



City of St. Francis
Common Council Meeting

February 17, 2016
7:00 p.m.

Roll Call:

Mayor St. Marie-Carls

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

Public Hearings:

Presentation:

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

- Michael Grimshaw – Citizen Comment - [Grimshaw Statement](#)
- Brian Kaebisch - Citizen Comment - [Kaebisch Comment](#)

Resolutions and Ordinances:

1. Resolution Concerning Discontinuance of a Portion of the South Ellen Street Right-of-Way in the City of St. Francis – Introduced 02/02/2016 - [Ellen Street Discontuiation Resolution 020216](#)
2. Charter Ordinance to Define the Role of Mayor as Chief Executive Officer and to Establish the Office of City Administrator - [Administrator Charter Ord 021116](#)

Minute Approval:

1. Minutes of the Common Council meeting held February 2, 2016 - [02-02-2016 Council Minutes](#)

Reports from Committees/Commissions/Boards:

1. Minutes of the License Committee meeting held February 2, 2016, 2016 - [License Minutes 02-02-2016](#)
2. Minutes of the Finance Committee meeting held February 2, 2016 - [Finance Minutes 02-02-2016](#)
3. Minutes of the Board of Public Works meeting held January 12, 2016 - [Board of Public Works Minute 01-12-2016](#)

Action Items from Committees/Commissions/Boards:

Action to be taken from the License Committee meeting held February 17, 2016

- License Committee Agenda dated February 17, 2016 - [2-17-16 License Agenda - Public versio](#)

Action to be taken from the Board of Public Works meeting held February 10, 2016

- Amendment of the 2016 Capital Road Projects to postpone the East Denton Avenue

Resurfacing Project until 2017 due to utility conflicts

Item Tabled from the February 2, 2016 Common Council meeting

- Moved by Alderman McSweeney, seconded by Alderman Klug to hire a part time Municipal Court Clerk for 10 hours per week at a rate of \$13.50 per hour. Moved by Alderwoman Flis seconded by Alderman Brickner to table this item. Motion carried.
-

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 –
 - Economic Development Committee – Thomas Bilot

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

1. Mayor's Update #79 - [Mayor Update 79-2-11-2016](#)
2. Application for Special Event Through City – UPAF for an event June 5, 2016 - [Special Event - UPAF](#)
3. 02/09/2016 from the City Clerk/Treasurer re: Purchase of Software License - [Purchase Request - City Clerk](#)
4. Petition for a Special Privilege – Joan Kelly, Owner – Lovely Salon, Inc. - [Special Use Petition](#)
5. Correspondence from PJ Early re: Investigation of Accusation - [PJ Early Correspondence](#)
6. Open Meetings Request from the Mayor - [Mayor's -Announcement Open Mtg Law requirements Feb 2016-Council -2docx](#)
7. Correspondence from Gracie Liebentein re: Care of Sidewalks - [Sidewalk Complaint](#)

Discussion Items with Possible Action:

1. Voucher List dated February 17, 2016 in the amount of \$2,453,498.44 - [2-16-16 Voucher List](#)
2. Placement of ad in the St. Francis Scholarship Pageant program - [Pageant Program Ad](#)

Training/Conference/Seminar Requests:

1. Court Safety and Security Conference – Kevin Jackson - [Court Safety Conference](#)
2. MTAW Conference – Deputy Clerk/Treasurer DeMores - [MTAW Conference](#)
3. Building Inspectors Institute – Building Inspector Vretenar - [BI training request 4-2016](#)

Comments on Prior, Present and Potential Agenda Items:

1. City Attorney
2. City Administrator
3. Department Heads
 - Inspection Department 2015 Year End Report – Building Inspector Vretenar - [2015 Inspection Report](#)
 - February Engineer's Report – City Engineer - [February Engineers Report](#)
4. Alderpersons
 - Open Meetings Law – Statement by Alderman McSweeney - [Alderman McSweeney Statement](#)
 - Taxes and Assessments – Levy Comparison - [Levy Comparison](#)
5. Mayor
 - Building Schedule Update
 - Upcoming Public Hearing Dates
 - Year End Departmental Report Update
 - Mayor's Ad Hoc Task Force Update - [Mayors Ad Hoc Task Group Update 2-11-2016](#)

1. Adjourn to Closed Session: Roll Call Vote Required – 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

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

- 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.

Anne Uecker

From: Michael Grimshaw <michael.grimshaw1@gmail.com>
Sent: Thursday, February 11, 2016 3:44 PM
To: Anne Uecker
Cc: Michael Grimshaw; P. J.
Subject: Citizen comment to be placed on file

I intend to read an excerpt of this essay taking less than five minutes during the citizen comments portion of the Common Council meeting on Wednesday February 17th. Please place the entire essay on file. I apologize, that I was still polishing the essay when I was informed of the due date and time to get any items on the agenda with 15 minutes to spare.

To the members of the Common Council, Mayor, and citizens of the city of St. Francis.

Until last week, even though I had attended a few council meetings and I've had several lengthy conversations with the Mayor, I really didn't know anything about the government in our City. And much of what I thought I knew was incorrect.

First I want to discuss a few definitions. I feel I should apologize for getting pedantic; It's necessary because I want to make sure we're all speaking the same language.

So here we go: the Office the of Mayor is described in the Wisconsin state statute as the Chief Executive Officer of the City. If this were the Federal government, this person would be called The President. So when someone says Mayor, think President. If we remember what we learned in grade school, this Office is in the Executive branch of government.

The Aldermen and the Mayor together make up the Common Council. The Mayor conducts the meetings, but only votes in the event of a tie. What they are doing is creating executive orders, (<<-- find correct term for this) which are the instructions to the paid staff concerning the operation of the City. The common council also has the ability to change the laws which we are all required to follow. If you remember your grade school civics lesson, you would recognize the Common Council as the Legislative Branch of our City's government. When someone says Common Council, think Congress.

There are three kinds of pronouncements (called "motions") the Common Council can pass : instructions (<<-- again, not the right word) which are similar to executive orders, Ordinances, sometimes called laws, and the City Charter, which is our version of the Constitution.

The Offices of Aldermen and Mayor are part time positions. But the City requires full time management. This is why we have a City Administrator. The City Administrator shares operational authority with the Mayor. Many of their activities overlap. If we were discussing the equivalent of the City Administrator at the Federal level,

we would call him the Chief of Staff. His mandate is to ensure the smooth operation of all City business. This full time position requires a highly qualified person.

