-time will put back 40 hours per month. This will allow the Clerk to begin the process of catching up on the collection of past due forfeitures.

I have also enclosed a document titled Late Payments. This is the procedure provided by my Clerk for the process of following up on unpaid citations. I hope you can all appreciate the amount of time involved in this process. This is on top of the daily routine to make sure the

court nights run smoothly and all citations are available on court nights. The final document enclosed is the Disbursement Amounts reflecting a total of \$184,115.17 in revenue generated by the Court in 2015 – without the follow-up collection process.

Recently, on January 5, 2016, I signed 176 Commitments for Failure to Pay, which were generated by my Clerk. The only reason she was able to produce these for my signature is that, due to the holidays, we had two 3-week gaps between court dates. This allotted her some additional time. This is the exception however, rather than the rule.

I once again implore the Committee Members to meet with my Clerk to have her physically show you what is done in the Court Office. I am aware that we all have day jobs and your roles with the City are part-time, however she would be willing to meet with you in the evening to show you her duties. I believe this is essential in order for you to make a value decision in this matter.

Some issues with hours have been brought to my attention regarding my Clerk. If she is reclassified full-time I give you my assurance these, and any other matters of concern, will be dealt with and corrected. If the position is not reclassified to full-time the likelihood is that the City will lose a long-term employee and a valuable and experienced Court Clerk, one who cannot be replaced with someone off the street at 30 hours per week.

Your consideration is, as always, greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Hemmer', with a long, sweeping horizontal line extending to the right.

PETER C. HEMMER  
Municipal Judge  
City of St. Francis

St. Francis Municipal Court – Past Due Payments Summary

1/1/2000 – 12/31/2010	\$142,480.78
1/1/2011 – 12/31/2011	\$36,933.99
1/1/2012 – 12/31/2012	\$82,460.78
1/1/2013 – 12/31/2013	\$73,275.31
1/1/2014 – 12/31/2014	\$136,847.05
1/1/2015 – 12/31/2015	\$161,416.77

Violation Due Date: 01/01/2000 through 12/31/2010

Name	Citation #	Dept.	Viol Status	Finding Date	Due Date	Days Past Due	Total Due	Total Paid	Balance Due
[REDACTED]	N425737	SFPD	WAR	03/08/2010	03/08/2010	2,136	\$ 303.00	\$ 0.00	\$ 303.00
[REDACTED]	A188760-5	SFPD	TAX	02/28/2000	02/28/2000	5,797	\$ 105.65	\$ 0.00	\$ 105.65
[REDACTED]	A188759-4	SFPD	TAX	02/28/2000	02/28/2000	5,797	\$ 81.05	\$ 0.00	\$ 81.05
[REDACTED]	J676681-5	SFPD	DLS	09/29/2009	09/28/2009	2,297	\$ 88.80	\$ 0.00	\$ 88.80
[REDACTED]	E759528-0	SFPD	TAX	06/27/2005	04/11/2005	3,928	\$ 474.00	\$ 0.00	\$ 474.00
[REDACTED]	J676838-1	SFPD	WAR	02/22/2010	01/25/2010	2,178	\$ 114.00	\$ 0.00	\$ 114.00
[REDACTED]	E762577-4	SFPD	TAX	04/28/2008	04/28/2008	2,815	\$ 109.00	\$ 0.00	\$ 109.00
[REDACTED]	J677078-3	SFPD	CM	04/26/2010	04/26/2010	2,087	\$ 177.00	\$ 0.00	\$ 177.00
[REDACTED]	J677524-1	SFPD	DLS	04/26/2010	04/26/2010	2,087	\$ 134.20	\$ 0.00	\$ 134.20
[REDACTED]	D089801-5	SFPD	TAX	07/28/2003	07/28/2003	4,551	\$ 81.40	\$ 0.00	\$ 81.40
[REDACTED]	E762648-5	SFPD	TAX	01/14/2008	01/14/2008	2,920	\$ 109.00	\$ 0.00	\$ 109.00
[REDACTED]	N1085781	SFPD	CJF	10/26/2009	10/26/2009	2,269	\$ 429.00	\$ 0.00	\$ 429.00
[REDACTED]	N1085782	SFPD	CJF	10/26/2009	10/26/2009	2,269	\$ 429.00	\$ 0.00	\$ 429.00
[REDACTED]	E186930-2	SFPD	TAX	10/27/2003	10/27/2003	4,460	\$ 143.40	\$ 0.00	\$ 143.40
[REDACTED]	E186929-1	SFPD	TAX	10/27/2003	10/27/2003	4,460	\$ 81.40	\$ 0.00	\$ 81.40
[REDACTED]	J677988-3	SFPD	DLS	10/11/2010	10/11/2010	1,919	\$ 88.80	\$ 0.00	\$ 88.80
[REDACTED]	J677987-2	SFPD	DLS	10/11/2010	10/11/2010	1,919	\$ 88.80	\$ 0.00	\$ 88.80
[REDACTED]	J677990-5	SFPD	DLS	10/11/2010	10/11/2010	1,919	\$ 114.00	\$ 0.00	\$ 114.00
[REDACTED]	J677648-6	SFPD	WAR	07/26/2010	07/26/2010	1,996	\$ 126.60	\$ 0.00	\$ 126.60
[REDACTED]	B919677-3	SFPD	TAX	05/13/2002	05/13/2002	4,992	\$ 81.40	\$ 0.00	\$ 81.40
[REDACTED]	D089983-5	SFPD	TAX	01/12/2004	01/12/2004	4,383	\$ 77.20	\$ 0.00	\$ 77.20
[REDACTED]	B919660-0	SFPD	TAX	05/13/2002	05/13/2002	4,992	\$ 56.60	\$ 0.00	\$ 56.60
[REDACTED]	B919661-1	SFPD	TAX	05/13/2002	05/13/2002	4,992	\$ 106.20	\$ 0.00	\$ 106.20
[REDACTED]	D089592-6	SFPD	TAX	07/28/2003	07/28/2003	4,551	\$ 50.40	\$ 0.00	\$ 50.40
[REDACTED]	D089593-0	SFPD	TAX	09/22/2003	07/28/2003	4,551	\$ 106.20	\$ 0.00	\$ 106.20
[REDACTED]	E761810-0	SFPD	TAX	11/13/2006	11/12/2006	3,348	\$ 121.60	\$ 0.00	\$ 121.60

Number of Records: 870

Grand Total: \$ 146,173.44 \$ 3,692.66 \$ 142,480.78

St Francis Municipal Court  
Payments Past Due Report

Violation Due Date: 01/01/2011 through 12/31/2011

All Departments

Name	Citation #	Depart.	Viol. Status	Finding Date	Due Date	Days Past Due	Total Due	Total Paid	Balance Due
[REDACTED]	N157134-5	SFPD TAX		02/14/2011	02/14/2011	1,793	\$ 113.80	\$ 0.00	\$ 113.80
[REDACTED]	N156047-3	SFPD JUDG		10/10/2011	12/12/2011	1,492	\$ 114.00	\$ 0.00	\$ 114.00
[REDACTED]	P373094-1	SFPD DLS		10/24/2011	12/19/2011	1,485	\$ 88.80	\$ 0.00	\$ 88.80
[REDACTED]	N154632-2	SFPD DLS		11/22/2010	10/25/2011	1,540	\$ 114.00	\$ 0.00	\$ 114.00
[REDACTED]	1678899-4	SFPD CM		07/25/2011	09/26/2011	1,569	\$ 177.00	\$ 0.00	\$ 177.00
[REDACTED]	1678900-5	SFPD DLS		07/25/2011	09/26/2011	1,569	\$ 114.00	\$ 0.00	\$ 114.00
[REDACTED]	1678526-2	SFPD DLS		07/25/2011	09/26/2011	1,569	\$ 88.80	\$ 0.00	\$ 88.80
[REDACTED]	N155950-4	SFPD DLS		06/27/2011	06/27/2011	1,660	\$ 88.80	\$ 0.00	\$ 88.80
[REDACTED]	N155951-5	SFPD CM		06/27/2011	06/27/2011	1,660	\$ 114.00	\$ 0.00	\$ 114.00
[REDACTED]	N155952-6	SFPD DLS		06/27/2011	06/27/2011	1,660	\$ 114.00	\$ 0.00	\$ 114.00
[REDACTED]	N155815-2	SFPD DLS		09/26/2011	04/11/2011	1,737	\$ 88.80	\$ 0.00	\$ 88.80
[REDACTED]	N153816-3	SFPD DLS		09/26/2011	04/11/2011	1,737	\$ 114.00	\$ 0.00	\$ 114.00
[REDACTED]	N156049-5	SFPD DLS		10/10/2011	10/10/2011	1,555	\$ 88.80	\$ 0.00	\$ 88.80
[REDACTED]	N156048-4	SFPD WAR		10/10/2011	10/10/2011	1,555	\$ 114.00	\$ 0.00	\$ 114.00
[REDACTED]	N424473	SFPD JUDG		08/11/2008	01/15/2011	1,823	\$ 235.00	\$ 0.00	\$ 235.00
[REDACTED]	N156966-5	SFPD TAX		06/27/2011	06/13/2011	1,674	\$ 114.00	\$ 79.00	\$ 35.00
[REDACTED]	N156967-6	SFPD TAX		06/27/2011	06/13/2011	1,674	\$ 126.60	\$ 0.00	\$ 126.60
[REDACTED]	N154784-0	SFPD DLS		04/25/2011	04/25/2011	1,723	\$ 114.00	\$ 0.00	\$ 114.00
[REDACTED]	N154785-1	SFPD DLS		04/25/2011	04/25/2011	1,723	\$ 88.80	\$ 0.00	\$ 88.80
[REDACTED]	N157164-0	SFPD DLS		03/14/2011	03/14/2011	1,765	\$ 88.80	\$ 0.00	\$ 88.80
[REDACTED]	N155912-1	SFPD DLS		05/23/2011	12/12/2011	1,492	\$ 63.60	\$ 0.00	\$ 63.60
[REDACTED]	31000563	SFPD C/F		05/09/2011	05/09/2011	1,709	\$ 303.00	\$ 0.00	\$ 303.00
[REDACTED]	31000570	SFPD C/F		06/27/2011	06/27/2011	1,660	\$ 429.00	\$ 0.00	\$ 429.00
[REDACTED]	31000571	SFPD C/F		06/27/2011	06/27/2011	1,660	\$ 681.00	\$ 0.00	\$ 681.00
[REDACTED]	N424698	SFPD JUDG		09/27/2010	07/30/2011	1,627	\$ 177.00	\$ 166.00	\$ 11.00
[REDACTED]	N154724-3	SFPD WAR		02/28/2011	02/28/2011	1,779	\$ 114.00	\$ 0.00	\$ 114.00
[REDACTED]	310005106	SFPD C/F		09/26/2011	11/28/2011	1,506	\$ 429.00	\$ 0.00	\$ 429.00
[REDACTED]	N158031-6	SFPD DLS		04/09/2012	06/11/2011	1,676	\$ 76.20	\$ 0.00	\$ 76.20
[REDACTED]	N157198-6	SFPD TAX		05/23/2011	05/23/2011	1,695	\$ 126.60	\$ 0.00	\$ 126.60
[REDACTED]	N424546	SFPD DLS		12/19/2011	12/19/2011	1,485	\$ 77.50	\$ 0.00	\$ 77.50
[REDACTED]	N425523	SFPD JUDG		07/26/2010	04/25/2011	1,723	\$ 429.00	\$ 50.00	\$ 379.00

Number of Records: 232

Grand Total: \$ 38,733.79 \$ 1,799.80 \$ 36,933.99

159,891.18 Collected fees  
33,839.00 collected by Partners  
4192,730.18

Violation Due Date: 01/01/2012 through 12/31/2012

All Departments

Name	Citation #	Depart.	Viol. Status	Finding Date	Due Date	Days Past Due	Total Due	Total Paid	Balance Due	
[REDACTED]	N156137-2	SFPD	DLS	01/23/2012	08/27/2012	1,233	\$ 88.80	\$ 0.00	\$ 88.80	
[REDACTED]	N156138-3	SFPD	WAR	01/23/2012	08/27/2012	1,233	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	N156139-4	SFPD	DLS	01/23/2012	08/27/2012	1,233	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	N155058-1	SFPD	DLS	12/19/2011	02/27/2012	1,415	\$ 164.40	\$ 0.00	\$ 164.40	
[REDACTED]	N154001-1	SFPD	DLS	12/19/2011	12/27/2012	1,111	\$ 88.80	\$ 0.00	\$ 88.80	
[REDACTED]	N158021-3	SFPD	DLS	12/19/2011	02/27/2012	1,415	\$ 76.20	\$ 0.00	\$ 76.20	
[REDACTED]	N158022-4	SFPD	DLS	12/11/2011	02/27/2012	1,415	\$ 10.00	\$ 0.00	\$ 10.00	
[REDACTED]	P372753-3	SFPD	DLS	08/13/2012	10/08/2012	1,191	\$ 10.00	\$ 0.00	\$ 10.00	
[REDACTED]	P372754-4	SFPD	DLS	08/13/2012	10/08/2012	1,191	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	P372755-5	SFPD	DLS	08/13/2012	10/08/2012	1,191	\$ 88.80	\$ 0.00	\$ 88.80	
Number of Records:	545						Grand Total:	\$ 85,840.43	\$ 3,379.65	\$ 82,460.78

*\$260,668.24 collected fines*  
*\$62,402.30 collected penalty*  
\$283,570.54

Violation Due Date: 01/01/2013 through 12/31/2013

All Departments

Name	Citation #	Dept.	Viol. Status	Finding Date	Due Date	Days Past Due	Total Due	Total Paid	Balance Due	
[REDACTED]	P376304-5	SFPD	DLS	06/10/2013	11/25/2013	778	\$ 177.00	\$ 0.00	\$ 177.00	
[REDACTED]	P376303-4	SFPD	DLS	06/10/2013	11/25/2013	778	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	P374648-1	SFPD	DLS	03/11/2013	07/08/2013	918	\$ 88.80	\$ 0.00	\$ 88.80	
[REDACTED]	310005263	SFPD	DLS	02/11/2013	08/26/2013	869	\$ 88.80	\$ 0.00	\$ 88.80	
[REDACTED]	N154871-3	SFPD	DLS	05/09/2011	04/01/2013	1,016	\$ 88.80	\$ 0.00	\$ 88.80	
[REDACTED]	N154872-4	SFPD	TAX	05/09/2011	04/01/2013	1,016	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	P375919-5	SFPD	WAR	07/08/2015	09/09/2013	855	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	P375918-4	SFPD	DLS	07/08/2013	09/09/2013	855	\$ 10.00	\$ 0.00	\$ 10.00	
[REDACTED]	P374679-4	SFPD	DLS	04/22/2013	06/24/2013	952	\$ 164.40	\$ 0.00	\$ 164.40	
[REDACTED]	N158185-6	SFPD	DLS	06/10/2013	08/12/2013	883	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	P375716-5	SFPD	JUDG	02/25/2013	04/22/2013	995	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	310005284	SFPD	CM	05/13/2013	07/08/2013	918	\$ 303.00	\$ 0.00	\$ 303.00	
[REDACTED]	310006335	SFPD	CM	05/13/2013	07/08/2013	918	\$ 366.00	\$ 0.00	\$ 366.00	
[REDACTED]	P375536-3	SFPD	DLS	10/28/2013	12/16/2013	757	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	310009137	SFPD	CM	03/11/2013	05/13/2013	974	\$ 208.50	\$ 0.00	\$ 208.50	
[REDACTED]	310006248	SFPD	JUDG	06/10/2013	11/15/2013	788	\$ 303.00	\$ 0.00	\$ 303.00	
[REDACTED]	N154476-0	SFPD	DLS	11/26/2012	01/28/2013	1,079	\$ 10.00	\$ 0.00	\$ 10.00	
[REDACTED]	N154475-6	SFPD	DLS	11/26/2012	01/28/2013	1,079	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	N154474-5	SFPD	CM	11/26/2012	01/28/2013	1,079	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	P376044-4	SFPD	DLS	10/14/2013	12/09/2013	764	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	P376042-2	SFPD	DLS	10/14/2013	12/09/2013	764	\$ 88.80	\$ 0.00	\$ 88.80	
[REDACTED]	P376043-3	SFPD	WAR	10/14/2013	12/09/2013	764	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	P376468-1	SFPD	DLS	10/14/2013	12/09/2013	764	\$ 88.80	\$ 0.00	\$ 88.80	
[REDACTED]	P376469-2	SFPD	WAR	10/14/2013	12/09/2013	764	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	P376470-3	SFPD	DLS	10/14/2013	12/09/2013	764	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	P373334-3	SFPD	DLS	11/26/2012	01/14/2013	1,093	\$ 114.00	\$ 0.00	\$ 114.00	
[REDACTED]	P373828-0	SFPD	DLS	08/26/2013	10/28/2013	806	\$ 139.20	\$ 0.00	\$ 139.20	
[REDACTED]	P374730-6	SFPD	DLS	06/24/2013	08/26/2013	869	\$ 114.00	\$ 0.00	\$ 114.00	
Number of Records:	467						Grand Total:	\$ 77,624.88	\$ 4,349.57	\$ 73,275.31