Now that we have some basic facts we can agree on, Let's move on to what this proposed change is about.

The Parable of Good fences make Good Neighbors.

Two residents, Alex and Brandon lived next door to each other for decades. They both knew where the lot line was and they were always respectful of each others' property. When boundaries were occasionally crossed, they discussed it with each other and corrected their behavior. Time went by and Alex moved away. Unfortunately for Brandon, his new neighbor Charlie wasn't so careful. After several infractions, and *in order to ensure peace between him and his neighbor*, Brandon put up a fence. The fence was short enough to speak across, but tall enough that it wouldn't be stepped over. The boundary has always been there. It simply wasn't enforced with a fence. When Brandon moves to a new home, the next person to live there will probably appreciate the fence. But of course he or she can remove it at any time.

So what does that have to do with how we run the city? It's about leadership. For several weeks I assumed the proposed legislation was intended to prevent a Mayor who might (or might not) be a poor leader, from messing up the normal operation of the City government. I assumed the conflict was due to her leadership style.

How can poor leadership cause all this strife? Let's take a step back and look at a similar situation without any names or personalities attached. When I was much younger I was in the Navy. I had the privilege to witness several excellent leaders in action. I can attest that the U.S. Navy has some of the most intensive and excellent leadership training on the planet. Navy Officers are trained to be leaders. And unlike civilian life, poor leaders never get to be Captain.

The Captain of the ship always has complete *responsibility* for every action of every officer and crew member on his ship. And he has the *authority* to order anyone to do any thing he chooses. When things go wrong, the buck stops at the Captain. What surprised me as a young Petty Officer is that the Captain almost never gave orders to the crew. Instead, he delegated his authority to his officers, trusting them to do the right thing at the right time. And he retained the responsibility for the outcome, good or bad.

Years went by, and because the ship had consistently performed so well, the Captain got a promotion. Naturally they got a new Captain. The ship's officers carried out the new Captain's orders expertly, just as they had in the past. But (for the sake of our analogy, let's pretend) the new Captain was a poor leader. For reasons only he can explain, he decided to start giving some orders directly to the crew. He has the *authority* to do so, after all. His actions -- still within the limits of his authority -- created chaos on the ship. The crew was already busy carrying out the orders from their immediate superiors. Orders were coming from all directions. Some orders were duplicated, some orders were conflicting. The crew was confused, and the officers felt insulted. Morale and motivation fell. It wasn't long before they petitioned the Admiral to do something about the Captain's disruptive behavior.

Finally, the Admiral gave the Captain a new order: Just as before, the Captain would be responsible for the

daily operation of the ship. Just as before, he has the authority to order the officers and the crew to carry out any lawful command. And just as before, the Captain will be held accountable when things go wrong, and commended when things go right. Here's the part the Admiral changed: the Captain would carry out the Admiral's orders *primarily by delegating his authority* to his officers. The Captain could ask any question of any crew member at any time, but he was restricted to giving orders to the crew only in the presence of his officers. (And of course exceptions were made for emergencies and unavoidable situations.)

A few months later, it became apparent the Admiral's order worked. The order that never should have been necessary. It delineated a boundary which had always been there; a boundary which good leaders wouldn't need to be told not to cross. Morale and cooperation went back up, and the Admiral had a much more capable ship in his fleet.

What's the moral of the story? We have a Mayor who didn't have the benefit of comprehensive leadership training. And there's a good chance a future Mayor could have poor leadership skills. I recommend we codify good leadership with one simple rule change: Just as before, the Mayor will be responsible for the daily operation of the City. Just as before, the Mayor has the authority to instruct the City Administrator, Department Heads and City employees to carry out any action as required to perform the duties and responsibilities of the Office of the Mayor in accordance with State Statutes and City Ordinances. The Mayor will be held responsible when things go wrong, and commended when things go right. The only change we need is for the Mayor to carry out the Common Council's orders *primarily by delegating The Office of the Mayor's authority* to the City Administrator. The Mayor may ask any question of any City staff at any time, but should be restricted from giving them instructions except in the presence of the City Administrator. As always, exceptions would be made for emergencies and temporary or unavoidable situations.

This arrangement does not remove any authority or responsibility from the Office of the Mayor. It does however, codify good leadership practices.

You might think that's the end of the story. But the Mayor has not been the only one trespassing boundaries. St. Francis is incorporated under the provisions of Chapter 62 of the Wisconsin State Statutes. Chapter 62 never once mentions the Office of the City Administrator. Chapter 64, also referenced in the proposed legislation, assumes a city or village would have either a Mayor, or an Administrator. But not both.

According to the proposed change to our City Charter, the Mayor will have all the power and authority granted her in Chapter 62, *except when the Common Council had granted those powers to the City Administrator*. I've gone through Chapter 62.09.8 regarding the role of the Mayor and deleted the powers this legislation grants to the City Administrator. Here's what remains:

- a)The mayor shall be the chief executive officer.
- c)The mayor shall have the veto power as to all acts of the council, except such as to which it is expressly or by necessary implication otherwise provided.

That's it. Every other statement in that paragraph is described in the duties and responsibilities of the City Administrator.

In addition, the proposed legislation gives the Mayor has these additional powers:

- ~Run the Common Council Meetings
- ~Represent St Francis at intergovernmental meetings
- ~Make all required appointments to boards, commissions, and committees
- ~Tell people that she appointed whom to which committees
- ~Remove people off boards and commissions when appropriate
- ~Ask permission before she disciplines any Department Head or City employee

According to the proposed legislation, from now on:

~We will call the Mayor the "Chief Executive Officer" because State law says we have to; but what we really mean, is she is to to *monitor* the activities the City Administrator.

~When Wisconsin law says the Mayor shall "take care that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties" we're gonna read that as, "shall be limited to bringing any and all questions, comments, concerns, and recommendations concerning the officers and employees and/or the various departments of city government to the attention of the City Administrator"

You're not going to believe this, but the proposed legislation actually says in black-and-white,

**** "it being the express intention of this Ordinance that the City Administrator be solely responsible for day-to-day operations of the City subject only to the control and management of the Council as a body and not any individual member the Council including, but not limited to, the Mayor." ****

So the Common Council wants a "City Administrator" who isn't elected, doesn't have to live in St Francis, can't even vote in our elections, with no term limit, who possesses all the authority and responsibilities of a Mayor who is "subject only to the control and management of the Council." If you remember from the beginning of my essay, the City Administrator is in the Executive branch. The Common Council is the Legislative branch. Boundaries. Just sayin'. If the City Administrator collaborated with the Common Council to gut the Office of the Mayor, that's a serious accusation. If at the Federal level the President's Chief of Staff collaborated with Congress to bestow most of the powers of the President to the Chief of Staff, we would call that treason.

And they're putting all this in our Charter; otherwise known as our Constitution. So it could be "legal" in the strictest sense of the word. And it would also be unconstitutional. It violates the concept we call "Consent of the Governed," as expressed in the Declaration of Independence. The phrase *consent of the governed* refers to the idea that a government's legitimacy and moral right to use state power is only justified and legal when consented to by the people or society over which that political power is exercised. I don't know about you, but I expect the person I elect as Mayor to have the power and authority of Mayor. And I expect my City Administrator to be subordinate to my Mayor. And I expect my Common Council to not have direct and complete control over the entire Executive Branch of City government.

It would be easy to misunderstand the cause of our current governmental melee. Only people intimately involved in City government would be in a position to understand the difference. From the outside, a hands-off Mayor properly directing the actions of the City employees through the City Administrator looks exactly like a City Administrator completely beholden to the Common Council and a Mayor who has abdicated his

responsibility to govern the City. No one would have been able to tell the difference from the outside until we had a new Mayor who insisted on exercising the authority granted to the Office of the Mayor by State Statute and City Charter. Feathers were ruffled. Toes were stepped on. Noses were bloodied.

Several people have said this legislation simply “clarifies” the office of the City Administrator. They say this is how it has always been, and they're not changing anything. I suppose one could call it a clarification. Or just as accurately one could call it a confession. It only depends on your perspective. The legislation itself is a clear message from the Common Council that they know our system is broken, and they like it that way. They want to cement St. Francis into a broken, dysfunctional, unconstitutional system -- not because it's right, but because "That's how we've always done it."

I recommend we “clarify” the distinction between the branches of our City Government with the following rule: The members of the Common Council may ask any question of the City Administrator, Departments Heads and City staff at any time. But from now on, members of the Common Council will be restricted from making demands or requests of any city employee directly, except in the presence of the Mayor. Their normal point of contact with the Executive branch shall be the Mayor.

I agree we need to pass a Charter Resolution creating the Office of the City Administrator. Then we need to modify the Ordinances to enshrine good leadership practices as it pertains to the Office of the Mayor. Finally, we need an ordinance preventing the Common Council members from inappropriately interfering with the Executive branch of City Government.

Thank you,

Michael Grimshaw

February 11th, 2016

Chief Thomas Dietrich
St. Francis Police Department
3400 E. Howard Ave.
St. Francis, WI 53235

Chief Dietrich,

This correspondence is regarding a past conversation with Mayor Cory Ann St. Marie-Carls. I do not remember the actual date of this conversation, but it was prior to me leaving the position of Chief of Police for the St. Francis Police Department.

During the course of this phone conversation, the Mayor was inquiring about accessing the police department. She did not understand why, as Mayor, she was not entitled to gain entrance at her leisure. I explained a police department and its operations are case sensitive and the facility has to be secure for the safety of all. This conversation also led me to believe she wanted a key to all office areas. She was told that I would not be giving her access to my office for many reasons. I would not expect to have access to her office when she was not present, unless there was an emergency.

I remember asking her if she had concerns regarding police operations, or felt we were not sharing information. We had always been forthcoming with time sensitive information, especially if the media had made an inquiry.

Hopefully this helps to clarify this matter. Please feel free to share with those who have any questions or concerns.

Sincerely,

Brian E. Kaebisch

STATE OF WISCONSIN

MILWAUKEE COUNTY

CITY OF ST. FRANCIS

RESOLUTION NO. _____

RESOLUTION CONCERNING DISCONTINUANCE
OF A PORTION OF THE SOUTH ELLEN STREET RIGHT-OF-WAY
IN THE CITY OF ST. FRANCIS

WHEREAS, Wis. Stat. § 62.11(5) provides, in pertinent part, that the Common Council shall have the management and control of the city property, finances, highways, navigable waters, and the public service, and shall have power to act for the government and good order of the city, for its commercial benefit, and for the health, safety, and welfare of the public"; and

WHEREAS, Wis. Stat. § 66.1003 sets forth the procedures for discontinuing all or any part of a road or street; and

WHEREAS, the Board of Public Works has recommended vacation of a portion of the South Ellen Street right-of-way legally described and depicted in Exhibit A attached hereto and incorporated by reference; and

WHEREAS, no landlocked parcel will be created by the proposed vacation; and

WHEREAS, record notice of the introduction of this Resolution was recorded by the City Clerk with the Register of Deeds for Milwaukee County; and

WHEREAS, following introduction of this Resolution to the Council on _____, 2016, the Common Council has referred the Board of Public Works' recommendation concerning this matter to the Planning Commission for its recommendation; and

WHEREAS, the Plan Commission, at a meeting held on _____, 2016 has recommended that the Common Council _____ the recommendation of the Board of Public Works concerning vacation of the right-of-way described and depicted in Exhibit A; and

WHEREAS, following introduction of this Resolution, the Common Council scheduled a public hearing concerning the discontinuation of a portion of the South Ellen Street right-of-way not less than forty (40) days after such introduction; and

WHEREAS, a public hearing concerning this matter was duly conducted by the Common Council on _____, 2016 and

WHEREAS, notice of said public hearing was duly provided to the public and to the owners of the real property adjacent to that portion of South Ellen Street for which discontinuation is contemplated in the manner provided in Wis. Stat. §§ 66.1003(4)(b) and (8); and

WHEREAS, the Common Council has duly considered the recommendations of the Board of Public Works and Planning Commission, City Engineer, and any and all information received in the course of the public hearing concerning this matter;

NOW, THEREFORE, the Common Council of the City of St. Francis hereby ordains as follows:

IT IS HEREBY RESOLVED that:

1. The Common Council hereby declares that the public interest requires the vacation of the portion of the South Ellen Street right-of-way legally described and depicted in the attached Exhibit A.
2. That portion of the South Ellen Street right-of-way depicted and described in the legal description and map attached hereto and incorporated by reference as Exhibit A is hereby DISCONTINUED pursuant to Wis. Stat. § 66.1003;
3. The City Clerk shall record a certified copy of this Resolution together with the attached Exhibit A with the Milwaukee County Register of Deeds

Adopted this ____ day of _____, 2016.