224,124.10 Collected fines  
70,814.80 Collected Parking  
294,938.90

Violation Due Date: 01/01/2014 through 12/31/2014

All Departments

Name	Citation #	Depart	Viol. Status	Finding Date	Due Date	Days Past Due	Total Due	Total Paid	Balance Due	
[REDACTED]	P373827-6	SFPD	DLS	11/11/2013	01/13/2014	729	\$ 151.80	\$ 0.00	\$ 151.80	
[REDACTED]	N158256-0	SFPD	DLS	08/11/2014	10/13/2014	456	\$ 98.80	\$ 0.00	\$ 98.80	
[REDACTED]	N158257-1	SFPD	DLS	08/11/2014	10/13/2014	456	\$ 124.00	\$ 27.00	\$ 97.00	
[REDACTED]	N158258-2	SFPD	DLS	08/11/2014	10/13/2014	456	\$ 10.00	\$ 0.00	\$ 10.00	
[REDACTED]	310005408	SFPD	WAR	08/11/2014	10/13/2014	456	\$ 376.00	\$ 21.00	\$ 355.00	
[REDACTED]	310010279	SFPD	JUDG	09/23/2013	01/13/2014	729	\$ 240.00	\$ 0.00	\$ 240.00	
[REDACTED]	31011421	SFPD	JUDG	05/13/2013	01/01/2014	741	\$ 843.00	\$ 250.00	\$ 593.00	
[REDACTED]	P374342-3	SFPD	JUDG	06/23/2014	08/25/2014	505	\$ 124.00	\$ 0.00	\$ 124.00	
[REDACTED]	P374343-4	SFPD	JUDG	06/23/2014	08/25/2014	505	\$ 124.00	\$ 0.00	\$ 124.00	
[REDACTED]	P376665-2	SFPD	DLS	07/14/2014	09/08/2014	491	\$ 98.80	\$ 0.00	\$ 98.80	
[REDACTED]	P376664-1	SFPD	DLS	09/22/2014	11/24/2014	414	\$ 98.80	\$ 0.00	\$ 98.80	
Number of Records:	676						Grand Total:	\$ 143,506.63	\$ 6,659.58	\$ 136,847.05

201,800.38 collected on fines  
 460,102.73 collected on payments  
 261,962.11

St Francis Municipal Court  
Aging Payments Past Due Report

Violation Due Date: 01/01/2015 through 12/31/2015

All Departments

Name	Citation #	Dept. Viol. Status	Finding Date	Due Date	Days Past Due	Total Due	Total Paid	Balance Due
91 + Days								
	N154331-2	SFPD DLS	09/10/2012	02/15/2015	330	\$ 114.00	\$ 0.00	\$ 114.00
	N158272-2	SFPD DLS	11/24/2014	01/26/2015	350	\$ 313.00	\$ 0.00	\$ 313.00
	U404628-0	SFPD DLS	11/24/2014	01/26/2015	350	\$ 98.80	\$ 0.00	\$ 98.80
	U404629-1	SFPD DLS	11/24/2014	01/26/2015	350	\$ 138.80	\$ 0.00	\$ 138.80
	N158262-6	SFPD DLS	11/24/2014	01/26/2015	350	\$ 439.00	\$ 0.00	\$ 439.00
	U405923-0	SFPD DLS	03/09/2015	05/11/2015	245	\$ 124.00	\$ 0.00	\$ 124.00
	U405922-6	SFPD DLS	03/09/2015	05/11/2015	245	\$ 98.80	\$ 0.00	\$ 98.80
	U405932-2	SFPD DLS	04/13/2015	08/10/2015	154	\$ 124.00	\$ 104.00	\$ 20.00
	U405576-3	SFPD WAR		04/27/2015	259	\$ 124.00	\$ 0.00	\$ 124.00
	310005432	SFPD JUDG	02/23/2015	04/27/2015	259	\$ 502.00	\$ 0.00	\$ 502.00
	31011345	SFPD WAR	01/26/2015	07/23/2015	172	\$ 313.00	\$ 236.70	\$ 76.30
	P374946-5	SFPD DLS	07/13/2015	09/14/2015	119	\$ 79.20	\$ 0.00	\$ 79.20
	N158287-3	SFPD JUDG	03/09/2015	05/11/2015	245	\$ 86.20	\$ 40.40	\$ 45.80
	BB804NQ6N2	SFPD JUDG	06/22/2015	08/24/2015	140	\$ 111.40	\$ 0.00	\$ 111.40
	310114119	SFPD DLS	11/10/2014	01/12/2015	364	\$ 98.80	\$ 0.00	\$ 98.80
	BB800DBC4D	SFPD JUDG	06/22/2015	10/12/2015	91	\$ 320.50	\$ 0.00	\$ 320.50
	U405261-3	SFPD JUDG	07/27/2015	09/28/2015	105	\$ 149.20	\$ 0.00	\$ 149.20
	P376683-6	SFPD DLS	04/13/2015	06/08/2015	217	\$ 98.80	\$ 0.00	\$ 98.80
	310010106	SFPD JUDG	01/26/2015	03/23/2015	294	\$ 164.00	\$ 0.00	\$ 164.00
	BB800655JR	SFPD CM	03/23/2015	05/18/2015	238	\$ 523.98	\$ 0.00	\$ 523.98
		Number of Citations Past Due:			804	\$ 168,175.30	\$ 6,758.53	\$ 161,416.77
		Grand Total:				\$ 252,299.58	\$ 10,924.73	\$ 241,374.85

Number of Records: 1,191

\$192,230.01 Collected on fines  
 \*67,724.05 Collected on parking  
 \$259,954.06

## Late Payments

Letter is sent to advise that payment is late and if they do not appear on the court date given, there will be warrant, commitment or driver license suspension.

Entered into TRIP after 30 days late.

Warrant entered if late and we already have a finding but no PR Bond.

Commitment entered if late and we have a PR Bond.

Driver License suspensions entered.

If TRIP is rejected due to no valid DL or no Social Security number, every effort is made to find a valid one. If time allows. This includes

- 1) running a criminal history report for SS #
- 2) periodically running driver license to see when valid
- 3) finding alternate ways to find SS#

TRIP is done automatically as it is the easiest to start collection.

Driver License, Warrant, Commitments are also done, even if they are in TRIP.

This all takes time and these are not all up to date, yet.

There are also skip tracers where you pay them 75 cents for every social security number they give you. We do not use this and I haven't had time to really check it out. You can send them a list and they only charge you for the SS#'s that they fine for you. You only send them the ones you can't find after you exhaust all efforts to find one.

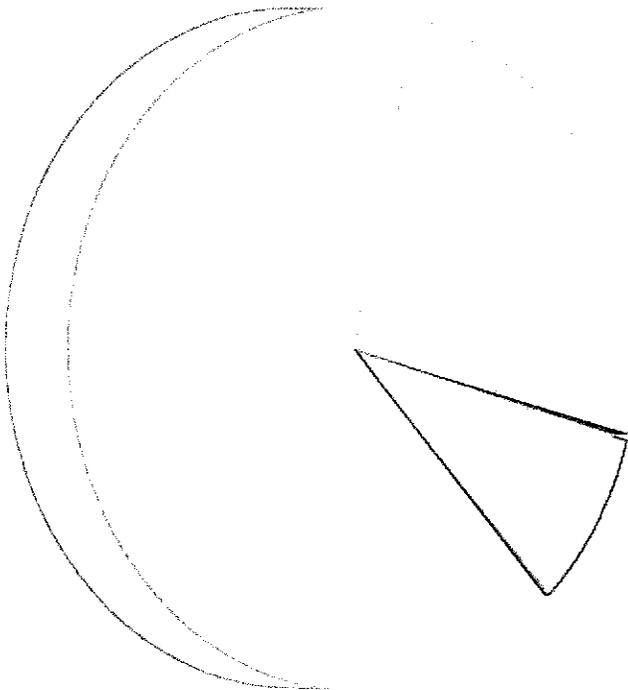
If I think of anything else, I will let you know. I have a pile on my desk I am trying to catch up on while I have this extra week between court dates.

Disbursement History (by Payee)

Disbursement Date: 01/01/2015 through 12/31/2015

# Disbursement Amount

by Payee



<input checked="" type="checkbox"/>	DERANGOS PIZZA	\$116.00	0.1%
<input type="checkbox"/>	DERANGOS PIZZA MINI 7189	\$21.00	0.0%
<input type="checkbox"/>	FRANKLIN WEIRICH	\$10.00	0.0%
<input type="checkbox"/>	JESSICA SANTANA	\$127.00	0.1%
<input type="checkbox"/>	JOSEPH A LEPKOWSKI	\$7.50	0.0%
<input type="checkbox"/>	MILWAUKEE COUNTY	\$13,194.95	7.4%
<input type="checkbox"/>	OTHER	\$2,541.96	1.4%
<input type="checkbox"/>	PICK AND SAVE	\$160.00	0.1%
<input type="checkbox"/>	PICK N SAVE	\$32.55	0.0%
<input type="checkbox"/>	ST FRANCIS LIBRARY	\$427.80	0.2%
<input checked="" type="checkbox"/>	ST FRANCIS MUNICIPAL COURT	\$116,391.12	65.2%
<input checked="" type="checkbox"/>	STATE OF WISCONSIN	\$45,296.13	25.4%
<input checked="" type="checkbox"/>	WE ENERGIES	\$100.00	0.1%
Total:		\$178,426.01	100.0%

116,391.12 Stamp here  
 67,724.05 Parking Stamp here  
 184,115.17 Stamp here 2015

The meeting was called to order at 7:00 p.m. by Mayor St. Marie-Carls. Following the Pledge of Allegiance and a moment of silence for the community, roll call was taken.

Present: Mayor St. Marie-Carls, Alderpersons Bostedt, Wattawa, Brickner, McSweeney, Fliss and Klug

Also Present: City Administrator Rhode, City Attorney Alexy, City Clerk/Treasurer Uecker, Fire Chief Lockwood, City Engineer Dejewski, Building Inspector Vretenar and interested citizens

Excused: Chief Dietrich

**Presentation:**

**Resolutions and Ordinances:**

**Minute Approval:**

Moved by Alderman Brickner, seconded by Alderwoman Fliss to place on file the minutes of the Common Council meeting held December 15, 2015. Motion carried.

**Reports from Committees/Commissions/Boards:**

Moved by Alderwoman Bostedt, seconded by Alderwoman Fliss to place on file the Reports from Committees/Commissions/Boards as listed on the January 5, 2016 Common Council Agenda. Motion carried.

**Action Items from Committees/Commissions/Boards:**

Moved by Alderman Brickner, seconded by Alderman Wattawa to approve Beverage Operator Licenses – New for Brandon Lawler, Carl Schad and Edward Simpson. Motion carried with Alderman McSweeney abstaining.

Moved by Alderman Brickner, seconded by Alderman Wattawa to approve a Temporary Class “B”/“Class B” Retailer’s License – Renewal for Airshows of Wisconsin, Inc. – Paul Rogers, Representative for the 12<sup>th</sup> Annual Bay View Wine Fest to be held on June 25 and 26, 2016 at the Marian Center located at 3211 South Lake Drive pending the submittal of a map indicating the area to be licensed. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to accept the application for the PUD Amendment and Project Plan for Bear Development on South Lake Drive as presented and to schedule the Public Hearing. Motion carried.

Moved by Alderman McSweeney, seconded by Alderwoman Bostedt to approve the 2016 Capital Improvement Plan Budget. Motion carried.

Moved by Alderman McSweeney, seconded by Alderman Klug to approve the Purchasing Policy as amended. Motion carried.

Moved by Alderman McSweeney, seconded by Alderwoman Bostedt to pay the property owner Robert White in the amount of \$3731.28 for damage to his property, subject to a release for said damage being signed by Mr. White. Motion carried.

**Appointments to Committees/Commissions/Boards:**

Moved by Alderwoman Bostedt, seconded by Alderman McSweeney to accept the resignation of Kevin Keul from the Board of Public Works and to appoint Amanda Bednarski to complete his term. Motion carried.

**Correspondence with Possible Action or Referral to Committees/Commissions/Boards:**

Moved by Alderwoman Fliss, seconded by Alderman Wattawa to place on file with reference in the minutes the Mayor's Update #76. Motion carried.

Moved by Alderwoman Bostedt, seconded by Alderwoman Fliss to place on file with reference in the minutes the correspondence dated December 30, 2015 from the City Engineer regarding traffic signal work at East Denton/South Kinnickinnic/South Nicholson Avenues for the railroad crossing project and to concur with the City Engineer's recommendation to award the work to Outdoor Lighting in the amount of \$14,233. Motion carried.

Moved by Alderwoman Bostedt, seconded by Alderman McSweeney to place on file with reference in the minutes the Audit Update and follow up from Mayor St. Marie-Carls. Motion carried.

**Discussion Items with Possible Action:**

Moved by Alderman Brickner, seconded by Alderwoman Fliss to place on file and approve all vouchers on the Voucher List dated December 16, 2015 through January 5, 2016 in the amount of \$343,558.04. Motion carried.

**Training/Conference/Seminar Requests:**

**Adjourn to Closed Session: None Scheduled**

**Adjourn:**

Moved by Alderwoman Fliss, seconded by Alderman Wattawa to adjourn. Motion carried.

Time: 8:14 p.m.

**MINUTES OF THE LICENSE COMMITTEE MEETING HELD  
JANUARY 5, 2016**

Present: Alderpersons Brickner, Wattawa and Klug

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, City Attorney Alexy, Alderwoman Bostedt, Brandon Lawler, Carl Schad, Edward Simpson

Chairman Brickner called the meeting to order at 6:50 p.m.

Moved by Alderman Klug, seconded by Alderwoman Bostedt to place on file the minutes of the License Committee meeting held December 15, 2015. Motion carried.

Moved by Alderman Wattawa, seconded by Alderman Klug to recommend approval of Beverage Operator's Licenses – New for Brandon Lawler, Carl Schad and Edward Simpson. Motion carried.

Moved by Alderman Klug, seconded by Alderman Wattawa to recommend approval of Temporary Class "B"/"Class B" Retailer's License – Renewal for Airshows of Wisconsin, Inc. – Paul Rogers, Representative for the 12<sup>th</sup> Annual Bay View Wine Fest to be held on June 25 and 26, 2016 at the Marian Center located at 3211 South Lake Drive pending the submittal of a map indicating the area to be licensed. Motion carried.

Moved by Alderman Klug, seconded by Alderman Wattawa to adjourn. Motion carried.

Time: 6:58 p.m.

**MINUTES OF THE LICENSE COMMITTEE MEETING HELD  
JANUARY 6, 2015**

Present: Alderpersons Brickner, Wattawa and Klug

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Alderman McSweeney, Mayor St. Marie-Carls

Chairman Brickner called the meeting to order at 4:21 p.m.

Moved by Alderman Klug, seconded by Alderman Wattawa to approve a Temporary Class "B"/"Class B" Retailer's License for Cavalier Athletic Association – Dan Steffes, Representative for the Annual Sheepshead Tournament to be held January 15, 2016 at 2601 East Morgan Avenue in the Community Room. Motion carried.

Moved by Alderman Wattawa, seconded by Alderman Klug to adjourn. Motion carried.

Time: 4:23 p.m.

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD  
JANUARY 5, 2016**

Present: Alderpersons McSweeney, Bostedt and Klug

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Alderwoman Fliss, Alderman Wattawa, Alderman Brickner, Mayor St. Marie-Carls, Judge Hemmer, Chief Lockwood, City Engineer Dejewski, City Attorney Alexy and interested citizens

Chairman McSweeney called the meeting to order at 6:03 p.m.

Moved by Alderman Klug, seconded by Alderwoman Bostedt to place on file the minutes of the Finance Committee meeting held December 1, 2015. Motion carried.

Draft Capital Improvements Fund Budget for 2016:

City Administrator Rhode stated that he had made the Committees changes to the budget that were discussed at the last Finance Committee meeting. There is one new addition – the HVAC unit in the Highway Department Garage needs repair and the \$20,000 for that has been added to the CIP Budget. City Engineer Dejewski explained the repair and that it is necessary as the current unit is not getting proper air exchange in the building. She is working with the Building Inspector as well as HVAC design engineers to get quotes to bring back to the Committee.

Fire Department – the Chief has moved the purchase of the UTV vehicle out of the budget and they are pursuing grants to purchase the UTV. He feels that it is still an essential piece of equipment for the department. The purchase of a new pickup truck was also moved out of 2016.

Engineering/Department of Public Works – the loader is currently broken and can be used as a trade-in along with the grader for a new loader. The price for the new loader is approximately \$110,000 not the \$120,000 estimate that was in the CIP for 2016.

Parks – Discussion was held on the need for a new garage/garage door. Alderwoman Bostedt asked if this could be spread out over two years even though the cost is only \$7,000/

Special Assessments /Road Projects – Discussion was held about how, going forward, these projects should be paid for – special assessing or by the general property tax. Alderwoman Bostedt would like to see this moved forward for consideration. City Administrator Rhode stated that there are options – a flat, nominal fee is straight forward, and the current special assessment process is a more accurate and fair way to split costs.

Police Department – the K-9 unit vehicle has been moved from the 2016 requests as the Chief is looking for alternate funding or grants to make that purchase.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to approve the 2016 CIP Budget as amended to reflect the decrease in the cost of the loader (\$120,000 to \$110,000) and to include the \$20,000 repair to the Highway Department Garage. Motion carried.