CITY OF ST. FRANCIS

By: _____
CoryAnn St. Marie-Carls, Mayor

ATTEST:

Anne B. Uecker, City Clerk/Treasurer

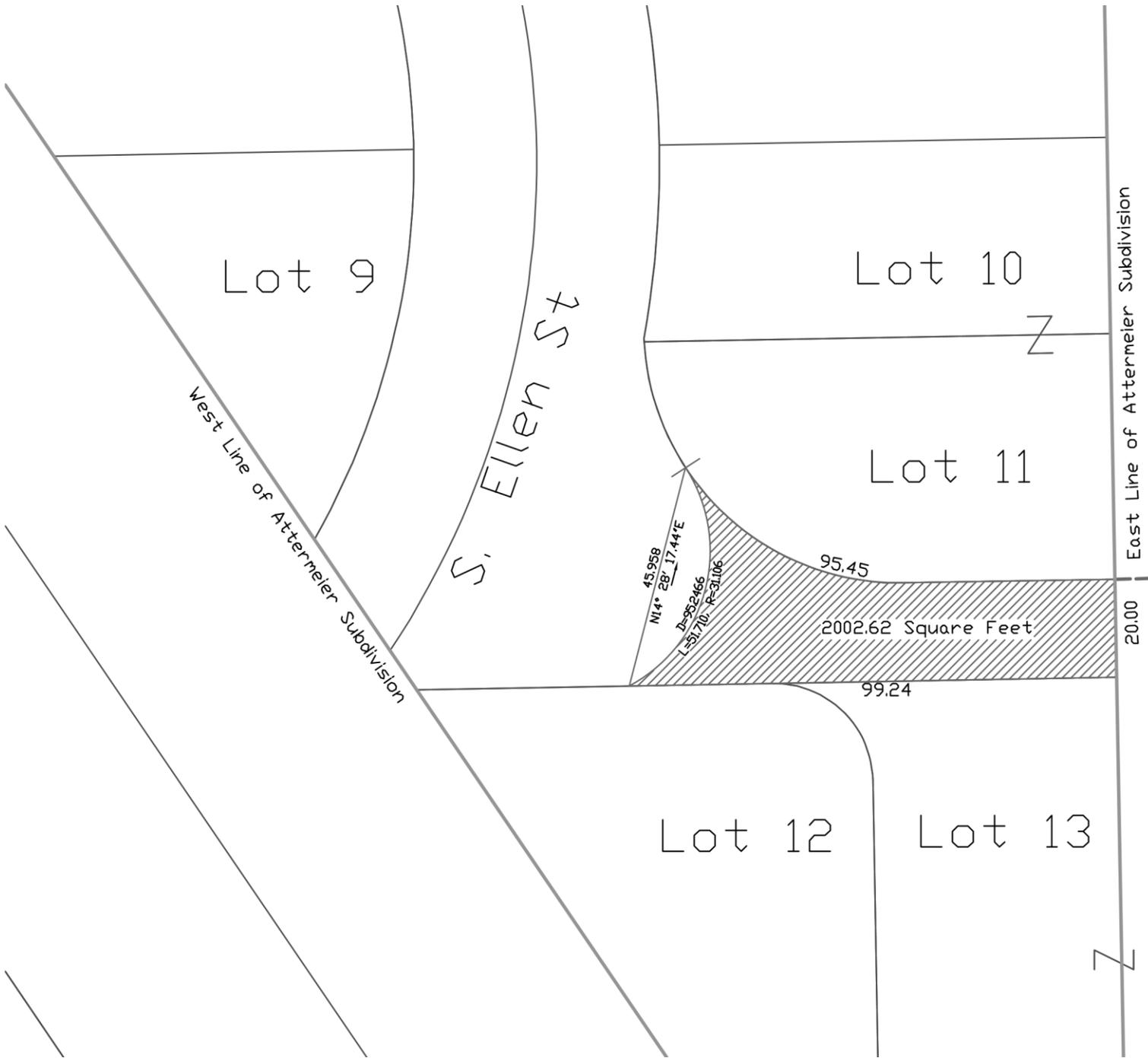
Macintosh HD-pa:Users:PaulAlexy:Documents:Users:Paul:Documents:My Documents:MyFiles:St Francis:General Government:Streets:Van Beck Discontinuance:Van Beck Discontuiation Resolution 040215.doc

Vacation and Deletion of South Alley of S. Ellen St.
(Located Approximately 400 feet South of E. St. Francis Avenue)

Legal Description:

The following bounded and described lands are contained within the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 15, Town 6 North, Range 22 East, in the City of St. Francis, Milwaukee County, Wisconsin

Commencing at the center of said Section 15; thence S1°01'16"E (previously recorded as South in the Attermeier Subdivision Plat) along the east line of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of said Section 15, 1090.05 feet as recorded on CSM 8286; thence S89°00'18"W (previously recorded as West in the Attermeier Subdivision Plat), 60.00 feet to the Southeast corner of Lot 11 of the Attermeier Subdivision (also known as the southwest corner of Lot 1 of CSM 8286) and the point of beginning; thence S1°01'16"E (previously recorded as South in the Attermeier Subdivision Plat), 20.00 feet along the East line of the Attermeier Subdivision; thence S89°00'18"W (previously recorded as West in the Attermeier Subdivision Plat), along the North line of Lots 12 and 13 of the Attermeier Subdivision, 99.24 feet to a point; thence Northeasterly 51.71 feet along a curve, whose center of lies to the West with a radius of 31.00 feet, having a chord bearing N14°28'17"E, 45.96 feet to a point of tangency of said curve with and along the southerly property line of Lot 11 of Attermeier Subdivision; thence Southeasterly along the southerly property line of Lot 11 of Attermeier Subdivision 95.45 feet to the point of beginning. Said area to contain 2,002.6212 square feet.



CHARTER ORDINANCE NO. C-14

A CHARTER ORDINANCE TO DEFINE THE ROLE OF MAYOR AS CHIEF EXECUTIVE OFFICER AND TO ESTABLISH THE OFFICE OF CITY ADMINISTRATOR

WHEREAS, Section 66.0101 of the Wisconsin Statutes provides for the enactment of charter ordinances by the Common Council to enact, amend or repeal the charter, or any part of the charter, of the City and elect under that Section that any law relating to the local affairs and government of the City, other than those enactments of the legislature of statewide concern as shall with uniformity affect every city or every village, shall not apply to the City; and

WHEREAS, Section 105-11 of the City of St. Francis Code of Ordinances currently provides that the duties and responsibilities of Mayor shall be as set forth in Wis. Stat. sec. 62.09(8); and

WHEREAS, Wis. Stat. sec. 62.09(8)(a) provides, in part, that the mayor shall “be the chief executive officer” and that the mayor “shall take care that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties”; and

WHEREAS, Section 105-12 of the City of St. Francis Code of Ordinances currently provides for the establishment of the position of City Administrator; and

WHEREAS, questions have arisen as to the extent of authority to be exercised by the City Administrator as “Chief Administrative Officer” of the City and the Mayor as “Chief Executive Officer” of the City; and

WHEREAS, the Common Council finds that use of the authority granted under Section 66.0101 of the Wisconsin Statutes to amend the charter of the City of St. Francis for purposes of establishing the office and determining the authority of the City Administrator and to amend the City’s charter to define and establish the limits of the authority granted to a mayor as chief executive officer of the City will promote the governance and good order of the City, its commercial benefit, and the health, safety, and welfare of the public;

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ST. FRANCIS DO HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Chapter 105, Section 11, entitled “Mayor and Aldermen”, Subsection B, entitled “Duties and powers”, subparagraph 1, entitled “Mayor”, is hereby repealed and

recreated as Charter Ordinance 14 and codified as Section 105-11(B)(1) to read as follows:

§ 105-11. Mayor and Aldermen.

...

B. Duties and powers.

(1) Mayor. See § 62.09(8), Wis. Stats. The Mayor shall have such duties and powers as are enumerated in Ch. 62, Wis. Stats., and elsewhere in the statutes and this Code from time to time provided, however, that the City of St. Francis hereby elects not to be governed by those portions of sections 62.09(8)(a) of the Wisconsin Statutes, relating to the office of Mayor that are in conflict with the provisions of this Charter Ordinance enacted under Section 66.0101 of the Wisconsin Statutes. Such duties and powers shall be construed to include a duty for the Mayor to:

- (a) Serve as presiding officer at Council meetings as set forth in § **32-3** of this Code;
- (b) Serve as a representative of the City at intergovernmental (e.g., Milwaukee County Intergovernmental Cooperative Council) and other meetings from time to time;
- (c) Make all required appointments/reappointments to boards, commissions, and committees and all standing committees within the time periods set forth in the Wisconsin Statutes or this Code and, where no such time period is otherwise provided, within 60 days of the expiration of a term or the occurrence of a vacancy;
- (d) Ensure timely communication of appointments, reappointments, and nonrenewal of appointments of citizens to boards, commissions, and committees;
- (e) Pursue removal of citizens from boards, commissions, and committees in accordance with applicable provisions of the Wisconsin Statutes; and
- (f) Obtain approval of the Council prior to the discipline or dismissal of any appointed official or employee of the City.

(g) The Mayor's exercise of the power granted under Wis. Stat. sec. 62.09(8)(a) to act as "chief executive officer" shall be limited to monitoring the activities of the City Administrator provided under Section 105-12 of this Code.

(h) The Mayor's exercise of the power granted under Wis. Stat. sec. 62.09(8)(a) to "take care that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties" shall be limited to bringing any and all questions, comments, concerns, and recommendations concerning the officers and employees and/or the various departments of city government to the attention of the City Administrator; it being the express intention of this Ordinance that the City Administrator be solely responsible for day-to-day operations of the City subject only to the control and management of the Council as a body and not any individual member of

the Council including, but not limited to, the Mayor.

SECTION 2: Section 105-12 of the City of St. Francis Code of Ordinances is hereby repealed and recreated as Charter Ordinance No. C-14 of the City of St. Francis Code and codified as Section 105-12 to read as follows:

§ 105-12. Administrator.

A. Office created. In order to provide the City of St. Francis with a more efficient, effective and responsible government under a system of a part-time mayor and part-time Common Council at a time when city government is becoming increasingly complex, there is hereby created the office of City Administrator for the City of St. Francis ("Administrator") to better ensure the competent, expeditious, efficient, and harmonious administration and action of the City and the uniform application of policies established by the Common Council.

B. Appointment and term. The Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office by a majority vote of the Common Council. The Administrator shall hold office for an indefinite term, subject to removal by a ~~three-fourths~~ (3/4)majority vote of the entire Common Council. This section shall not preclude the Common Council from establishing other employment terms and conditions, not inconsistent with the provisions of this Chapter or this Code.

C. Powers.

A. Appointment and term. See § 105-3.

(1) ~~B. Duties and powers.~~ The Administrator shall have the combined positions of Administrator, Finance Director, Budget Director, Labor Negotiator, Human Resources Director, Purchasing Agent, and Legislative Representative. Subject to the limitations defined in resolutions and ordinances of the City and, except as otherwise modified by this Charter Ordinance the Wisconsin State Statutes, ~~s/he~~ shall be the chief administrative officer of the City and shall have complete authority and responsibility, ~~responsible only~~ to direct and control all City departments; except the Mayor and the Common Council for proper administrator of the fire, police business and library departments to affairs of the extent employees in those departments are regulated by City under the Police & Fire Commission or the Library Board. ordinances of the City and the resolutions and directions of the Common Council, with the following duties and responsibilities. The Administrator shall:

(2) In granting the Administrator the powers set forth herein, it is expressly intended that the Administrator have sole responsibility for the day-to-day operations of the City subject only to the control and management of the Council as a body and not any individual member including, but not limited

to, the Mayor.

D. Responsibilities to Mayor and Common Council. The responsibilities of the City Administrator to the Common Council shall include:

~~(1) Be responsible for effectuating all actions of the Common Council which require administrative implementation or where the Mayor and Council have directed him/her to act.~~

~~(2) Be responsible for coordinating the administrative activities of all City departments. This shall include making or directing studies as necessary to ensure the most economical, efficient operation of such departments and may require reports from them when deemed necessary.~~

(1) ~~(3)~~ Attend all meetings of the Common Council, Finance Committee, and Bargaining Committee and all meetings of such other committees and commissions as the Mayor and Council shall direct unless excused by the Mayor and Council President, or by a majority of the Common Council.

(2) ~~(4)~~ Keep the Mayor and Common Council regularly informed about matters pertaining to the City and the activities of the Administrator's office through written and/or oral reports.

(3) ~~(5)~~ Supervise the preparation of the agenda and approve the content of the agenda and the order of business for all Council meetings. Nothing contained in this section shall be so construed as to give the Administrator authority to limit or in any way prevent matters from being considered following direction by the Common Council.