Purchasing Policy:

City Administrator Rhode presented the Committee with the updated Purchasing Policy with the additional inclusions as requested by the Finance Committee. Mayor St. Marie-Carls thought that all contracts, not those just for professional services, should be included in the policy under Section 5 – Professional Contract Agreements. She felt that all contracts should be reviewed annually and had originally suggested that any vendor that the City spends over \$5,000 or \$10,000 should also be reviewed annually. City Attorney Alexy didn't have any issues with the form and how the policy is laid out. Language that the list included in the policy is an example of current agreements at the date of the policy may clarify any future questions.

Moved by Alderman Klug, seconded by Alderwoman Bostedt to recommend adoption of the Purchasing Policy as amended to have the last sentence on Page 3 read "The following is an example of current agreements" and to insert the word "for" after City Treasurer in the first sentence under Employee Reimbursements on Page 4. Motion carried.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to suspend the agenda and discuss the item under Correspondence. Motion carried.

City Administrator Rhode stated that the claim is from a property owner in the City that, in error, the Department of Public Works cut down his bushes along with those on City owned property. Mr. White is asking the City to reimburse him \$3731.28 per a cost estimate he received to replace the mature bushes that were cut down.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to reimburse Mr. Robert White \$3731.28 for the bushes and that he signs a full release prior to the funds being released. Motion carried.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to adjourn. Motion carried.

Time: 6:49 p.m.

**MINUTES OF THE BARGAINING COMMITTEE MEETING HELD  
SEPTEMBER 15, 2015**

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Present: Alderpersons Fliss, Brickner and Wattawa

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Alderman Klug, Alderwoman Bostedt, Alderman McSweeney and Mayor St. Marie-Carls

Chairwoman Fliss called the meeting to order at 6:31 p.m.

Moved by Alderman Wattawa, seconded by Alderman Brickner to place on file the amended minutes of the Bargaining Committee meeting held September 1, 2015. Motion carried.

Update on Employee Health Insurance Renewal:

City Administrator Rhode stated that the preliminary renewal rate from United Health Care has come in at a 7% increase – that would be for the exact same plan, with no plan design changes. At this point, the broker is suggesting that the City goes out to the market for renewal which may result in better renewal rates.

Moved by Alderwoman Fliss, seconded by Alderman Wattawa to Adjourn to Closed Session for discussion regarding: Wisconsin Statutes **§19.85(1)(c)** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Performance Review Evaluation – City Administrator; and Wisconsin Statutes **§19.85(1)(g)** Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved– Fire Department Grievance. The following voted aye: Brickner, Wattawa and Fliss. Motion carried.

Time: 6:40 p.m.

Moved by Alderman Brickner, seconded by Alderman Wattawa to reconvene to open session. Motion carried.

Time: 6:53 p.m.

Moved by Alderman Brickner, seconded by Alderman Wattawa to adjourn. Motion carried.

Time: 6:53 p.m.

**MINUTES OF THE BARGAINING COMMITTEE MEETING HELD  
NOVEMBER 11, 2015**

Present: Alderpersons Fliss, Brickner and Wattawa

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Chief Dietrich, Chief Lockwood, City Engineer Dejewski and Beth Last from Associated Financial Group

Chairperson Fliss called the meeting to order at 4:30 p.m.

City Administrator Rhode along with Beth Last of AFG presented three different options for Health Insurance for 2016. The carriers who submitted quotes were United Health Care which is the current carrier, Anthem and WEA. The same plans were showed to the employees and all concurred that WEA was the choice, and it would save the City \$35,000.

Moved by Alderwoman Fliss, seconded by Alderman Wattawa to accept WEA as the City's health insurance carrier for 2016. Motion carried.

Moved by Alderman Wattawa, seconded by Alderman Brickner to adjourn to Closed Session for discussion regarding: Wisconsin Statutes §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 – Police Department Union Negotiations for 2016-2017 Labor Agreement. Motion carried.

Time: 4:40 p.m.

Moved by Alderman Brickner, seconded by Alderman Wattawa to reconvene to Open Session and adjourn. Motion carried.

Time: 5:20 p.m.

**MINUTES OF THE BARGAINING COMMITTEE MEETING HELD  
NOVEMBER 17, 2015**

Present: Alderpersons Fliss, Brickner, Wattawa

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, City Engineer Dejewski, Chief Lockwood and Mayor St. Marie-Carls

Chairwoman Fliss called the meeting to order at 4:30 p.m.

City Administrator Rhode provided the Committee with examples of Comp and Class Pay Ranges for 2016 from Greendale, Oak Creek and Cudahy. The Committee will continue to look at this and have a plan for January.

Moved by Alderman Wattawa, seconded by Alderman Brickner to adjourn to Closed Session for discussion regarding Wisconsin Statutes §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 – Fire Department Union negotiations; and Wisconsin Statutes §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Performance Review Evaluation – City Administrator. Motion carried.

Time: 4:44 p.m.

**MINUTES OF THE BARGAINING COMMITTEE MEETING HELD  
NOVEMBER 18, 2015**

Present: Alderpersons Fliss, Brickner, Wattawa

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Chief Lockwood, Todd Willis, representatives of the St. Francis Fire Department Union

Chairwoman Fliss called the meeting to order at 4:30 p.m.

Moved by Alderman Wattawa, seconded by Alderman Brickner to adjourn to Closed Session for discussion regarding Wisconsin Statutes §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 – Fire Department Union negotiations. Motion carried.

Time: 4:36 p.m.

**MINUTES OF THE BARGAINING COMMITTEE MEETING HELD  
DECEMBER 2, 2015**

Present: Alderpersons Fliss, Brickner, Wattawa

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Chief Dietrich and representatives of the St. Francis Police Department Union.

Chairwoman Fliss called the meeting to order at 4:40 p.m.

Moved by Alderman Wattawa, seconded by Alderman Brickner to adjourn to Closed Session for discussion regarding Wisconsin Statutes §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 – Police Department Union negotiations. Motion carried.

Time: 4:41 p.m.

Moved by Alderman Wattawa, seconded by Alderman Brickner to reconvene to Open Session. Motion carried.

Time: 5:46 p.m.

Moved by Alderman Brickner, seconded by Alderman Wattawa to adjourn. Motion carried.

Time: 5:47 p.m.

**MINUTES OF THE BARGAINING COMMITTEE MEETING HELD  
DECEMBER 15, 2015**

Present: Alderpersons Fliss and Wattawa

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Chief Lockwood, Chief Dietrich

Excused: Alderman Brickner

Chairwoman Fliss called the meeting to order at 4:40 p.m.

Moved by Alderman Wattawa, seconded by Alderwoman Fliss to place on file the minutes of the Bargaining Committee meetings held November 11, November 17, November 18 and December 2, 2015. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderman Wattawa to Adjourn to Closed Session for discussion regarding: Wisconsin Statutes **§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 – Police Department Union Negotiations for 2016-2017 Labor Agreement. Motion carried.

Time: 4:41 p.m.

Moved by Alderman Wattawa, seconded by Alderwoman Fliss to reconvene to Open Session. Motion carried.

Time: 5:07 p.m.

Moved by Alderwoman Fliss, seconded by Alderman Wattawa to adjourn. Motion carried.

Time: 5:07 p.m.

**MINUTES OF THE PLANNING COMMISSION MEETING  
HELD NOVEMBER 11, 2015, 7:00 PM**

The meeting was called to order by Mayor St. Marie-Carls at 7:02 PM.

Members present: Mayor St. Marie-Carls, Commission Members Eric Stemwell, Rick Grubanowitch, Charles Buechel, Eric Manders and Tom Kiepczynski.

Excused: Alderperson Debbie Fliss

Also present: Alderman Ray Klug, City Engineer/Director of Public Works Melinda Dejewski, Building Inspector/Zoning Administrator Craig Vretenar, Darrick Dysland of Certified Environmental Services, Inc., PJ Early and Robert Zingara.

**1. Public Comment**

Alderman Ray Klug stated that he would like to have in the developers agreement for the Bear Development on S. Lake drive that the development cannot change from high-end, market rate apartments.

Mayor St. Marie-Carls stated that her memo on the PUD process will be on the next agenda for discussion. She also reported that the Bus Route 51 extension was approved. In addition, WHEDA still has tax credits available for development and that the demolition of the former City Hall site on Nicholson Avenue was approved.

**2. Minutes Approval**

A motion was made by Commissioner Grubanowitch, seconded by Commissioner Kiepczynski to approve the minutes of the October 28, 2015 Planning Commission meeting. Motion carried.

**3. Discussion and Possible Action – 2040 E. St. Francis Avenue – Plan of Operation**

City Engineer Dejewski gave an overview of the proposed changes to the project. Mr. Dysland is requesting that the space that had originally been proposed for commercial lease space be used by himself for indoor, climate controlled self-storage. Mr. Dysland added that when he began to look for tenants, he was concerned about the residents of the area and wanted to have as much control over the property as possible. He reviewed the area for indoor self-storage units and found that there was a need. He believed that by changing to the indoor self-storage units which are owned and operated by him, he would have the most control and keep the traffic lower than a retail or commercial use.

Commissioner Grubanowitch questioned how the units would be heated. Mr. Dysland replied that the unit walls would not extend all the way to the ceiling and the air flow would be open. It also would eliminate the need for individual fire suppression for each unit. Commissioner Kiepczynski asked if the west side of the building would continue as the proposed office space and Commissioner Buechel inquired about how the entrance to the indoor units would work. Mr. Dysland stated that he would continue to use the west side of the building as originally proposed as his office space. He also stated that the indoor storage would have the same hours of operation as the outdoor storage. The front hallway would be carpeted with furniture and maybe a TV. There are no changes to the exterior. He continued that he wanted the space to look like an office from the outside. Building Inspector Vretenar added that there are exterior access bathrooms in addition to the interior access bathrooms for use when the office area is closed. Building Inspector Vretenar also stated that he has had only one complaint regarding the project which was when all the equipment for the construction was being dropped off. A motion was made by Commissioner Grubanowitch, seconded by Commissioner Kiepczynski to recommend to the Common Council to accept the changes to the lease space as proposed with the indoor self-storage units having the same hours of operation as the outdoor storage units.

**4. Discussion and Possible Action – Comprehensive Plan Update**

Mayor St. Marie-Carls reported that the open house was successful. There were many people who attended. There will be another open house to increase publicity of the plan. There was general discussion on the draft plan. One concern was that the acknowledgement page needed to be updated. Another was that the plan seemed to be too negative, that the plan seemed to present itself as “the cup is half empty and then the cup is half full” instead of the presenting the positive first. The Commissioners would bring their mark-ups to the next meeting focusing on new chapters 6, 7, and 9 presented for this meeting.

**5. Discussion – Eco Square Development**

Mayor St. Marie-Carls stated that the proposed development was before the CDA that same night at an earlier meeting. The CDA is recommending to continue discussions with the developer of the project with 2 CDA members voting no. The proposed development is for a 61unit elderly apartment complex in the rear of the property with 8 single family lost which would abut E. Norwich Avenue. The developer has indicated that they would provide a PILOT for the senior housing component of the development. Currently the site is zoned R3. The land would be sold without a TIF incentive. There was general discussion regarding the aesthetics of the single family homes and the senior housing building; if the project could be changed from senior housing to government housing; and what percentage of the City is already senior housing. This item was place in Unfinished Business for discussion at the next meeting.

**6. Discussion and Possible Action – Certified Survey Map – St. Francis Brewery/Municipal Parking Lot (Not in Packet)**

No discussion or action was taken on this item. It will be on the next agenda.

**7. Adjourn**

The next meetings will be November 18 at 6:30pm and December 16 at 6:30pm. A motion was made by Commissioner Stemwell, seconded by Commissioner Buechel to adjourn. Motion carried. Meeting adjourned at 8:20pm.

**MINUTES OF THE PLANNING COMMISSION MEETING  
HELD NOVEMBER 18, 2015, 6:30 PM**

The meeting was called to order by Mayor St. Marie-Carls at 6:37 PM.

Members present: Mayor St. Marie-Carls, Commission Members Eric Stemwell, Rick Grubanowitch, Charles Buechel, Eric Manders and Tom Kiepczynski.

Excused: Alderperson Debbie Fliss

Also present: City Engineer/Director of Public Works Melinda Dejewski, Building Inspector/Zoning Administrator Craig Vretenar, Karen Lynn, Kelly Cronin, Operations Manager representing Saint Francis Animal Hospital, PJ Early and Robert Zingara.

**1. Public Comment**

Karen Lynn of 3021 E. Norwich Avenue

She is attending to get information on the proposal for the vacant land across the street from her property. She is concerned about getting more apartments especially by her. The City has too many old age apartments. She thinks the City should draw a more diverse community. Apartments long term don't retain the initial clients. The land is ideal for single family homes.

**2. Correspondence**

**A. Memo from Mayor St. Marie-Carls and City Attorney Alexy**

**Re: Bear Development – PUD Approval Outline**

Mayor St. Marie-Carls reviewed the memo and stated that Bear will have their application and documentation for the December Planning Commission meeting.

**3. Discussion and Possible Action – St. Francis Animal Hospital on S. Kinnickinnic Avenue**

Mayor St. Marie-Carls introduced Kelly Cronin, Operations Manager for the St. Francis Animal Hospital currently located on S. Kinnickinnic Avenue in St. Francis. The Mayor stated that the hospital is interested in expanding. Ms. Cronin stated that they have 7 hospitals in the Milwaukee area including some in Waukesha. They provide all types of services including special, and very limited boarding but none of the boarding is outdoor. They are always concerned with noise pollution. They limit the boarding done at their facilities to medically necessary boarding. The reason they want to expand is that they are doing too well for their current space. They have 3 doctors and 3-4 technicians but only 2 exam rooms. They want to add a new digital x-ray machine to keep up on current veterinary practices.

Commissioner Grubanowitch asked how many square feet they have now and how many they need. Ms. Cronin responded they are considering approximately 3500 square feet of space but can adapt to a site if necessary. They have been looking at the site to the north and investigating a total remodeling of both sites but the Mayor had reached out and suggested that they consider the northeast corner of E. Howard/S. Kinnickinnic Avenues. St. Marie-Carls stated that the corner site is lower than the adjacent sidewalk but it is probable that the site could accommodate a 3500 square feet development. Another consideration might be the close proximity to the Nojoshing Trail.

Building Inspector Vretenar stated that the existing building has a special use zoning in the B1 zoning and a special use would be required to have the animal hospital in other existing building. If the hospital wanted to combine the parcels, it would need to be done by a CSM. The corner property under consideration would also need to be rezoned.

There was discussion regarding other sites that had been considered by the animal hospital. The animal hospital cannot relocated too far from their present location since their clients come from a 3-5 mile area.

Ms. Cronin asked about the process to move forward with the corner location. There was discussion on several items that would need to be done but the first step was a letter of intent and a preliminary building footprint to understand how the facility would fit on the corner site. There was no further action on this item.

A motion was made by Commissioner Manders, seconded by Commissioner Grubanowitch to suspend the agenda and go to Item 6A – Unfinished Business – Eco Square Development. Motion carried.

#### **6A. Unfinished Business– Eco Square Development**

Mayor St. Marie-Carls stated that the proposed development is for 61 units of senior housing and 8 single family homes. The single family homes would be market rate. The Mayor had visited other senior housing sites that the developer has done in West Allis. She presented pictures of each complex. There was discussion on the proposed development. There were concerns that the senior housing aspect of the development did not meet the comprehensive plan goals. The comprehensive plan indicates that the City has a significant amount of senior housing already and that the City needs to develop younger attracting developments. The discussion then centered on why the entire site is not being proposed for single family housing. From discussions with developers, the cost of the necessary infrastructure is cost prohibited for the entire site to be single family homes.

The Commissioners discussed the benefits and detriments to having low/moderate income housing on the proposed site as it relates to the comprehensive plan. While the plan is specific in that the City has enough of low/moderate income housing, the City needs revenue and the site does not appear to lend itself to all single family homes.

A motion was made by Commissioner Kiepczynski, seconded by Commissioner Grubanowitch to recommend to the CDA and Common Council to not pursue further discussions on the proposed Eco Square Development based upon the Planning Commission review of the Comprehensive. Motion carried.

#### **4. Discussion and Possible Action – Certified Survey Map – St. Francis Brewery/Municipal Parking Lot**

City Engineer Dejewski stated that the CSM was necessary for the Brewery to own the land for the stormwater management, entrance from Howard Avenue and some of the necessary additional parking for their development and to be able to sell the City the northern part so the City can construct a municipal parking lot. The municipal parking lot will not start construction until build-out of the second building is completed by the Brewery and occupancy is issued. A motion was made by Commissioner Buechel, seconded by Commissioner Kiepczynski to recommend to the Common Council approval of the CSM for the St. Francis Brewery. Motion carried.

#### **5. Discussion and Possible Action – Comprehensive Plan Update**

Mayor St. Marie-Carls began and lead the discussion regarding the updates to the comprehensive plan. The Commission went through the chapters focusing on the implementation chapter, making comments which were to be provided to Graef so that the final version can be presented to the Planning Commission at the December Planning Commission meeting. Again, the tone of the plan was overall too negative. There was no action on this item.

#### **7. Adjourn**

The next meeting will be December 15 at 5:30pm. A motion was made by Commissioner Stemwell, seconded by Commissioner Buechel to adjourn. Motion carried. Meeting adjourned at 9:29pm.

**MINUTES OF THE PLANNING COMMISSION MEETING  
HELD DECEMBER 15, 2015, 5:30 PM**

The meeting was called to order by Mayor St. Marie-Carls at 5:30 PM.