(4) ~~(6)~~ Assist the Mayor and Common Council in setting goals and objectives and implementation of programs to achieve them.

(5) ~~(7)~~ Submit, as deemed necessary, recommendations or suggestions for improving the health, safety, or welfare of the City and institute and operate a system so that City Departments and persons having business with the Mayor or Council or any City Department may properly and efficiently conduct such business.

(6) ~~(8)~~ Effectuate, or cause to be effectuated, all actions of the Common Council which require administrative implementation or where the Council has directed him/her to act.

(7) ~~(9)~~ Investigate and inform the Mayor and Common Council of the availability of state and federal funds and grants, and assist department heads in procuring such funds.

(8) ~~(10)~~ Act as the City's public information officer, to keep the news media informed about the City's operations.

(9) ~~(11)~~ Receive directives from the Mayor and Council President in the event that

action normally requiring Common Council approval is necessary in an emergency situation and at a time when the Common Council cannot meet.

- (10) Perform such other duties and have such other responsibilities not inconsistent with law as may be prescribed by the Common Council.

E. Additional Responsibilities. The Administrator shall have the following duties and responsibilities:

- (1) Coordinate the operations of, and facilitate the cooperation of, all City departments, commissions and boards to maximize the efficiency of implementation of policies set by the Council, regardless of whether the City Administrator has direct authority over the departments, commissions or boards. This shall include, but is not limited to, making or directing studies as may be necessary to ensure the most economical, efficient operation of such departments and may require reports from them when deemed necessary.

- (2) ~~(5)~~ Act as Personnel Officer for the City, including but not limited to, recommending salary, wage scales, benefits, terms and ~~working~~ conditions of employment for those officers, officials, or employees not covered by collective bargaining agreements. Recommend to the Council the appointment, promotion, evaluation of City Employees. When necessary for the good order of the City, the City Administrator shall have authority to suspend or remove an employee under Section 26-12 of this Code or recommend the discipline or termination of any Department Head who is not subject to the jurisdiction of the Police & Fire Commission or Library Board. S/he shall establish and maintain a personnel file for all City departments.

- (3) ~~(6)~~ Work with the Bargaining Committee and make whatever studies or surveys as are necessary for the proper conduct of negotiations with the various bargaining units. S/he shall hold preliminary meetings with representatives of bargaining units and with department heads and make recommendations to the Bargaining Committee.

- (4) Receive, coordinate, and authorize requests to the City Attorney and labor counsel for the City for legal opinions except as otherwise directed by the Common Council.

- (5) ~~(7)~~ Work in cooperation with the department heads to resolve any personnel problems or grievances submitted.

- (6) ~~(8)~~ Prepare in coordination with other department heads the annual City budget for submission to the Finance Committee and, once approved, administer the annual City budget.

- (7) ~~(9)~~ Make such reports as the Finance Committee or Mayor and Common

Council may require as to the current status of budgeted items and review and report to the Mayor and Council any variations in the operation of the City Budget.

~~(8)~~ ~~(10)~~ As purchasing agent, handle the administration of all purchasing of materials, supplies, equipment, and services for all departments of the City in accordance with the budget and policies established by the Common Council.

~~(9)~~ Work in conjunction with appropriate commercial, industrial, and citizen representatives to define the role of the City in promoting the economic well-being and growth of the City.

~~(10)~~ Supervise the accounting function of the City and ensure that the system employs methods in accordance with current professional accounting practices.

~~(11) Investigate and inform the Mayor and Common Council of the availability of state and federal funds and grants, and assist department heads in procuring such funds.~~

~~(11)~~ ~~(12)~~ Serve as the City's legislative representative and appear on its behalf at hearings and meetings as directed by the Mayor and Council and coordinate services with other municipalities as authorized and directed by the Council.

~~(12)~~ ~~(13)~~ Submit, as deemed necessary, recommendations or suggestions for improving the health, safety, or welfare of the City and institute and operate a system so that City Departments and persons having business with the Mayor or Council or any City Department may properly and efficiently conduct such business.

~~(13)~~ Establish and maintain procedures to facilitate communications between citizens and the City Departments, Mayor or Council to assure that complaints, concerns, recommendations, and other matters receive prompt attention by a responsible official and to assure that all such matters are expeditiously resolved.

~~(14) Perform such other duties and have such other responsibilities not inconsistent with law as may be prescribed by the Mayor and Council.~~

E. C. Cooperation. All officers and employees of the City shall cooperate with coordinate with, and assist the City Administrator so that the affairs of the City shall be most economically and harmoniously administered.

SECTION 3: All ordinances or parts of ordinances contravening the terms and provisions of this ordinance are hereby repealed provided, however, that such repeal shall not be construed to create any lapse or vacancy in the position of City Administrator.

SECTION 4: This Charter Ordinance shall be included in the Code of Ordinances as Charter Ordinance No. C-14 and shall be entitled, "A Charter Ordinance to Define the Role of Mayor as Chief Executive Officer and to Create the Office of City Administrator".

SECTION 5: SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance 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 5: This is a Charter Ordinance and shall take effect sixty (60) days after its passage and publication, subject to the provisions of Wis. Stat. § 66.0101.

Passed and approved by a 2/3 vote of the Common Council this ____ day of _____, 2016.

City of St. Francis

By: _____
CoryAnn St. Marie-Carls, Mayor

ATTEST:

Anne B. Uecker, City Clerk/Treasurer

The meeting was called to order at 7:48 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, Police Chief Dietrich, City Engineer Dejewski, Building Inspector Vretenar, Public Health Administrator Scott and interested citizens

Presentation:

Resolutions and Ordinances:

Resolution Amending 2016 General Fund Budget – no action taken

Moved by Alderman Wattawa, seconded by Alderman Brickner to forward the Resolution to Begin an Annual 4 Year Organization Review of the Assignments, Duties and Authorities of the City Administrator for the Purpose of Timely and Necessary Updates to be Adopted in Chapter 105 of the City of St. Francis Code of General Ordinances to the Legislative Committee. Alderman Brickner requested a roll call vote. The following voted “aye”: Alderman Wattawa, Alderman Klug, and Alderman Brickner. The following voted “no”: Alderman McSweeney, Alderwoman Bostedt, and Alderwoman Fliss. Motion carried with Mayor St. Marie-Carls voting “aye”. Let the record indicate that Mayor St. Marie-Carls read a prepared statement to the Council.

Moved by Alderwoman Fliss, seconded by Alderman Wattawa to introduce a Resolution Concerning Discontinuance of a Portion of South Ellen Street Right-of-Way in the City of St. Francis and refer the matter to the Planning Commission for its recommendation. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to introduce and adopt a Preliminary Resolution Declaring Intent to Levy Special Assessments Under Municipal Police Power Pursuant to §66.0703, Stats. – South Brook Place from East Crawford Avenue to approximately 150 feet south of East Crawford Avenue. Motion carried. **Resolution No. 2697**

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to introduce and adopt a Preliminary Resolution Declaring Intent to Levy Special Assessments Under Municipal Police Power Pursuant to §66.0703, Stats. – East Denton Avenue from South Barland Avenue to South Packard Avenue. Motion carried. **Resolution No. 2698**

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to introduce and adopt a Preliminary Resolution Declaring Intent to Levy Special Assessments Under Municipal Police

Power Pursuant to §66.0703, Stats. – South Kinnickinnic Avenue from Northern City Limits to Southern City Limits. Motion carried. **Resolution No. 2699**

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to introduce and adopt a Preliminary Resolution Declaring Intent to Levy Special Assessments Under Municipal Police Power Pursuant to §66.0703, Stats. – East Martin Lane from South Lake Drive to South Kirkwood Avenue. Motion carried. **Resolution No. 2700**

Minute Approval:

Moved by Alderman Brickner, seconded by Alderwoman Fliss to place on file the minutes of the Common Council meeting held January 19, 2016. 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 February 2, 2016 Common Council Agenda. Motion carried.

Action Items from Committees/Commissions/Boards:

Moved by Alderman Brickner, seconded by Alderman Wattawa to approve Beverage Operator's License – New to Amanda Ward and Kathleen Ward. Motion carried.

Moved by Alderman McSweeney, seconded by Alderman Klug to hire a part time Municipal Court Clerk for 10 hours per week at a rate of \$13.50 per hour. Moved by Alderwoman Fliss, seconded by Alderman Brickner to table this item. Motion carried.

Moved by Alderman McSweeney, seconded by Alderwoman Bostedt to enter into a one year Agreement for Maintenance for Assessment Services – Associated Appraisal. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to place on file with reference in the minutes the Resolution Recommending Adoption of an Updated City of St. Francis Smart Growth Plan, with the changes made on January 27, 2016, Pursuant to Sections 62.23 and 66.1001 of the Wisconsin Statutes and to direct the public hearing be set. Motion carried.

Appointments to Committees/Commissions/Boards:

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to concur with the Mayor's appointment of Tom Cottreau to the Community Development Authority. Motion carried.

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

Moved by Alderwoman Fliss, seconded by Alderman Brickner to place on file with reference in the minutes the Mayor's Update #78. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderman McSweeney to overturn the Mayor's Veto of the Clerk II position. Alderman Brickner requested a roll call vote. The following voted "aye": Alderman Klug, Alderman McSweeney, Alderwoman Bostedt, Alderwoman Fliss, Alderman Brickner and Alderman Wattawa. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderman Brickner to place on file with reference in the minutes the Application for Special Event Through City – Badgerland Striders for an event April 2, 2016 and to approve the event. Motion carried.

Moved by Alderwoman Bostedt, seconded by Alderman Wattawa to place on file with reference in the minutes the Audit Recommendations as submitted by Mayor St. Marie-Carls and to refer this to the Finance Committee. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to place on file with reference in the minutes the correspondence dated January 28, 2016 from the City Engineer regarding 2016 Terrace Tree Planting Contract Award and to award the contract as requested by the City Engineer in an amount not to exceed \$8,000. 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 January 20, 2016 through February 2, 2016 in the amount of \$82,112.63. Motion carried.

Training/Conference/Seminar Requests:

Moved by Alderwoman Bostedt, seconded by Alderwoman Fliss to place on file with reference in the minutes the Training/Conference/Seminar Request as listed on the February 2, 2016 Common Council Agenda and to approve the request with the necessary expenses as it is a budgeted item. Motion carried.

Adjourn to Closed Session:

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to adjourn to Closed Session per 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 purchase the property at 3876 South Kinnickinnic Avenue and that 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. The following voted "aye": Alderman Brickner, Alderman Wattawa, Alderman Klug, Alderman McSweeney, Alderwoman Bostedt, Alderwoman Fliss. Motion carried.

Time: 10:01 p.m.

Moved by Alderwoman Bostedt, seconded by Alderman Brickner to take a five-minute recess. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderman Klug to reconvene to Open Session and adjourn. Motion carried.

Time: 10:23 p.m.

STATE OF WISCONSIN CITY OF ST. FRANCIS MILWAUKEE COUNTY

RESOLUTION NO. 2697

PRELIMINARY RESOLUTION DECLARING INTENT
TO LEVY SPECIAL ASSESSMENTS
UNDER MUNICIPAL POLICE POWER
PURSUANT TO § 66.0703, STATS.

The Common Council of the City of St. Francis, Milwaukee County, Wisconsin,
DO RESOLVE AS FOLLOWS:

SECTION 1: INTENT TO LEVY SPECIAL ASSESSMENTS

1. The Common Council hereby declares its intention to exercise its police power under § 66.0703, Stats., to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvements:
 - Roadway, curb and gutter, sidewalks, driveway approaches, carriage walks and drainage improvements including but not limited to planning, design, construction, materials, labor, and equipment to perform the described improvements.
2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All property abutting both sides of S. Brook Place from its intersection with E. Crawford Avenue to a point approximately 150 feet south of E. Crawford Avenue.
3. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.
4. The Common Council hereby determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the City and its inhabitants.
5. The City Engineer shall prepare a report, which shall consist of:
 - a. Final plans and specifications for the proposed improvements.
 - b. An estimate of the entire cost of the proposed improvements.
 - c. A schedule of the proposed assessments.
 - d. A statement that the property against which the assessments are proposed is benefited.
6. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.
7. Upon receiving the report of the City Engineer, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District (including a small map thereof), the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as a class 1 notice under ch. 985, Stats, and a copy shall be mailed, at least

10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

8. The hearing shall be held in the City of St. Francis Municipal Building at the following address: 3400 E. Howard Avenue, St. Francis, WI 53235 a date and time set by the City Clerk in accordance with § 66.0703, Stats.
9. The assessment against any parcel may be paid in cash or in annual installments the number of which shall be determined by the Common Council and shall be determined at the public hearing and incorporated in the final resolution in this matter.