Members present: Mayor St. Marie-Carls, Alderperson Debbie Fliss, Commission Members Eric Stemwell, Rick Grubanowitch, Charles Buechel, and Tom Kiepczynski.

Excused: Eric Manders.

Also present: Alderpersons Steve Wattawa, Mike McSweeney, Ray Klug, and Sue Bostedt, City Administrator Tim Rhode, City Attorney Paul Alexy, Fire Chief Frank Lockwood, Police Chief Tom Dietrich, City Engineer/Director of Public Works Melinda Dejewski, Building Inspector/Zoning Administrator Craig Vretenar, PJ Early, Robert Zingara, Ann Carter-Drier, Richard Adamczewski, and other interested citizens.

**1. Call to Order**

**2. Minute Approval**

There were no minutes to be approved. The previous meetings minutes will be at the January meeting.

**3. Public Comment**

Alderwoman Sue Bostedt

She is speaking regarding the Clarification item on the agenda. She has read the opinion of by the City attorney and has some questions for the City Attorney. Mayor St. Marie-Carls requested that she hold her questions until that specific agenda item.

Robert Zingara of 4049 S. Lake Drive

He would like to know if there have been any more plans submitted by Bear Development. Mayor St. Marie-Carls replied that there were and they are on the agenda for discussion.

**4. Discussion and Possible Action – Comprehensive Plan Update**

City Engineer Dejewski stated that there had been changes but many of the changes recommended by the Planning Commission had not been made. She would be reaching out to Graef for clarification on why the changes were not made and have responses for the next meeting.

**4. Discussion and Possible Action – Bear Development – South Lake Drive**

**A. PUD Amendment**

Mayor St. Marie-Carls stated that Bear had provided an extensive plan for their development. She will let Building Inspector Vretenar and City Engineer Dejewski provide their review comments to the Commission.

Building Inspector Vretenar stated that the information provided was basically complete. He reviewed specifically the parking. In 1996 when the PUD was originally approved, the required parking ratio was 1.8 parking spaces per unit. The proposed development today has 1.9 parking spaces per unit therefore it exceeds the standard. Also, the Aesthetic Control Board will need to review the building plans. City Engineer Dejewski stated that the lighting photometric plan had yet to be submitted for review as does all the civil site plans. She reviewed the landscape plan which was good at showing where plantings would be provided but vague in the types of plants that were going to be utilized. The parking lot along S. Lake Drive did not show any screening for the vehicles which would face westerly and could potentially shine headlights into the homes on the west side of S. Lake Drive. Lastly, the developer is working with WISDOT to secure the second entrance to S. Lake Drive at the south end of the site.

Commissioner Grubanowitch asked if the 619 spaces being provided were enough. Building Inspector Vretenar stated that it meets the PUD requirement and that Park Shore has more only due to the townhomes with garages.

Commissioner Stemwell asked about the site work at Tesch – whether it had been done yet and what the plans showed. City Engineer Dejewski stated that a detailed grading plan had not been submitted yet. Mayor St. Marie-Carls stated that it would not be like Park Shore with a hill going down toward Lake Michigan, but the artificially created berm was intended to be removed. Commissioner Stemwell then inquired which building would be constructed first. His concern was if built the center building first and the marketing did not prove out, then the site would be “stuck”. Lastly he was concerned about the roof lines being very flat. The adjacent sites roof lines were more angular.

There was general discussion on the aesthetics of the buildings.

Kathy Carey of 4069 S. Lake Drive

She stated that Park Shore and the Landing look timeless. In her opinion, this proposal looks like a prison. She would like to see a design more complementary to the adjacent properties.

Administrator Rhode stated that the PUD amendment process is a long process and this was just the start. The possible action before the Commission was to amend the PUD site plan and parking and to set the public hearing date. The other documents were submitted more so to get comments early in the process. The Mayor requested Bear to be more informative and proactive yet the actual action for the Planning Commission to consider is if the Commission is interested in recommending to the Common Council to amend the PUD to allow this development or not

City Attorney Alexy added that the initial recommendation would be to amend the PUD zoning to allow for a 3 – 4 story, 105 unit apartment complexes, a swimming pool, pool house, walking trail and parking. The detailed PUD plan is the second step and still need to come before the Planning Commission, Aesthetic Control Board and the Common Council.

Mayor St. Marie-Carls then read the list of amenities proposed with the plan and stated that the current PUD does not have these in it and therefore the PUD needs to be amended to allow all of the amenities listed.

Alderwoman Bostedt questioned if acceptance of the PUD means that the parking is fixed. Attorney Alexy stated that the approval is for the global concept of the parking, not the specific layout.

Alderman Klug asked about the protection from the development changing after all the approvals to not be the market rate apartments as proposed. Administrator Rhode stated that the CDA approved the term sheet for the financial incentive which was the first step. The lakefront has been zoned with the current PUD for a long time which did not get built. The City Attorney has drafted a developers agreement for this proposal and the developers agreement will go to all the appropriate committees once the two parties come to terms on the language of the agreement.

A question was asked about the financial incentive and how that worked. Administrator Rhode stated that the City is returning a portion of the new taxes and there is no City funding up front. City Attorney Alexy added that there will be a TID agreement which will have a deed restriction for the future use of the property consistent with the term sheet. Also the detailed PUD plans have specific requirements which must be met.

A motion was made by Alderwoman Fliss, seconded by Commissioner Kiepczynski to recommend to the Common Council to accept the application for the PUD amendment and project plan as presented and to schedule the public hearing. Motion carried.

#### **4. Discussion and Possible Action – Bear Development – South Lake Drive**

##### **B. Next Steps – Discussion Only**

Mayor St. Marie-Carls stated that the documentation presented for the next steps was provided for information only that there would be no action on this information.

There was general discussion on the aesthetics of the design. Most comments reflected the feeling that the buildings were too modern looking to be between to classical designs.

Mr. Bruce Peacock of 3930 S. Lake Drive

He stated that he did not think the design fit with Park Shore. Also, there would be hundreds of HVAC units on the roofs of the buildings but there would be screening which does not show on the renderings. He was also concerned with the construction of the buildings – that the developer would know all the rules.

Mr. Scott Uecker of 4120 S. Lake Drive

He stated that he agreed with the comments that the plans need work. It does not appear that the construction appears durable. The Landing also had construction issues.

John Sidoff of 3930 S. Lake Drive, Unit 508

He asked if there was a representative of Bear Development at the meeting. If not, he thought that was in appropriate and could someone from their company be at the next meeting.

There was no action taken on the next steps item.

#### **4. Discussion and Possible Action – St. Francis Animal Hospital Letter of Intent**

Mayor St. Marie-Carls stated that the St. Francis Animal Hospital had submitted their letter of intent. A motion was made by Alderwoman Fliss, seconded by Commissioner Kiepczynski to place the letter on file and place on Unfinished Business for the January 13, 2016 meeting.

There was discussion regarding if the Planning Commission could hold a closed session on this issue.

Motion carried.

#### **5. Correspondence to the Commission from the Mayor – RFP's for 4235 S. Nicholson Ave**

Mayor St. Marie-Carls stated that this item was on the Council agenda for referral to the Planning Commission so there is no action to be taken.

Commissioner Grubanowitch asked if the developers would be willing to develop market rate apartments and move forward without WHEDA funding. Mayor St. Marie-Carls stated that her understanding was that it was a mix of market rate and low/moderate income apartments. Commissioner Grubanowitch stated he would prefer all market rate and he was not in favor of 4 stories of apartments.

Administrator Rhode stated that the City did an RFI and most of the ideas that came back were multifamily apartments. Then the City did an RFP which was publically advertised and Special Projects/Code Compliance Coordinator Todd Willis personally called developers and the City only got 2 proposals back.

Commissioner Stemwell asked if the City told the developers that the City would assist with funding.

Administrator Rhode stated that the City let the developers know that the site was in a TIF district. Both proposals work with WHEDA and the RFPs deserve consideration. Both proposals are a mix of submarket and market rate apartments.

Mayor St. Marie-Carls stated that the Planning Commission and Municipal Development Committee both looked at what to do with the site to get it back on the tax rolls. The City is trying to move forward to get the site back on the tax rolls.

Commissioner Grubanowitch stated that a few meetings ago, the Planning Commission recommended to not pursue senior housing which is submarket rate. He is concerned with how the City will present not pursuing one but recommending to accept another.

Mayor St. Marie-Carls stated that this item will be on the January 13, 2016 agenda for discussion and possible action. No action was taken on this item.

**5. Correspondence to the Commission from the Mayor – Clarification on the Roles of the Planning Commission in economic development issues in relation to that to the Community Development Authority**

This item will be on the January 13, 2016 agenda.

**6. Adjourn**

The next meeting will be January 13, 2016 at 6:30pm. A motion was made by Alderwoman Fliss, seconded by Commissioner Kiepczynski to adjourn. Motion carried. Meeting adjourned at 6:42pm.

**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-of-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.



# License Committee Agenda

January 19, 2016  
6:45 p.m.

## NOTICE

There will be a License Committee meeting on **Tuesday, January 19, 2016 at 6:45 p.m.** at the new Civic Center in the Committee Room located at 3400 E. Howard Avenue.

## LICENSE COMMITTEE AGENDA

1. Call to order by Chairperson Brickner.
2. Approval of the Minutes of the License Committee Meeting held January 5 & January 6, 2016
3. Licenses:

### Beverage Operator License – New

Heidi M. Benites

David A. Ferrie (Needs Class)

Lori L. Lemmer

Tiffany M. Miller (Needs proof of current Milwaukee License)(Missed Meeting)

4. Discussion and Possible Action:
5. Correspondence:

Map submitted by Airshows of Wisconsin, Inc. as requested by License Committee with copy of letter requesting map submittal.

6. Unfinished Business:

Ordinance regarding venues with large gatherings

Marian Center – Special Use Ordinances No. 840 and No. 987

7. Adjourn

## PUBLIC NOTICE

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, 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. The meeting room is wheelchair accessible from the east and west entrances.

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

Posted 1/15/16



# Finance Committee Agenda

January 19, 2016  
5:30 p.m.

## FINANCE COMMITTEE AGENDA

1. Call to order
2. Approval of the Minutes of the Finance Committee Meeting held January 5, 2016
3. Discussion and Action Items:
  - Write off of Accounts Receivable
  - Memo from City Administrator re: City of Oak Creek – Dispatch Invoice for 3<sup>rd</sup> and 4<sup>th</sup> Quarter – 2015
  - Budget Amendment – Court Clerk
    - a. Information verification of funding proposal from Mayor for Court Clerk full time position
    - b. Additional information and discussion on uncollected court fines
    - c. Memo dated 01/13/2016 from Judge Hemmer re: 2016 Municipal Court Clerk Budget Amendment Proposal
  - Agreement for Maintenance Assessment Services – Associated Appraisal
4. Correspondence:
  - 12/29/2015 from Art Bayley re: Sewer Penalty
  - Greg Johnson – Recycling Cart Refund
5. Unfinished Business:
6. Adjourn

## PUBLIC NOTICE

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

## CLERK II

**CLERK II - FULL TIME:** City of St. Francis, (pop.9448) seeks to fill a full time position. This position is in the City Administration Office. Responsibilities include processing payroll and supporting documentation for all employee; maintaining property, liability and workers compensation insurances; processing quarterly and annual sewer billing focusing on increased social media; answering telephone calls and providing customer service; assist with newsletters and mailings; assisting with marketing materials for the City; ordering office supplies; preparing outgoing mail; sort and distribute incoming mail; processing payments not limited to taxes, sewer bills, building permits, police citations; balancing cash drawers; accept and process license applications; assist in voter registration; and performing other duties as may be assigned.

Graduation from high school or GED equivalent is required; post high school education desirable, along with working knowledge of business office practices, including Microsoft Office Suite, business machines and office equipment. The successful candidate will have strong customer service and computer skills; excellent organizational and communication skills; and the ability to meet deadlines and attend to details. Annual wage is \$33,000 - \$39,000 plus a generous benefit package.

Send cover letter, City application and resume by February 28, 2016 to:

**Anne B. Uecker, MMC/WCPC  
City Clerk/Treasurer  
3400 East Howard Avenue  
St. Francis, Wisconsin 53235**

**For more information call  
(414) 481-2300 Ext. #4305  
[anne.uecker@stfranwi.org](mailto:anne.uecker@stfranwi.org)**

CITY OF ST. FRANCIS  
Job Description

<b>Job Title:</b>	Clerk II
<b>Department:</b>	City Clerk/Treasurer
<b>Reports To:</b>	City Clerk/Treasurer
<b>Salary Level:</b>	\$33,000 - \$39,000 annually
<b>FLSA Status:</b>	Non Exempt
<b>Prepared Date:</b>	April 7, 2015
<b>Work Hours:</b>	80 hours per pay period

**Summary** processes payroll and supporting documentation for all City of St. Francis employees as well as maintaining property, liability and workers compensation insurances; customer service including but not limited to assisting with processing of payments, answering phones, distribution of mail.

**Essential Duties and Responsibilities** include the following:

Process and set up of all payroll files for new employees.

Process bi-weekly payroll for all employees including accumulating leave time; filing State reports, monthly and annual payroll reports.

Handling all property, liability, Workers Compensation and vehicle insurance policies including processing claims, correspondence and policy maintenance.

Process quarterly and annual sewer billing.

Answers central telephone system and either responds to inquiry or directs caller to appropriate personnel.

Provides citizen and customer assistance to walk-in customers and answers questions; respond to inquiries from employees, citizens and others and refer, when necessary, to appropriate persons. Assist citizens with concern and empathy; respect their confidentiality and privacy and communicate with them in a courteous and respectful manner.

Type and edit a variety of correspondence, reports, memoranda, and other material requiring moderate judgment as to content, accuracy, and completeness. This includes the assistance in the preparation of committee agendas.

Assist in creation of forms for documentation and systems for organization as

appropriate for operation of the department.

Assist City staff members with brochures, newsletters, mailings, website, etc.

Establish and maintain filing systems and indexes.

Maintain inventory and documentation of office supplies, including ordering and purchase orders.

Prepare outgoing mail; sort and distribute incoming mail.

Processing payments, not limited to taxes, sewer, building permits, licenses, etc.

Balancing the daily cash drawer.

Accept and process license applications.

Duplicate and distribute various materials.

Assist with voter registration processing or license application and processing.

Other duties as assigned by City Clerk.

**Peripheral duties**

Operate a vehicle to perform errands.

Keep well informed and proficient in computer skills and applications.

**Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED); two to four years related experience and/or training; or equivalent combination of education and experience. At least two years of customer service experience is required.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens and other employees of the organization.

**Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Ability to compute rate, ratio, and percent.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual must become knowledgeable and proficient at Microsoft Word. Working knowledge of electronic data processing is required. Microsoft Excel experience is preferred.

**Certificates, Licenses, Registrations**

Valid WI Driver's License

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to work in outdoor weather conditions.

The noise level in the work environment is usually moderate.

**Other Skills and Abilities**

Working knowledge of computers and electronic data processing; working knowledge

of modern office practices and procedures.

Ability to type 45 words per minute.

Ability to work in a high customer contact area.

Ability to protect confidentiality and right to privacy of all customers.

Ability to organize daily tasks for efficiency, to meet all requirements.

Ability to utilize communication skills in interactions with telephone callers, visitors to the department, and co-workers.

Ability to make independent judgments which have moderate impacts on the organization.

**Other Qualifications**

May be required to work additional hours to assist with voter registration processing or license application and processing.

Ability to work under pressure with frequent interruptions.

**Miscellaneous**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

St. Francis Animal Hospital  
3805 S. Kinnickinnic Ave.  
St. Francis , WI 53235



Planning Commission

City of St. Francis, Wisconsin

This letter has been prepared by the Advanced Animal Hospital Group to announce our intention to pursue relocation of the St. Francis Animal Hospital to 3876 S. Kinnickinnic Ave. St. Francis, WI pending purchase and granted use allowances.

1. We would be using the property as a veterinary clinic and indoor day boarding facility.
2. We would be looking to build a facility approximately 3500-5000 sq. ft.
3. The new building would be built with noise and smell control as a priority.
4. Pets outside of our clinic building would be under the control of owners and/or trained veterinary staff.
5. A new building would allow for creation of additional parking spaces as defined by the code.
6. Our current building would either be rented or sold as a business, allowing for additional business development along KK.

Kelly Cronin, Operations Manager

Dr. Vikramjit Dhillon, Owner



## Tim Rhode

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**From:** Christopher Stawski <cjstawski@yahoo.com>  
**Sent:** Monday, January 11, 2016 10:40 AM  
**To:** Sue Bostedt; Bob Pleva; Jim Fleming; PJ Early; Ralph Voltner; Steve Wattawa  
**Cc:** Mayor St. Marie-Carls; Tim Rhode; Anne Uecker; Council Members  
**Subject:** CDA - My resignation

Greetings All -

I have enjoyed working with all of you during my tenure on the CDA. This is to advise all of you that, at the conclusion of this month's meeting, I will be permanently resigning from the CDA. I am confident that the Mayor will easily find someone who will do as good or better job than I did, as well as someone who can consistently meet on the 4th Tuesday of every month, something I have not always been able to do.

I sincerely apologize for frequently having to change meeting dates but my work schedule and other commitments required those moves. Your understanding has been appreciated.

I hope to see all of you around town in the future. My personal thanks to all of you who have served with me on the CDA. You've all been great. Kindest regards, Chris

Christopher J. Stawski, Attorney at Law  
McGranaghan & Stawski Ltd.  
735 N. Water Street, Suite 1222  
Milwaukee, WI 53202  
(P) 414 276 8202  
(F) 414 278 7108  
E-Mail: cstawski@stawskilaw.com

**CoryAnn St. Marie-Carls, Mayor, City of St. Francis**  
3400 E. Howard Ave. St. Francis, WI 53235 • (414) 399-0797 • [Mayor@stfranwi.org](mailto:Mayor@stfranwi.org)



1/16/2016

Memo:

To: Honorable Common Council, Staff & Citizens

From: Mayor St. Marie-Carls

Re: Info Sharing Update #77 - from Mayor

**ITEMS IN THIS UPDATE:**

**Calendar Items:**

**Citizen of the Year – January 30<sup>th</sup> – tickets on sale**  
**Congratulations Paul Pankowski**

***EPA – Lakefront restoration Grant – Available – it will be referred to Public Works Committee***

***Congratulations to our New Police Officers – Sworn in on January 18<sup>th</sup> 2016***  
***Officer Robert DiFrancesco/ Officer Zachary Gilden***

**CoryAnn St. Marie-Carls, Mayor, City of St. Francis**  
3400 E. Howard Ave. St. Francis, WI 53235 • (414) 399-0797 • [Mayor@stfranwi.org](mailto:Mayor@stfranwi.org)



1/16/2016

Memo:

To: Honorable Common Council, Staff & Citizens

From: Mayor St. Marie-Carls

Re: Cost Control Initiative and Task Force

**ITEMS IN THIS MEMO:**

-City of St. Francis Cost Control/monitoring Immediate Plan –Interim Response to residents requests to address drastic shift in taxes and tax increases

1. Immediate monitoring measures are to begin:

Immediately I call for the Council to delay new hiring any and all salary adjustments unless the law prohibits, unless new funds can be generated to support them, pending the study of our major tax increases and lowered total evaluation of our City.

Immediately – No new purchase orders will be issued and or renewals of contracts and agreements that spend over \$2,000 shall happen without the review of Mayor and the Council. No automatic renewals or acceptance of rate increases from contractors or consultants without being presented for information on the Council agenda.

2. **In response to the unrest I have heard from citizens as a result of many tax bill increases, I am forming a Mayoral Task Group – St. Francis Cost Savings and City Assessed Value Ad Hoc Advisory Committee -**

I have members who have already signed on for this and more interested. (ATTACHED SEE AN EMAIL FROM ONE SUCH CITIZEN, Russ Rutkowski, THAT I WAS ABLE TO CONSULT WITH AS AN EXPAMPLE)

This group will have volunteer citizens involved in further review how our City can save tax dollars in the future and an analysis of needs on how to approach our City's Assessed value that has declined.

We will review the reasons for our significantly lowered assessed City value as a whole. We will review and ask citizens opinion on how our current division of tax burden needs to be addressed for the future.

As Mayor, I do not vote on the City Budget approval unless there is a tie.

However asking for information on spending and continued reports as well as tracking of City service and activities is something I can do and I pledge to stay on a course of accountability, transparency, measurables and deliverables.

Keep in mind that I will need the cooperation of everyone to start this immediate plan and continued cooperation from the Council, staff and Citizens as we work through this very difficult time in the History of our City.

## CoryAnn St.Marie-Carls

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**Subject:** FW: Discussion Monday Night, Jan 11

**From:** Russ Rutkowski <[rrrutkowski@uwalumni.com](mailto:rrrutkowski@uwalumni.com)>

**Date:** January 14, 2016 at 8:41:12 AM CST

**To:** <[mayor@stfranwi.org](mailto:mayor@stfranwi.org)>

**Subject:** Discussion Monday Night

Hello CoryAnn.

I appreciate you taking the time to talk with me [on Monday night](#). In regards to the assessment/property tax bills, I think the people of St. Francis should be given information in a clear and concise manner that makes it transparent which areas are receiving the property tax dollars and how those dollars are being spent. Currently there are some sources of information included with the tax bill and on the city website, but I think more can be done.

I would be willing to participate in your volunteer Mayoral task group – St. Francis Cost Savings and city assessed value Ad Hoc Advisory Committee. I do think there is room for improvement in the financial data provided to the citizens. The Budget to actual information discussed in the Finance Committee is presented in a way that makes it difficult to identify variances that the citizens should be concerned about. I do think that bi-monthly balance sheets and income statements would provide more transparency. In regards to new spending related to contracts, consultants or agreements, I am not sure what the current threshold to bring to the Council agenda is, but I do think that \$1,000 might be too low and could result in too much to review. Possibly a higher amount, say \$2,500 or \$5,000?

I believe that St. Francis is a great city that the citizens should be proud to live in. I would like to see St. Francis continue its development to lessen the tax burden on the existing tax players.

Russ Rutkowski

**From:** Mayor St. Marie-Carls [mailto:[mayor@stfranwi.org](mailto:mayor@stfranwi.org)]

**Sent:** Wednesday, January 13, 2016 10:39 AM

**To:** RUTKOWSKI, RUSSELL

**Subject:** Re: Discussion Monday Night

Russ,

Thank you for coming to the Bear Info meeting on Monday and talking with me in depth about City issues. Yourself as well as several residents are very upset about higher taxes and have requested immediate cost controls and accountability action from me. As I let you know I am going to do everything I can to cut costs and control spending in the immediate aftermath of drastic increases in taxes for many residents. This is interim while we look for long term solutions to help our tax burden.

Would you please send me an email that outlines your comments on my action in response below to my conversations with many taxpayers on Monday night. You were kind enough to let me know you were willing to help in some way.

Right now I will propose to the Council that we delay any and all salary adjustments unless the law prohibits, or they can be substantiated with direct correlation to revenue generation.

( currently we have a payroll clerk II salary range increase proposal on the table that was made only 6 days into the beginning of the year I disagree with even a \$4,000 increase in this area this will be on the council agenda on January 19th if you attend)

I will continue to ask the Council and staff to bring forward more reporting on our Council agenda by submitting year end reports and updating them regularly. (I know you said you read the Council Agendas regularly) This would keep spending upfront and center providing detailed updates on activities, needs and anticipated spending; it would also identify any overtime trends and adjustments early.

I will ask for our Treasurer to bring forward Financials to the Council Agenda (monthly or bi-monthly?). To include balance sheet, income statement, anything else? I am thinking new purchase orders and or renewals of contracts and agreements that spend over 1,000. No automatic renewals or acceptance of rate increases from contractors or consultants without being presented for information on the Council agenda?

At your request, I will also forward you our Audit and Assessment excel data in a email to follow, as we discussed this is public record.

I sincerely thank you for your professional insight. I respect your opinion and look forward to hearing from you.

Let me know if you have any questions. Sincerely,

Mayor CoryAnn St. Marie-Carls

[russellrutkowski](mailto:russellrutkowski)

Hi CoryAnn. Thank you for stopping by our house last night. Sorry our dog greeted you so rudely with all his barking!

I think you have done an excellent job in your 4 years as mayor. I appreciate your service to St. Francis.

I am going to try to swing by the Bear development meeting, and the next meeting where the appraiser is going to discuss the lower appraisal values.

Thanks, Russ

Check No	Per	Date	Payee	Description	Inv Amount	V/M
<b>67171</b>	01/16	01/11/2016	TIM'S TOWING	RESTITUTION:LISOWSKI	200.00-	V
<b>67365</b>	01/16	01/11/2016	TIM'S TOWING	RESTITUTION:LISOWSKI	120.00-	V
<b>67979</b>	01/16	01/07/2016	ADAMSKIY, LEONID	TAX OVERPAYMENT REFUND	601.99	
<b>67980</b>	01/16	01/07/2016	ANDERSON, CHRISTOPHER	TAX OVERPAYMENT REFUND	454.94	
<b>67981</b>	01/16	01/07/2016	ANDERSON, CHRISTOPHER & RENE	TAX OVERPAYMENT REFUND	318.41	
<b>67982</b>	01/16	01/07/2016	BALDERAS, JUAN & GLORIA	TAX OVERPAYMENT REFUND	87.31	
<b>67983</b>	01/16	01/07/2016	BARTLETT, DAVE	RETIREE HEALTH INSURANCE PAYMENT	15,600.00	
<b>67984</b>	01/16	01/07/2016	BEHLING, DAVID	TAX OVERPAYMENT REFUND	869.94	
<b>67985</b>	01/16	01/07/2016	BRENNAN, CHRISTINE A	REFUND TAX OVERPAYMENT	184.58	
<b>67986</b>	01/16	01/07/2016	BRICKNER, DONALD & JACQUELINE	TAX OVERPAYMENT REFUND	242.92	
<b>67987</b>	01/16	01/07/2016	BRYLOW, LIONEL J & WIFE	TAX OVERPAYMENT REFUND	1,078.02	
<b>67988</b>	01/16	01/07/2016	BUGNO, WANDA	TAX OVERPYAMENT REFUND	949.19	
<b>67989</b>	01/16	01/07/2016	CAMPAGNA, RICK W	TAX OVERPAYMENT REFUND	44.84	
<b>67990</b>	01/16	01/07/2016	CARTER-BUDELIER, TAMMI	REFUND TAX OVERPAYMENT	20.00	
<b>67991</b>	01/16	01/07/2016	CEFALU, PETER & WF	TAX OVERPAYMENT REFUND	3,301.47	
<b>67992</b>	01/16	01/07/2016	CZERWINSKI, ERIN	TAX OVERPAYMENT REFUND	677.67	
<b>67993</b>	01/16	01/07/2016	DE MARINIS, LUCIA	TAX OVERPAYMENT REFUND	489.43	
<b>67994</b>	01/16	01/07/2016	DIAZ, MARIA	TAX OVERPAYMENT REFUND	474.91	
<b>67995</b>	01/16	01/07/2016	DOROW, THOMAS A	REFUND OF TAX OVERPAYMENT	687.70	
<b>67996</b>	01/16	01/07/2016	EHRET, LISA K	TAX OVERPAYMENT REFUND	665.47	
<b>67997</b>	01/16	01/07/2016	EMMONS, KEITH M	TAX OVERPAYMENT REFUND	17.58	
<b>67998</b>	01/16	01/07/2016	FOJTIK, ALEX & LINDSEY	LOTTERY CREDIT	121.27	
<b>67999</b>	01/16	01/07/2016	GEHRKE, JOHN P & SANDRA A	TAX OVERPAYMENT REFUND	911.00	
<b>68000</b>	01/16	01/07/2016	GOLOS, THOMAS J	TAX OVERPAYMENT REFUND	961.88	
<b>68001</b>	01/16	01/07/2016	HAMBLEY, LEANNE	TAX OVERPAYMENT REFUND	128.02	
<b>68002</b>	01/16	01/07/2016	HAMMERNIK, NICHOLAS T	TAX OVERPAYMENT REFUND	158.74	
<b>68003</b>	01/16	01/07/2016	HUTCHINSON, DAWN	TAX OVERPAYMENT REFUND	657.96	
<b>68004</b>	01/16	01/07/2016	IWANSKI, RUSSEL	TAX OVERPAYMENT REFUND	347.93	

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68005	01/16	01/07/2016	JAIKONGLA, SIRIRUT	TAX OVERPAYMENT REFUND	404.71	
68006	01/16	01/07/2016	JANKOWSKI SR, JOHN J	TAX OVERPAYMENT REFUND	191.08	
68007	01/16	01/07/2016	JOHNS, LAWRENCE N	TAX OVERPAYMENT REFUND	609.99	
68008	01/16	01/07/2016	KALUZNY, DENNIS	TAX OVERPAYMENT REFUND	105.52	
68009	01/16	01/07/2016	KEELAN, MICHAEL D	TAX OVERPAYMENT REFUND	362.64	
68010	01/16	01/07/2016	KENDL, SHANNON	TAX OVERPAYMENT REFUND	781.60	
68011	01/16	01/07/2016	KIMAIGA, DEBRA	TAX OVERPAYMENT REFUND	4.48	
68012	01/16	01/07/2016	KISER, MICHAEL	TAX OVERPAYMENT REFUND	219.89	
68013	01/16	01/07/2016	KOVATS, MARIA R	TAX OVERPAYMENT REFUND	766.85	
68014	01/16	01/07/2016	KRUEGER, CHRISTOPHER	TAX OVERPAYMENT REFUND	839.37	
68015	01/16	01/07/2016	KRUMNOW, ALAN & KAREN	TAX OVERPAYMENT REFUND	742.15	
68016	01/16	01/07/2016	KUCAJ, JEFFREY	TAX OVERPAYMENT REFUND	1,000.00	
68017	01/16	01/07/2016	KULAS, JEROME	RETIREE HEALTH INS	12,480.00	
68018	01/16	01/07/2016	KULJU, LEROY S	TAX OVERPAYMENT REFUND	44.57	
68019	01/16	01/07/2016	LAGIEWKA, KRZYSTOF M	TAX OVERPAYMENT REFUND	30.84	
68020	01/16	01/07/2016	LASKOWSKI, JEFFREY	RETIREMENT INSURANCE PAYMENT	15,600.00	
68021	01/16	01/07/2016	LIPOR, JOSEPH & KATHLEEN	TAX OVERPAYMENT REFUND	1,191.42	
68022	01/16	01/07/2016	LUCZYWKO, MAGGIE	RETIREE INSURANCE PAYMENT	4,526.40	
68023	01/16	01/07/2016	MALONEY, ROBERT J	TAX OVERPAYMENT REFUND	878.86	
68024	01/16	01/07/2016	MANDERS, ERIC & ABBY	TAX OVERPAYMENT REFUND	937.69	
68025	01/16	01/07/2016	MATSON, JEFFERY	TAX OVERPAYMENT REFUND	77.43	
68026	01/16	01/07/2016	MOULD, AARON R	TAX OVERPAYMENT REFUND	72.89	
68027	01/16	01/07/2016	MUELLER, DANIEL J & MICHELE	TAX OVERPAYMENT REFUND	312.82	
68028	01/16	01/07/2016	MUNZINGER, MICHELE	REFUND TAX OVERPAYMENT	124.09	
68029	01/16	01/07/2016	NEARGARDER, ANDREW	RETIREE HEALTH INS PAYMENT	15,600.00	
68030	01/16	01/07/2016	NEUBAUER, TIMOTHY	TAX OVERPAYMENT REFUND	1,211.12	
68031	01/16	01/07/2016	OLSON, BRITTON	TAX OVERPAYMENT REFUND	33.57	
68032	01/16	01/07/2016	PASZKIEWICA, COREY A	TAX OVERPAYMENT REFUND	717.97	

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68033	01/16	01/07/2016	PIWARUN, MICHAEL & CANDICE	TAX OVERPAYMENT REFUND	415.66	
<b>68034</b>	01/16	01/07/2016	RADDATZ, NICHOLAS & LAURA	TAX OVERPAYMENT REFUND	257.81	
<b>68035</b>	01/16	01/07/2016	RATKOWSKI, RUSSELL	RETIREE HEALTH INSURANCE	12,480.00	
<b>68036</b>	01/16	01/07/2016	REMM, KATHERINE M	TAX OVERPAYMENT REFUND	884.41	
<b>68037</b>	01/16	01/07/2016	REWOLINSKI, RYAN	TAX OVERPAYMENT REFUND	493.33	
<b>68038</b>	01/16	01/07/2016	RIOLO, KELLY	TAX OVERPAYMENT REFUND	242.52	
<b>68039</b>	01/16	01/07/2016	RUTKOWSKI, BRIAN	TAX OVERPAYMENT REFUND	481.39	
<b>68040</b>	01/16	01/07/2016	SCHMID, RYAN	TAX OVERPAYMENT REFUND	27.51	
	01/16	01/07/2016	SCHMID, RYAN	TAX OVERPAYMENT REFUND	823.85	
<b>68041</b>	01/16	01/07/2016	SEARCY, NICHOLAS C	TAX OVERPAYMENT REFUND	461.39	
<b>68042</b>	01/16	01/07/2016	SEAVER, LINDA	TAX OVERPAYMENT REFUND	595.45	
<b>68043</b>	01/16	01/07/2016	SNOPEK, JAMES	TAX OVERPAYMENT REFUND	1,324.56	
<b>68044</b>	01/16	01/07/2016	TOBIAS, DANIEL	TAX OVERPAYMENT REFUND	431.17	
<b>68045</b>	01/16	01/07/2016	TURTENWALD, LAWRENCE J	TAX OVERPAYMENT REFUND	590.08	
<b>68046</b>	01/16	01/07/2016	TYBORSKI, LUANN R	TAX OVERPAYMENT REFUND	17.93	
<b>68047</b>	01/16	01/07/2016	VARGA, JEFFERY	RETIREE INSURANCE PAYMENT	14,025.00	
<b>68048</b>	01/16	01/07/2016	WELCH, GORDON	TAX OVERPAYMENT REFUND	1,349.56	
	01/16	01/07/2016	WELLS FARGO	TAX OVERPMT-LJ THAVES	73.50	
	01/16	01/07/2016	WELLS FARGO	RETURN: CASTRONO S/B OAK CREEK, WI	2,391.98	
	01/16	01/07/2016	WELLS FARGO	TAXOVERPYMT-DF HAFERT	105.02	
<b>68050</b>	01/16	01/07/2016	WI POLICE LEADERSHIP FOUNDATI	GUEST REG:KRISTY CZERNIAKOWSKI	35.00	
<b>68051</b>	01/16	01/07/2016	WIER, KURTIS	TAX OVERPAYMENT REFUND	462.68	
<b>68052</b>	01/16	01/07/2016	ZAJA, DANIEL	TAX OVERPAYMENT REFUND	527.17	
<b>68053</b>	01/16	01/07/2016	ZOLTAK, JOSEPH G	TAX OVERPAYMENT REFUND	196.95	
<b>68054</b>	01/16	01/12/2016	CHAPTER 13 TRUSTEE	ROBERT SCOTT EDMONDS #09-33033-JES	316.00	
<b>68055</b>	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	FIRE DEPT	70.00	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	24.99	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	101.41	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	19.70	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	POLICE	860.00	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	CLERK/TREASURER	396.94	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	CLERK/TREASURER	82.14	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	ADMINISTRATOR	41.29	

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	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	FIRE DEPT	161.83	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	FIRE DEPT	105.16	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	758.53	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	49.00	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	112.50	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	69.48	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	126.89	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	462.53	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	9.55	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	POLICE	90.01	
	01/16	01/12/2016	CORPORATE PAYMENT SYSTEMS	POLICE	135.00	
<b>68056</b>						
	01/16	01/12/2016	ICMA-RC	PLAN NUMBER 301536	1,030.00	
<b>68057</b>						
	01/16	01/12/2016	KALAHARI RESORT & CONVENTION	LODGING/PLACHINSKI, J	246.00	
<b>68058</b>						
	01/16	01/12/2016	ST FRANCIS SCHOOL DIST #6	PROPERTY TAXES	3,200,751.04	
<b>68059</b>						
	01/16	01/12/2016	ST FRANCIS TREASURER	REFUND TOWARDS TO NSF	858.88	
<b>68060</b>						
	01/16	01/12/2016	TDS METROCOM	CITY HALL	855.92	
	01/16	01/12/2016	TDS METROCOM	CITY HALL	1,906.74	
<b>68061</b>						
	01/16	01/12/2016	TIM'S TOWING	RESTITUTION:LISOWSKI	120.00	
	01/16	01/12/2016	TIM'S TOWING	RESTITUTION:LISOWSKI	200.00	
<b>68062</b>						
	01/16	01/12/2016	WEA INSURANCE TRUST	RETIREE	6,690.08	
	01/16	01/12/2016	WEA INSURANCE TRUST	ADMINISTRATOR	2,808.40	
	01/16	01/12/2016	WEA INSURANCE TRUST	GENERAL OFFICE	838.84	
	01/16	01/12/2016	WEA INSURANCE TRUST	CLERK/TREASURER	2,808.40	
	01/16	01/12/2016	WEA INSURANCE TRUST	INSPECTOR	2,808.40	
	01/16	01/12/2016	WEA INSURANCE TRUST	POLICE	49,739.86	
	01/16	01/12/2016	WEA INSURANCE TRUST	FIRE	45,713.18	
	01/16	01/12/2016	WEA INSURANCE TRUST	HEALTH	1,079.72	
	01/16	01/12/2016	WEA INSURANCE TRUST	ENGINEERING	9,348.40	
	01/16	01/12/2016	WEA INSURANCE TRUST	HIGHWAY	10,584.64	
	01/16	01/12/2016	WEA INSURANCE TRUST	MECHANIC	2,808.40	
	01/16	01/12/2016	WEA INSURANCE TRUST	LIBRARY	6,696.52	
<b>68063</b>						
	01/16	01/12/2016	WI SCTF	CASE IDENTIFIER 3998990	121.46	
	01/16	01/12/2016	WI SCTF	CASE IDENTIFIER 1302486	46.15	
<b>68064</b>						
	01/16	01/14/2016	NORTH SHORE BANK FSB	MISC DEDUCTION	5,572.00	
<b>68065</b>						
	01/16	01/14/2016	ST FRANCIS POLICE DEPARTMENT	POSTAGE/MISC	31.62	
	01/16	01/14/2016	ST FRANCIS POLICE DEPARTMENT	PRISONER FOOD	8.87	
<b>68066</b>						
	01/16	01/19/2016	A C L	VENIPUNCTURE	24.30	
<b>68067</b>						
	01/16	01/19/2016	A F L A C	MISC DEDUCTIONS	2,132.38	
<b>68068</b>						
	01/16	01/19/2016	ABOX INC	HIGHWAY	316.20	
	01/16	01/19/2016	ABOX INC	HIGHWAY	135.52	
	01/16	01/19/2016	ABOX INC	HIGHWAY	263.33	
	01/16	01/19/2016	ABOX INC	HIGHWAY	122.88	
	01/16	01/19/2016	ABOX INC	HIGHWAY	315.99	

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68069						
	01/16	01/19/2016	ADVANTAGE POLICE SUPPLY INC	PROTECTIVE VESTS	681.00	
<b>68070</b>						
	01/16	01/19/2016	AERO COMPRESSED GASES INC	OXYGEN	174.00	
<b>68071</b>						
	01/16	01/19/2016	ALSCO	CLOTHING NEW/REPLACE	35.62	
	01/16	01/19/2016	ALSCO	CLOTHING NEW/REPLACE	35.62	
<b>68072</b>						
	01/16	01/19/2016	ARENZ MOLTER MACY	CONTRACTED LEGAL FEES	9,263.42	
	01/16	01/19/2016	ARENZ MOLTER MACY	TIF #5 - CRAWFORD/BREWERY	4,578.77	
	01/16	01/19/2016	ARENZ MOLTER MACY	TIF #5 LEGAL FEES	1,546.95	
	01/16	01/19/2016	ARENZ MOLTER MACY	TIF #4 LEGAL FEES	1,218.33	
<b>68073</b>						
	01/16	01/19/2016	ASCAP	LICENSE FEES	336.00	
<b>68074</b>						
	01/16	01/19/2016	ASSOCIATED TRUST CO NA	GEN OB SAFETY BLDING BONDS 2013A	185,371.25	
	01/16	01/19/2016	ASSOCIATED TRUST CO NA	GEN OB PROM NOTES 2013B	266,799.38	
	01/16	01/19/2016	ASSOCIATED TRUST CO NA	TXBL GEN OB COMM DEV BONDS 2013C	38,228.75	
<b>68075</b>						
	01/16	01/19/2016	AT&T/SBC	GARAGE	195.49	
	01/16	01/19/2016	AT&T/SBC	SIGNALS	105.26	
<b>68076</b>						
	01/16	01/19/2016	AUTO BRAKE CLUTCH & GEAR CO	SHOP TOOL	99.00	
	01/16	01/19/2016	AUTO BRAKE CLUTCH & GEAR CO	HIGHWAY	158.48	
	01/16	01/19/2016	AUTO BRAKE CLUTCH & GEAR CO	HIGHWAY	369.78	
	01/16	01/19/2016	AUTO BRAKE CLUTCH & GEAR CO	CREDIT	97.34-	
	01/16	01/19/2016	AUTO BRAKE CLUTCH & GEAR CO	CREDIT	41.72-	
	01/16	01/19/2016	AUTO BRAKE CLUTCH & GEAR CO	HIGHWAY	450.00	
	01/16	01/19/2016	AUTO BRAKE CLUTCH & GEAR CO	CREDIT	450.00-	
<b>68077</b>						
	01/16	01/19/2016	BAKER & TAYLOR	AD FIC	66.58	
	01/16	01/19/2016	BAKER & TAYLOR	REC BORR AD FIC	66.10	
	01/16	01/19/2016	BAKER & TAYLOR	REC BORR PBK	65.98	
	01/16	01/19/2016	BAKER & TAYLOR	ANF	64.64	
	01/16	01/19/2016	BAKER & TAYLOR	ANF	40.55	
<b>68078</b>						
	01/16	01/19/2016	BANK OF NEW YORK MELLON (THE)	CDA REVENUE BONDS 2007	1,350.00	
<b>68079</b>						
	01/16	01/19/2016	BOBCAT PLUS	HWY #66	307.66	
<b>68080</b>						
	01/16	01/19/2016	BUELOW VETTER BUIKEMA OLSON	LABOR LAW	800.00	
<b>68081</b>						
	01/16	01/19/2016	COMPRISE TECHNOLOGIES INC	ANNUAL SUPPORT	1,739.00	
<b>68082</b>						
	01/16	01/19/2016	CUDAHY, CITY OF	SAFALERT ANNUAL SUBSCRIPTION	65.00	
<b>68083</b>						
	01/16	01/19/2016	D J PRINTING	POLICE	117.00	
	01/16	01/19/2016	D J PRINTING	HIGHWAY	69.00	
<b>68084</b>						
	01/16	01/19/2016	DEER CREEK TECHNOLOGIES LLC	ANNUAL SUPPORT	450.00	
<b>68085</b>						
	01/16	01/19/2016	DEPT OF ADMINISTRATION	POLICE OFFICER EXAMS	135.00	
	01/16	01/19/2016	DEPT OF ADMINISTRATION	POLICE OFFICER EXAMS	135.00	
	01/16	01/19/2016	DEPT OF ADMINISTRATION	POLICE OFFICER EXAMS	36.00	
<b>68086</b>						
	01/16	01/19/2016	DEPT OF ADMINISTRATION	DECEMBER FINES	3,033.72	

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68087						
	01/16	01/19/2016	DIVERSIFIED BENEFIT SERVICES	HRA ADMINISTRATIVE SERVICES	437.90	
<b>68088</b>						
	01/16	01/19/2016	DIVERSIFIED INSPECTIONS INC	FIRE DEPT	1,331.38	
<b>68089</b>						
	01/16	01/19/2016	EBSCO	SUBSCRIPTION	2,922.37	
<b>68090</b>						
	01/16	01/19/2016	EHLERS & ASSOCIATES INC	REG ID 88472819:TIM RHODE	220.00	
<b>68091</b>						
	01/16	01/19/2016	EMERGENCY APPARATUS MAINT. IN	ENGINE 2	617.12	
<b>68092</b>						
	01/16	01/19/2016	EMERGENCY MEDICAL PRODUCTS I	FIRE DEPT	1,618.50	
<b>68093</b>						
	01/16	01/19/2016	EWALD'S VENUS FORD INC	POLICE	79.27	
	01/16	01/19/2016	EWALD'S VENUS FORD INC	HIGHWAY	4.92	
	01/16	01/19/2016	EWALD'S VENUS FORD INC	CREDIT	79.27-	
<b>68094</b>						
	01/16	01/19/2016	FELLENZ, LINDA	KING KASE PROPERTY	4,355.00	
<b>68095</b>						
	01/16	01/19/2016	FLISS, DEBBIE	BEAUTIFICATION	36.00	
<b>68096</b>						
	01/16	01/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY	27.50	
	01/16	01/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY	47.98	
	01/16	01/19/2016	GENUINE PARTS COMP - MILWAUKE	CREDIT - HWY	47.98-	
	01/16	01/19/2016	GENUINE PARTS COMP - MILWAUKE	POLICE	69.12	
	01/16	01/19/2016	GENUINE PARTS COMP - MILWAUKE	RETURN OF MISC PARTS	276.10-	
	01/16	01/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY	262.50	
	01/16	01/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY	5.98	
	01/16	01/19/2016	GENUINE PARTS COMP - MILWAUKE	POLICE	226.66	
<b>68097</b>						
	01/16	01/19/2016	GILES ENGINEERING ASSOCIATES	IOWA AVE	128.50	
<b>68098</b>						
	01/16	01/19/2016	GLENDALE POLICE DEPT	WARRANT: BUTLER, BYRON 11-21-84	116.00	
<b>68099</b>						
	01/16	01/19/2016	GORDON, ELEANOR ROSE	ESCROW OVERPAYMENT	2,973.10	
<b>68100</b>						
	01/16	01/19/2016	GRAINGER INCORPORATED	CITY HALL	45.50	
<b>68101</b>						
	01/16	01/19/2016	HARCUS, JEREMY	TUITION REIMBURSEMENT PER CONTRACT	420.00	
<b>68102</b>						
	01/16	01/19/2016	HOUSE OF CORRECTION	NOVEMBER BOARDING	187.40	
	01/16	01/19/2016	HOUSE OF CORRECTION	DECEMBER BOARDING	308.20	
<b>68103</b>						
	01/16	01/19/2016	HOUSE OF CORRECTION	SWEATSHIRTS	551.00	
<b>68104</b>						
	01/16	01/19/2016	I A E I	MEMBERSHIP DUES	120.00	
<b>68105</b>						
	01/16	01/19/2016	ICC OF MILWAUKEE CO	DUES	350.00	
<b>68106</b>						
	01/16	01/19/2016	IMPERIAL SUPPLIES HOLDINGS INC	HIGHWAY	49.46	
	01/16	01/19/2016	IMPERIAL SUPPLIES HOLDINGS INC	FIRE DEPT	49.45	
	01/16	01/19/2016	IMPERIAL SUPPLIES HOLDINGS INC	GARAGE	91.57	
<b>68107</b>						
	01/16	01/19/2016	JACKMAN MOLTER, PATRICIA	PROGRAM	75.00	
<b>68108</b>						
	01/16	01/19/2016	JOURNAL/SENTINEL INC	PUBLICATION	56.25	

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	01/16	01/19/2016	JOURNAL/SENTINEL INC	PUBLICATION	143.34	
	01/16	01/19/2016	JOURNAL/SENTINEL INC	ELECTIONS	11.40	
<b>68109</b>						
	01/16	01/19/2016	KOLP, JANICE	LOTTERY CREDIT	121.27	
<b>68110</b>						
	01/16	01/19/2016	KUJAWA ENTERPRISES	PLANT MAINTENANCE	37.50	
<b>68111</b>						
	01/16	01/19/2016	LABOR ASSOC OF WISCONSIN INC	VISION INSURANCE	99.25	
<b>68112</b>						
	01/16	01/19/2016	LAKESIDE OIL COMPANY	GASOLINE	1,010.10	
	01/16	01/19/2016	LAKESIDE OIL COMPANY	DIESEL	1,541.29	
<b>68113</b>						
	01/16	01/19/2016	LARCHEID, DANIEL P	LOTTERY CREDIT	121.27	
<b>68114</b>						
	01/16	01/19/2016	LEAGUE OF WI MUNICIPALITIES	ANNUAL DUES	2,200.92	
<b>68115</b>						
	01/16	01/19/2016	LIONEL RAILROAD CLUB INC	PROGRAM PRESENTATION	50.00	
<b>68116</b>						
	01/16	01/19/2016	LITHO SPECIALISTS	W-2 & 1099	87.85	
	01/16	01/19/2016	LITHO SPECIALISTS	W-2 & 1099	249.11	
<b>68117</b>						
	01/16	01/19/2016	LOCATE PLUS CORPORATION	LOCATE PLUS WEBSITE USAGE	50.95	
<b>68118</b>						
	01/16	01/19/2016	M A D A C C	1st QUARTER OPERATING/CAPITAL PROJ	3,459.05	
<b>68119</b>						
	01/16	01/19/2016	METRO MUNICIPAL CLERKS ASSN	JEAN M DEMORES - DUES	30.00	
	01/16	01/19/2016	METRO MUNICIPAL CLERKS ASSN	ANNE B UECKER DUES	30.00	
<b>68120</b>						
	01/16	01/19/2016	MIDWEST FIBER NETWORKS LLC	INTERNET SERVICE	800.00	
	01/16	01/19/2016	MIDWEST FIBER NETWORKS LLC	1GB DEDICATED TRANSPORT LINE	549.21	
<b>68121</b>						
	01/16	01/19/2016	MILW CO FEDERATED LIBRARY SYS	4TH QTR 2015	231.64	
	01/16	01/19/2016	MILW CO FEDERATED LIBRARY SYS	4TH QTR 2015	60.76	
	01/16	01/19/2016	MILW CO FEDERATED LIBRARY SYS	4TH QTR 2015	32.20	
	01/16	01/19/2016	MILW CO FEDERATED LIBRARY SYS	4TH QTR 2015	132.00	
<b>68122</b>						
	01/16	01/19/2016	MILW CO SHERIFF'S DEPT	DEC BOARDING & COMM FEES	282.80	
<b>68123</b>						
	01/16	01/19/2016	MILW CO TREASURER	DECEMBER FINES	1,110.80	
<b>68124</b>						
	01/16	01/19/2016	MILW POWER EQUIPMENT LLC	CHAIN SAWS	5.24	
	01/16	01/19/2016	MILW POWER EQUIPMENT LLC	CHAIN SAWS	32.34	
<b>68125</b>						
	01/16	01/19/2016	MILW PUBLIC LIBRARY	TIPPECANOE - REPLACEMENT MATERIALS	14.99	
<b>68126</b>						
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	COMMON COUNCIL	3.74	
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	ADMINISTRATRO	9.50	
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	GENERAL OFFICE	2.77	
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	CLERK/TREASURER	55.55	
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	INSPECTION	32.76	
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	COURT	21.17	
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	CITY HALL	21.53	
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	POLICE	186.42	
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	FIRE	199.12	
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	HEALTH	72.91	
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	ENGINEERING	62.62	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	HIGHWAY	153.42	
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	MECHANIC	12.41	
	01/16	01/19/2016	MINNESOTA MUTUAL LIFE INS	LIBRARY	59.82	
<b>68127</b>						
	01/16	01/19/2016	NASSCO INCORPORATED	CITY HALL	166.21	
	01/16	01/19/2016	NASSCO INCORPORATED	CACL2	752.64	
<b>68128</b>						
	01/16	01/19/2016	NAT'L ASSN OF TOWN WATCH	NATIONAL NIGHT OUT	35.00	
<b>68129</b>						
	01/16	01/19/2016	OFFICE DEPOT INCORPORATED	PD OFFICE SUPPLIES	191.57	
<b>68130</b>						
	01/16	01/19/2016	O'REILLY AUTO PARTS	HWY	39.50	
	01/16	01/19/2016	O'REILLY AUTO PARTS	CREDIT	39.50-	
	01/16	01/19/2016	O'REILLY AUTO PARTS	HWY	11.46	
	01/16	01/19/2016	O'REILLY AUTO PARTS	CREDIT	11.46-	
	01/16	01/19/2016	O'REILLY AUTO PARTS	HWY #8	18.99	
<b>68131</b>						
	01/16	01/19/2016	PLUMBING INSPECTORS ASSN	DUES	40.00	
<b>68132</b>						
	01/16	01/19/2016	POMP'S TIRE SERVICE	HWY #26	440.44	
	01/16	01/19/2016	POMP'S TIRE SERVICE	HWY #66	140.33	
<b>68133</b>						
	01/16	01/19/2016	RED THE UNIFORM TAILOR	CLOTHING	668.90	
<b>68134</b>						
	01/16	01/19/2016	ROBLES, SOCORRO	CEI TRAINING MILEAGE	27.37	
<b>68135</b>						
	01/16	01/19/2016	SHRED-IT USA LLC	DOCUMENT SHREDDING	96.28	
<b>68136</b>						
	01/16	01/19/2016	SNOW PLOW SOLUTIONS INC	HWY #1	109.78	
<b>68137</b>						
	01/16	01/19/2016	SOUTH SHORE CHAMBER OF COM	ANNUAL DUES	195.00	
	01/16	01/19/2016	SOUTH SHORE CHAMBER OF COM	ANNUAL DUES	80.00	
<b>68138</b>						
	01/16	01/19/2016	ST FRANCIS FIREFIGHTERS ASSN	UNION DUES	840.00	
<b>68139</b>						
	01/16	01/19/2016	ST FRANCIS HISTORICAL SOCIETY	KITZINGER DONATION	25,000.00	
<b>68140</b>						
	01/16	01/19/2016	ST FRANCIS PROF POLICE ASSN	UNION DUES	640.50	
<b>68141</b>						
	01/16	01/19/2016	ST FRANCIS TREASURER	CORA AVE - WEED CUTTING	210.00	
	01/16	01/19/2016	ST FRANCIS TREASURER	1306 E BOLIVAR AVE	1,038.14	
	01/16	01/19/2016	ST FRANCIS TREASURER	2517 E NORWICH AVE	296.00	
	01/16	01/19/2016	ST FRANCIS TREASURER	1630 E LAYTON AVE	167.27	
<b>68142</b>						
	01/16	01/19/2016	STILIN, KATHY	PROGRAMMING SUPPLIES	19.03	
<b>68143</b>						
	01/16	01/19/2016	SUDZ WASH & LUBE	CARWASHES W/WAXES & UNDERBODY	36.00	
<b>68144</b>						
	01/16	01/19/2016	TAPCO	HOWARD & 794	240.00	
	01/16	01/19/2016	TAPCO	SIGNALS	1,983.75	
<b>68145</b>						
	01/16	01/19/2016	TDS METROCOM	LIBRARY	254.14	
<b>68146</b>						
	01/16	01/19/2016	TITAN PUBLIC SAFETY SOLUTIONS	ANNUAL SUPPORT	7,663.00	
<b>68147</b>						
	01/16	01/19/2016	TRAFFIC ENGINEERING SERVICE	SIGNAL TIMING	1,752.50	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
<b>68148</b>	01/16	01/19/2016	TRAFFIC ENGINEERING SERVICE	PENN & WHITNALL	33.75	
	01/16	01/19/2016	TRI-STATE EQUIPMENT CO. INC.	HIGHWAY	31.57	
	01/16	01/19/2016	TRI-STATE EQUIPMENT CO. INC.	HIGHWAY	73.65	
	01/16	01/19/2016	TRI-STATE EQUIPMENT CO. INC.	HIGHWAY	45.24	
	01/16	01/19/2016	TRI-STATE EQUIPMENT CO. INC.	HIGHWAY	37.44	
	01/16	01/19/2016	TRI-STATE EQUIPMENT CO. INC.	HIGHWAY	10.92	
<b>68149</b>						
<b>68150</b>	01/16	01/19/2016	US BANK NATL ASSOC	KONICA MINOLTA COPIER	246.00	
<b>68151</b>	01/16	01/19/2016	V A L U E IN LOCAL GOVERNMENT	MEMBERSHIP FEE	35.00	
	01/16	01/19/2016	VERIZON WIRELESS	POLICE	68.17	
	01/16	01/19/2016	VERIZON WIRELESS	ELECTED OFFICIALS/GEN OFFI	386.68	
	01/16	01/19/2016	VERIZON WIRELESS	POLICE	354.34	
	01/16	01/19/2016	VERIZON WIRELESS	FIRE	50.37	
	01/16	01/19/2016	VERIZON WIRELESS	HEALTH	100.06	
	01/16	01/19/2016	VERIZON WIRELESS	ENGINEERING	50.37	
	01/16	01/19/2016	VERIZON WIRELESS	ELECTED OFFICIALS/GEN OFFI	320.08	
	01/16	01/19/2016	VERIZON WIRELESS	ENGINEERING	41.95	
	01/16	01/19/2016	VERIZON WIRELESS	RECYCLING	.97	
	01/16	01/19/2016	VERIZON WIRELESS	TAPCO	16.61	
	01/16	01/19/2016	VERIZON WIRELESS	FIRE	172.35	
	01/16	01/19/2016	VERIZON WIRELESS	INSPECTION	58.38	
	01/16	01/19/2016	VERIZON WIRELESS	POLICE	362.59	
<b>68152</b>						
<b>68153</b>	01/16	01/19/2016	VERMEER SALES & SERVICE INC	TREE TRIMMING	1,244.35	
<b>68154</b>	01/16	01/19/2016	VRETENAR, CRAIG	MILEAGE	89.13	
<b>68155</b>	01/16	01/19/2016	W P H A	AGENCY MEMBERSHIP	200.00	
<b>68156</b>	01/16	01/19/2016	WASTE MANAGEMENT OF WI-MN	TIRES	662.40	
	01/16	01/19/2016	WASTE MANAGEMENT	RECYCLING	8,333.40	
	01/16	01/19/2016	WASTE MANAGEMENT	RUBBISH	24,097.20	
	01/16	01/19/2016	WASTE MANAGEMENT	4235 S NICHOLSON AVE	266.28	
<b>68157</b>						
<b>68158</b>	01/16	01/19/2016	WASTE MANAGEMENT OF WI-MN	YARD WASTE	2,703.36	
<b>68159</b>	01/16	01/19/2016	WAUWATOSA, CITY OF	MEMBERSHIP:ST FRANCIS PD	100.00	
<b>68160</b>	01/16	01/19/2016	WAWP	REGISTRATION & RENEWAL: MCMANUS, H	120.00	
<b>68161</b>	01/16	01/19/2016	WE ENERGIES	LIBRARY	585.10	
<b>68162</b>	01/16	01/19/2016	WI DEPT OF JUSTICE	BACKGROUND CHECKS	105.00	
	01/16	01/19/2016	WI IMAGINING SOLUTIONS LLC	11323 MONTHLY CONTRACT	21.43	
	01/16	01/19/2016	WI IMAGINING SOLUTIONS LLC	11311 MONTHLY CONTRACT	46.32	
	01/16	01/19/2016	WI IMAGINING SOLUTIONS LLC	11295 MONTHLY CONTRACT	340.23	
	01/16	01/19/2016	WI IMAGINING SOLUTIONS LLC	FIRE DEPT	8.60	
	01/16	01/19/2016	WI IMAGINING SOLUTIONS LLC	TONER	8.90	
<b>68163</b>	01/16	01/19/2016	WI MUNI COURT CLERK ASSOC	DUES	40.00	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
68164	01/16	01/19/2016	WILNET ENGINEERING LLC	POLICE DEPT	528.27	
	01/16	01/19/2016	WILNET ENGINEERING LLC	POLICE DEPT	63.13	
	01/16	01/19/2016	WILNET ENGINEERING LLC	POLICE DEPT	261.08	
	01/16	01/19/2016	WILNET ENGINEERING LLC	MCAFEE	198.00	
	01/16	01/19/2016	WILNET ENGINEERING LLC	FAXING	97.98	
<b>68165</b>	01/16	01/19/2016	WYNNE CORPORATION	SYRINGES	202.96	
Grand Totals:					<u>4,123,563.13</u>	

CERTIFY APPROPRIATION IS AVAILABLE TO MEET THESE CLAIMS AND RECOMMEND THEIR ALLOWANCE:

COMMON COUNCIL:

\_\_\_\_\_  
Council President

\_\_\_\_\_  
1st District Alderperson

\_\_\_\_\_  
1st District Alderperson

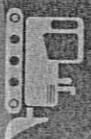
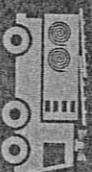
\_\_\_\_\_  
2nd District Alderperson

\_\_\_\_\_  
3rd District Alderperson

\_\_\_\_\_  
3rd District Alderperson



TRENDING



# What's Trending in Public Finance

#Ehlers WI Public Finance Seminar  
February 11-12, 2016

At the Kalahari Resort  
1305 Kalahari Drive  
Wisconsin Dells, WI 53965



**EHLERS**  
LEADERS IN PUBLIC FINANCE

[Click to Register](#)

# AGENDA



## Day One - Thursday, February 11

**8:45 a.m.**

### Welcoming Remarks

SPEAKER: Steve Apfelbacher, Ehlers

**9:00 a.m.**  
(Choose One)

### Issuing Debt in Wisconsin

Learn what the basics are to issuing debt in Wisconsin. This session will cover the planning for, and process involved in, issuing debt.

SPEAKER: Patrick Malloy, Ehlers

**10:00 a.m. - BREAK**

**10:15 a.m.**  
(Choose One)

### The increasing importance of Primary and Secondary Disclosure

Following the SEC's MCDG initiative, primary and secondary disclosure has become much more than an afterthought when it comes to issuing debt. Learn your responsibilities, your role, the role of your municipal advisor and disclosure counsel.

MODERATOR: Phil Cosson, Ehlers  
SPEAKERS: Sara Beecher, Ehlers; Jeff Peelen, Q&B; John Mehan, Baird

**11:15 a.m.**  
(Choose One)

### Best Practices for Issuers

Debt management is an integral component of the finance function and spans a broad spectrum from planning to post-issuance compliance. This session will focus on the key aspects of debt management, including essential elements of a debt management policy, best practices for issuers, and interaction with governing bodies.

SPEAKER: Brian Reilly, Ehlers

### Tax Increment Financing

What are the basics and what do the recent changes have in store for Wisconsin municipalities who employ the economic development tool.

SPEAKER: Maureen Schiel, Ehlers

### Municipal Bond Ratings

Obtaining a credit rating is typically an important part of the debt issuance process. Our panel will provide answers to some of the most frequent questions posed by issuers relative to the process and outcomes, and will also provide perspective on current topics of interest impacting local government ratings.

MODERATOR: Todd Taxes, Ehlers  
SPEAKERS: Katie Gregory, Moody's; John Kenward, S&P

### What Attracts Development to a Community

One of the most frequent questions we hear is "how do we get development". This panel discussion will focus on what are the key factors developers look at when deciding where to focus their development efforts.

MODERATOR: Sean Lentz, Ehlers  
PANEL: SR Mills, Bear Commercial, LLC; Richard W. Lincoln, Mandel Group, Inc.

**12:15 p.m. - LUNCH**

#IssuerBestPractices

#MunicipalBondRatings

# AGENDA



## Day One - Thursday, February 11

**1:15 p.m.**  
(Choose One)

### Debt Case Studies

Hear how the Village of Bayside utilized Special Assessment B Bonds to create a water system and how the Town of Brookfield structured the financing for the Corners Development.

SPEAKER: Jim Mann, Ehlers

### Financial Management Plans

Learn the importance of, and the general basics of, developing a financial management plan for your community.

SPEAKER: Greg Johnson, Ehlers

**2:15 p.m. – BREAK**

**2:30 p.m.**  
(Choose One)

### Financial Statements

This session will walk you through your financial statement and the key components of that statement.

MODERATOR: Dawn Gunderson-Schiel, Ehlers

SPEAKER: Dave Maccoux, Schenck

### Five Subjects for Implementing an Effective Investment Program Today

This session will focus on 5 things necessary to implement an effective investment program that is simple to administrator and adheres to the principals of Safety, Liquidity and Yield. The areas of focus will be 1) Investment Policies, 2) Cash Flow Forecasts 3) Banking Services Evaluation 4) Safety/Collateral and 5) Evaluation of Permissible Investments

SPEAKER: Ken Herdeman, Jack Fay, Dawn Lawson, EIP

**3:30 p.m. – BREAK**

**3:45 p.m.**  
(Choose One)

### Water Utilities – Current Trends and Successful Rate Cases

Sit back and hear from the PSC of the issues water utilities are facing in Wisconsin and how to position your utility for its next rate adjustment.

MODERATOR: Jon Cameron, Ehlers

SPEAKERS: Jeff Stone, Administrator, Division of Water, Compliance & Consumer Affairs, PSC, Anne Waymouth, PSC

**5:00 p.m. – RECEPTION**

**6:30 p.m. – Dinner on you own**

#FinancialStatements

#AmortizingFun

# AGENDA



## Day Two - Friday, February 12

### 8:00 a.m. — BREAKFAST

8:30 a.m.

#### Unique Application of Municipal Debt Instruments

Learn about the issuance of Industrial Revenue Bonds and the application of WEDA Tax Credits to projects.

MODERATOR: Phil Cosson, Ehlers

SPEAKERS: Lynda Templen, Whyte Hirschboeck Dudek and SR Mills; Bear Commercial, LLC

9:45 a.m.

#### How MSRB Rule G-42 Will Impact You, The Issuer

In June, 2016, Municipal Advisors will be subject to a new federal regulation which details standards of conduct that municipal advisors owe to their municipal clients. This session will help you understand what these provisions will require and the duties owed.

SPEAKERS: Steve Aptelbacher, Ehlers

### 10:00 a.m. - BREAK and CHECK-OUT

10:30 a.m.

#### Minnesota vs. Wisconsin – Who's winning the Economic Development Game and Why!

When it comes to Packers vs. Vikings or Badgers vs. Gophers, Wisconsin has often had the upper hand, however in the Economic development arena, it's been a different story. The two economies, once similar, have been diverging for a long time. The Wisconsin Taxpayers Alliance has published a new Study entitled "Two Economies, One Rare Metro" comparing the two states in various categories including job growth and the mix of industries in each State. Todd Berry, the Executive Director of the Alliance will present this report and discuss the things that Wisconsin might consider to help improve its prospects going forward.

SPEAKER: Todd Berry, Wisconsin Taxpayers Alliance

MODERATOR: Mike Harrigan, Ehlers

11:45 a.m.

#### Closing Remarks

SPEAKER: Mike Harrigan, Ehlers



# City of St. Francis

POLICE DEPARTMENT

**Thomas A. Dietrich**

Chief of Police

thomas.dietrich@stfranwi.org

12-21-15

Honorable Mayor Cory Ann St. Marie-Carls  
Distinguished Common Council Members

The following training request is for me to attend a three day conference being presented by the Wisconsin Police Leadership Foundation. The training is being held on February 8 – 10, 2016, at the Kalahari Convention Center in Wisconsin Dells.

This conference has excellent speakers presenting current information on topics for today's leaders in law enforcement agencies. Presentations include; Lessons Learned from Ferguson MO, Emerging trends in Law Enforcement Technology, 21<sup>st</sup> Century Recruiting, and Legal updates.

At this year's conference the St Francis Police Department will be recognized by WILEAG (Wisconsin Law Enforcement Accreditation Group) for achieving Accreditation for the Core Standards Verification Program. This is a program that involves development and review of CORE department policies reducing inherent issues related to high risk law enforcement operations.

The cost of the conference is a budgeted item and is \$135.00 to attend. A travel authorization form is attached. Thank you for your time and consideration in this matter.

Respectfully Submitted,

A handwritten signature in cursive script that reads 'Thomas A. Dietrich'.

Thomas A Dietrich  
Chief of Police

## CITY OF ST FRANCIS TRAVEL AUTHORIZATION

NAME: Thomas Dietrich      DEPARTMENT: Police Dept.  
 TITLE: Chief                      DESTINATION: WI Dells  
 DEPARTURE DATE: 2-8-16    RETURN DATE: 02-10-16  
 PURPOSE OF TRIP: WCPA Conference

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### EXPENSE SUMMARY:

Transportation: [X] City [ ] Private Miles _____	N/A
Lodging 3 nights	<b>\$237.00</b>
Meals: (B) \$8.00    1 (L) \$10.00    1 (D) \$20.00	<b>\$ 30.00</b>
Registration Fee	<b>\$135.00</b>
Parking/Taxi Fees	
Miscellaneous: (Receipts Attached)	
<b>TOTAL</b>	<b>\$402.00</b>

IS THIS A BUDGETED ITEM?     Yes                       No

---

### TO BE COMPLETED BY DEPARTMENT HEAD

- 1) Travel Will Require Overtime/ **NO**
- 2) Overtime Replacement Required/ **NO**

Department Head Chief Thomas Dietrich                      Date: 1-21-15  
 City Administrator [Signature]    Date: 1-12-16

SUBMIT ACTUAL RECEIPT COPIES TO CLERK'S OFFICE FOR REIMBURSEMENT

## Sunday, February 7th

### Schedule of Events

Start Time	End Time	Description	Location
10:00am	2:00pm	WCPA/WPLF Joint Board Meeting (includes working lunch)	Guava Room
10:00am	6:00pm	Attendee Conference Registration	Registration Booth #2
2:00pm	6:00pm	Early Exhibitor Registration & Booth Set-Up	Registration Booth #3
1:00pm	5:00pm	Wisconsin Police Executive Group (WIPEG) Meeting	Portia Room
3:00pm	4:00pm	WCPA Nominating Committee Meeting	Mahogany
6:00pm	11:00pm	Superbowl Party: <i>Sponsored by Bio Tec</i>	Rooms A & H

## Monday, February 8th

### Schedule of Events

Start Time	End Time	Description	Location
7:00am	8:00am	Complimentary Continental Breakfast	Exhibition Hall
7:00am	5:00pm	Attendee Conference Registration	Registration Booth #2
7:00am	9:30am	Exhibitor Registration & Booth Set-Up	Registration Booth #3
8:00am	8:30am	<b>Opening Ceremony</b>	Rooms A, B, G & H
8:30am	9:00am	<b>"Annual Business Meeting"</b> Presented by WCPA President Dave Funkhouser & Speeches by Candidates for WCPA for 3rd Vice-President Election. <b>NOTE:</b> <i>Election ballots are available in the same rooms and votes may be cast any time between 9:00am to 5:00pm.</i>	Rooms A, B, G & H
9:00am	9:45am	<b>"Lessons Learned From Ferguson, MO":</b> Presented by Chief John Belmar (St. Louis Co. Police Dept.)	Rooms A, B, G & H
9:30am	7:30pm	Exhibition Hall/Booth Displays Open	Exhibition Hall
9:45am	10:30am	Break with Exhibitors: <i>Sponsored by C-Tech Manufacturing</i>	Exhibition Hall
10:30am	12:00pm	<b>"Lessons Learned From Ferguson, MO"</b> (continued)	Rooms A, B, G & H
12:00pm	1:00pm	Lunch with Exhibitors: <i>Sponsored by General Motors</i>	Exhibition Hall
1:00pm	1:45pm	<b>"Lessons Learned From Ferguson, MO"</b> (continued)	Rooms A, B, G & H
1:45pm	2:30pm	<b>"Emerging Trends in Law Enforcement Technology"</b> Presented by Taser®, Int.	Rooms A, B, G & H
2:30pm	3:15pm	Break with Exhibitors: <i>Sponsored by Red the Uniform Tailor</i>	Exhibition Hall
3:15pm	5:00pm	<b>"Emerging Trends in Law Enforcement Technology"</b> (continued)	Rooms A, B, G & H
3:30pm	4:30pm	WCPA Training Committee Meeting	Mahogany Room
5:30pm	7:30pm	Host Chief's/Exhibitor Appreciation Night	Exhibition Hall

## Tuesday, February 9th

### Schedule of Events

Start Time	End Time	Description	Location
6:45am	7:45am	Non-Denominational Prayer Breakfast	Tamboti-Marula Room
7:00am	8:00am	Wisconsin Law Enforcement Accreditation Group (WILEAG) Breakfast	Portia Room
7:00am	8:00am	Complimentary Continental Breakfast	Exhibition Hall
8:00am	5:00pm	Attendee Conference Registration	Registration Booth #2
8:00am	8:15am	" <i>Annual Business Meeting</i> " (continued from Monday) & 3rd Vice-President Election Results	Rooms A, B, G & H
8:15am	9:45am	" <i>Intelligence Led Public Safety, Problem Solving through Public Safety Technology</i> " Presented by Motorola Solutions Staff	Rooms A, B, G & H
9:00am	3:00pm	Exhibition Hall/Booth Displays Open	Exhibition Hall
9:45am	10:30am	Break with Exhibitors <i>Sponsored by Baycom</i>	Exhibition Hall
10:30am	12:00pm	" <i>Technologies to Improve Communications at Incidents</i> " Presented by Eugene Oldenburg & Tom Czaja	Rooms A, B, G & H
12:00pm	1:00pm	Lunch with Exhibitors: <i>Sponsored by Motorola Solutions</i>	Exhibition Hall
1:00pm	2:30pm	" <b>ATTENDEE'S CHOICE TRAINING BREAK-OUT SESSIONS</b> " Attendee's May Choose to Attend Any of the Sessions Listed Below in the First (1:00pm) or the Second (3:15pm) Circuit. <b>NOTE:</b> Seating for Training Break-Out Sessions is Limited. Please Arrive Early.	-
-	-	" <i>Credentialing in Wisconsin</i> ": Presented by David Klein (WI Emergency Management Mission Support Analyst)	Suite E
-	-	" <i>21st Century Recruiting</i> " Presented by Chief Brad Wendlandt (Greenfield Police Dept.)	Suite F
-	-	" <i>Lessons Learned: Trestle Trail Shooting in Menasha, WI</i> " Presented by Menasha Police Dept.	Guava-Tamarind Rooms
2:30pm	3:15pm	Break with Exhibitors <i>Sponsored by Blauer Manufacturing</i>	Exhibition Hall
3:15pm	4:45pm	" <b>ATTENDEE'S CHOICE TRAINING BREAK-OUT SESSIONS</b> "	-
-	-	" <i>Credentialing in Wisconsin</i> "	Suite E
-	-	" <i>21st Century Recruiting</i> "	Suite F
-	-	" <i>Lessons Learned: Trestle Trail Shooting in Menasha, WI</i> "	Guava-Tamarind Rooms
6:00pm	7:00pm	President's Reception	Rooms A, B, G & H
7:00pm	9:00pm	President's Banquet Dinner <i>Sponsored by American Military University (AMU)</i>	Rooms A, B, G & H

## Wednesday, February 10th

### Schedule of Events

Start Time	End Time	Description	Location
7:00am	8:00am	FBINAA Wisconsin Chapter Breakfast <b>NOTE:</b> <i>RSVP for FBINAA Members Only</i>	Guava-Taramind Rooms
8:00am	9:30am	" <b>Legal Update</b> " Presented by: Asst. Attorney General Dave Perlman (Wisconsin Dept. of Justice)	Rooms A, B, G & H
9:30am	9:45am	Break	-
9:45am	11:30am	" <b>Legal Update</b> " Presented by Kyle Gulya (Von Briesen & Roper S.C.)	Rooms A, B, G & H

**NOTE:** Complimentary Continental Breakfast is NOT Available on Wednesday, but coffee will be available in the room where training is being conducted.



# City of St. Francis

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

January 14, 2016

Honorable Mayor and Common Council  
City of St. Francis

Subject: Training Request – Annual Concrete Pavement Conference

Mayor and Common Council:

I am requesting for myself and Jim Lindhorst, Assistant City Engineer to attend the annual concrete pavement conference in Madison, Wisconsin. The conference is February 11 and 12, 2016. The conference offers sessions to continue our engineering education required to keep our Professional Engineering licenses required for our positions with the City.

Respectfully submitted,

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

## CITY OF ST FRANCIS TRAVEL AUTHORIZATION

NAME:	<u>Melinda Dejewski, Jim Lindhorst</u>	DEPARTMENT:	<u>Engineering</u>
TITLE:	<u>City Engineer, Asst. City Engineer</u>	DESTINATION:	<u>Concrete Pavement Conference</u>
DEPARTURE DATE:	<u>February 11, 2016</u>	RETURN DATE:	<u>February 12, 2016</u>
PURPOSE OF TRIP:	<u>Continuing education.</u>		

### EXPENSE SUMMARY

Transportation: <input type="checkbox"/> City <input checked="" type="checkbox"/> Private Miles = 328 (we are carpooling each day)	\$170.00
Lodging: none	\$0.00
Meals: <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input checked="" type="checkbox"/> Included lunch on days of event	\$0.00
Registration Fee	\$250.00
Parking/Taxi Fees	\$0.00
Miscellaneous:	\$0.00
<b>TOTAL</b>	<b>\$420.00</b>

IS THIS A BUDGETED ITEM?     Yes                       No

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#### TO BE COMPLETED BY DEPARTMENT HEAD

1) Travel Will Require Overtime     Yes                       No  
 If Required, Cost of Overtime for Employee \$\_\_\_\_\_

2) Overtime Replacement Required  Yes                       No  
 If Required, Cost of Replacement: \$\_\_\_\_\_

Department Head *Melinda K. Dejewski*

Date: 1-14-2016

City Administrator \_\_\_\_\_

Date: \_\_\_\_\_



*Moving forward with concrete results*

# **WCPA 2016 Annual Concrete Pavement Workshop**

**February 11-12, 2016**

*\*8.5 Professional Development Hours are available\**

**Madison Marriott West**

**1313 John Q Hammons Drive, Middleton, WI 53562**





# Workshop Agenda

## Thursday, February 11, 2016



- 8:00 AM Registration, Light continental breakfast and Exhibitor Showcase
- 10:00 AM Welcome and Concrete Pavements in Wisconsin Opening Remarks:  
Kevin McMullen – Wisconsin Concrete Pavement Association
- 10:30 AM National Concrete Pavement Update: Gerald Voigt – American Concrete  
Pavement Association
- 11:15 AM Wisconsin Department of Transportation Budget and 2016 Program Update: Secretary Mark  
Gottlieb and Division Administrator Joe Olson – Wisconsin Department of Transportation
- 11:30 AM WisDOT Update on Concrete Pavement Initiatives: Steve Krebs - Wisconsin Department of  
Transportation
- 12:00 PM Lunch with Special Guest Speaker Matt Lepay – The Voice of the Badgers
- 1:30-4:00 PM Break Out Sessions – select one topic from each session:**

### CONSTRUCTION TRACK

### DESIGN/RESEARCH TRACK

<b>Session 1:</b> <b>1:30-2:15 PM</b>	Assuring Americans with Disabilities Act Standards in Construction – Paul Vraney and Peter Amakobe, Wisconsin Department of Transportation	The Fundamentals of Life Cycle Cost Analysis - Leif Wathne, American Concrete Pavement Association
<b>Session 2:</b> <b>2:25-3:10 PM</b>	Stringless Technology: Where Are We At Today - Anthony Cerisano, Flores Automation	Design and Construction of Concrete Overlays - Dale Harrington, National Center for Concrete Pavement Technology
<b>Session 3:</b> <b>3:20-4:05 PM</b>	The Attributes of Successful Urban Paving Projects - Heath Schopf, Wisconsin Concrete Pavement Association	Wisconsin Highway Research Program and Innovation Efforts of WisDOT - Lori Richter and David Esse, Wisconsin Department of Transportation

- 4:15 PM A New Approach To Municipal Project Funding in Wisconsin: Rick Hermus – Integrated Public Resources, LLC
- 4:45 PM Wisconsin 2014 and 2015 Award Winning Concrete Pavement Projects: Kevin McMullen and Steve Krebs
- 5:15 PM Break
- 6:00-8:00 PM WCPA’s Wisconsin Tailgate Dinner, Scholarship Recognition and Exhibitor Showcase
- 8:00 PM-12 AM WCPA Hospitality Suite

# Workshop Agenda



## Friday, February 12, 2016

7:00 AM	Registration, Hot Continental Breakfast and Exhibitor Showcase
8:00 AM	The Sharper Image of Concrete; An In Depth Look at the Innovation in the Concrete Pavement Industry: Peter Taylor – National Concrete Pavement Technology Center
9:45 AM	Break
10:00 AM	Ethics and Legal Issues in the Concrete Industry: Jeffrey W. Coleman, P.E., FACI, Attorney at Law – The Coleman Law Firm, Minneapolis, MN
11:45 AM	Closing Remarks – Kevin McMullen
12:00 PM	Adjourn



## Professional Development Hours (PDH) for Engineers

There are **8.5 Professional Development Hours** available for attending this year's WCPA Workshop!

Conference attendees are entitled to receive 1 PDH credit for each clock hour of educational programming attended that maintains or expands the skills and knowledge relevant to the engineer's practice.

Your signature on the daily sign-in sheet will confirm your attendance and you will receive a certificate for your records.

## Hotel Accommodations



A block of rooms is being held at the Madison Marriott West for our group until **January 12, 2016**. Click on the link below, visit [www.wisconcrete.org](http://www.wisconcrete.org) or call 608-831-2000 for reservations.

[Book your group rate for Wisconsin Concrete Pavement Association](#)

Group Rate: \$128 + tax

A limited number of rooms are available at the state government rate on a first-come, first-served basis.

**Rooms will sell out quickly, so act fast!**

3 WAYS TO REGISTER

0 REGISTER

1. ONLINE: [www.wisconcrete.org](http://www.wisconcrete.org)
2. FAX: 608-240-1019
3. MAIL:

Wisconsin Concrete Pavement Association  
4001 Nakoosa Trail, Ste. 101  
Madison, WI 53714

*Moving forward with concrete results*

**WCPA 2016 Annual Concrete Pavement Workshop**

**WORKSHOP REGISTRATION**

**February 11-12, 2016**



Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

**Please list individual names and email address for each person and indicate which segments will be attended.**

Name	Email Address	Workshop Day 1 Thur. 2/11 <i>*5 PDH*</i> \$75	Tailgate Dinner Thur. 2/11 \$25	Hospitality Suite Thur. 2/11 \$0	Workshop Day 2 Fri. 2/12 <i>*3.5 PDH*</i> \$50

Do you have any dietary requirements we should ask the hotel to accommodate? (i.e. vegetarian, gluten-free, etc.). Please email to [slawniczak@wisconcrete.org](mailto:slawniczak@wisconcrete.org)

**TOTAL DUE: \$ \_\_\_\_\_**

Check Enclosed # \_\_\_\_\_       Credit Card       Invoice Me

Credit Card Information:      Total authorized charge: \$ \_\_\_\_\_

Name on card \_\_\_\_\_

Number \_\_\_\_\_

Exp. Date \_\_\_\_\_      CVV \_\_\_\_\_

Signature \_\_\_\_\_

**3 WAYS TO REGISTER**

1. ONLINE: [www.wisconcrete.org](http://www.wisconcrete.org)
2. FAX: 608-240-1019
3. MAIL:

Wisconsin Concrete Pavement Association  
4001 Nakoosa Trail, Ste. 101  
Madison, WI 53714

DATE: December 31,2015

TO: Honorable Mayor and Members of  
The Common Council

SUBJECT: Health Department Activities  
For the months of October, November and December, 2015

This is a quarterly breakdown of the activities of the St. Francis Health Department. If you have any questions or concerns, please feel free to contact me.

**HOME VISITS:**

Home visits are made by referral from physicians, hospitals, family members, residents, case finding and communities. Visits are categorized as:

PRIMARY PROBLEMS	CLIENTS
General Health Problems	104
Prenatal	2
Postpartum	11
Infant and Child Health	24
Infective and Parasitic Disease	131
Endocrine, Nutritional & Metabolic	9
Nervous System & Sense Organs	5
Circulatory System	3
Respiratory System	31
Musculoskeletal System & Connective Tissue	3

Mental Health	9
Nuisance	37
Housing	12
Insect, Rodents & Animal Problems	21
Solid Waste	18
Food:	17

Individual Home Visits and Telephone Triage = 197

**CLINICS:**

CLINIC TYPE	CLINIC VISITS
Immunizations	14
Blood Pressure	142
Adult & Child Health	2
Wisconsin Well Woman Program	1
Medicaid Outreach	19
Influenza Vaccine	218

**SCHOOL HEALTH:**

Individual Health Conferences	8
Treatments/Procedures/Medications	1351
Pediculosis Check	44
Vision and Hearing	3
Agency Services/Employee Consults	10

Instruction/teaching 230

Wellness/Health Promotion 1374

Letters for Compliance 72

Respectfully Submitted,

Kathy Scott R.N.  
Health Officer/Public Health Administrator

# ENGINEER'S REPORT JANUARY 2016

## ROAD PROJECT REPORT 2016

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	DESIGN ESTIMATE	INSPECTION ESTIMATE	UPDATE ON PROJECT
Denton from Packard to Barland	resurface	\$300,000.00	in-house	in-house	
Crawford Avenue Parking Lot	construct	\$325,000.00	in-house	in-house	
Martin Lane from Lake to Kirkwood	construct	\$350,000.00	in-house	in-house	
Removal of S. Brust – Bolivar to Whitnall	deconstruct/grant	\$200,000.00	in-house	in-house	
Watermain Trench Repair Program	reimbursement	\$60,000.00	in-house	in-house	
Sidewalk Replacement Program	repair/replacement	\$40,000.00	in-house	in-house	

## 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.

## 2014

ROAD	TYPE OF TREATMENT	CONSTRUCTION ESTIMATE	UPDATE ON PROJECT
Kansas from Layton to Whitnall	construct	\$500,000	Construction complete. All scheduled walk-throughs complete. Assessments 2016.

## 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.