SECTION 2: SEVERABILITY.

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

SECTION 3: EFFECTIVE DATE.

This resolution shall take effect immediately upon passage as provided by law.
Dated this 2ND day of February, 2016.

CITY OF ST. FRANCIS

/s/CoryAnn St. Marie-Carls
CoryAnn St. Marie-Carls, Mayor

ATTEST: /s/Anne B. Uecker, MMC/WCPC
Anne B. Uecker, MMC/WCPC, City Clerk/Treasurer

STATE OF WISCONSIN CITY OF ST. FRANCIS MILWAUKEE COUNTY

RESOLUTION NO. 2698

PRELIMINARY RESOLUTION DECLARING INTENT
TO LEVY SPECIAL ASSESSMENTS
UNDER MUNICIPAL POLICE POWER
PURSUANT TO § 66.0703, STATS.

The Common Council of the City of St. Francis, Milwaukee County, Wisconsin,
DO RESOLVE AS FOLLOWS:

SECTION 1: INTENT TO LEVY SPECIAL ASSESSMENTS

1. The Common Council hereby declares its intention to exercise its police power under § 66.0703, Stats., to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvements:

Roadway, curb and gutter, sidewalks, driveway approaches, carriage walks and drainage improvements including but not limited to planning, design, construction, materials, labor, and equipment to perform the described improvements.

2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All property abutting both sides of E. Denton Avenue from its intersection with S. Barland Avenue to its intersection with S. Packard Avenue.

3. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.
4. The Common Council hereby determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the City and its inhabitants.
5. The City Engineer shall prepare a report, which shall consist of:
 - a. Final plans and specifications for the proposed improvements.
 - b. An estimate of the entire cost of the proposed improvements.
 - c. A schedule of the proposed assessments.
 - d. A statement that the property against which the assessments are proposed is benefited.
6. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.

7. Upon receiving the report of the City Engineer, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District (including a small map thereof), the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as a class 1 notice under ch. 985, Stats, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.
8. The hearing shall be held in the City of St. Francis Municipal Building at the following address: 3400 E. Howard Avenue, St. Francis, WI 53235 a date and time set by the City Clerk in accordance with § 66.0703, Stats.
9. The assessment against any parcel may be paid in cash or in annual installments the number of which shall be determined by the Common Council and shall be determined at the public hearing and incorporated in the final resolution in this matter.

SECTION 2: SEVERABILITY.

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

SECTION 3: EFFECTIVE DATE.

This resolution shall take effect immediately upon passage as provided by law.
Dated this 2nd day of February, 2016.

CITY OF ST. FRANCIS

/s/CoryAnn St. Marie-Carls
CoryAnn St. Marie-Carls, Mayor

ATTEST: /s/Anne B. Uecker, MMC/WCPC
Anne B. Uecker, MMC/WCPC, City Clerk/Treasurer

STATE OF WISCONSIN CITY OF ST. FRANCIS MILWAUKEE COUNTY

RESOLUTION NO. 2699

PRELIMINARY RESOLUTION DECLARING INTENT
TO LEVY SPECIAL ASSESSMENTS
UNDER MUNICIPAL POLICE POWER
PURSUANT TO § 66.0703, STATS.

The Common Council of the City of St. Francis, Milwaukee County, Wisconsin,
DO RESOLVE AS FOLLOWS:

SECTION 1: INTENT TO LEVY SPECIAL ASSESSMENTS

1. The Common Council hereby declares its intention to exercise its police power under § 66.0703, Stats., to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvements:

Sidewalks, driveway approaches, and carriage walks including but not limited to planning, design, construction, materials, labor, and equipment to perform the described improvements.

2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All property abutting both sides of S. Kinnickinnic from its northern City limits to its southern City limits.

3. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.
4. The Common Council hereby determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the City and its inhabitants.
5. The City Engineer shall prepare a report, which shall consist of:
 - a. Final plans and specifications for the proposed improvements.
 - b. An estimate of the entire cost of the proposed improvements.
 - c. A schedule of the proposed assessments.
 - d. A statement that the property against which the assessments are proposed is benefited.
6. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.
7. Upon receiving the report of the City Engineer, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of

the proposed Assessment District (including a small map thereof), the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as a class 1 notice under ch. 985, Stats, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

8. The hearing shall be held in the City of St. Francis Municipal Building at the following address: 3400 E. Howard Avenue, St. Francis, WI 53235 a date and time set by the City Clerk in accordance with § 66.0703, Stats.
9. The assessment against any parcel may be paid in cash or in annual installments the number of which shall be determined by the Common Council and shall be determined at the public hearing and incorporated in the final resolution in this matter.

SECTION 2: SEVERABILITY.

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

SECTION 3: EFFECTIVE DATE.

This resolution shall take effect immediately upon passage as provided by law.
Dated this 2nd day of February, 2016.

CITY OF ST. FRANCIS

/s/CoryAnn St. Marie-Carls
CoryAnn St. Marie-Carls, Mayor

ATTEST: /s/Anne B. Uecker, MMC/WCPC
Anne B. Uecker, MMC/WCPC, City Clerk/Treasurer

STATE OF WISCONSIN CITY OF ST. FRANCIS MILWAUKEE COUNTY

RESOLUTION NO. 2700

PRELIMINARY RESOLUTION DECLARING INTENT
TO LEVY SPECIAL ASSESSMENTS
UNDER MUNICIPAL POLICE POWER
PURSUANT TO § 66.0703, STATS.

The Common Council of the City of St. Francis, Milwaukee County, Wisconsin,
DO RESOLVE AS FOLLOWS:

SECTION 1: INTENT TO LEVY SPECIAL ASSESSMENTS

1. The Common Council hereby declares its intention to exercise its police power under § 66.0703, Stats., to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvements:

Roadway, curb and gutter, sidewalks, driveway approaches, carriage walks and drainage improvements including but not limited to planning, design, construction, materials, labor, and equipment to perform the described improvements.

2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All property abutting both sides of E. Martin Lane from its intersection with S. Lake Drive to its intersection with S. Kirkwood Avenue.

3. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.
4. The Common Council hereby determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the City and its inhabitants.
5. The City Engineer shall prepare a report, which shall consist of:
 - a. Final plans and specifications for the proposed improvements.
 - b. An estimate of the entire cost of the proposed improvements.
 - c. A schedule of the proposed assessments.
 - d. A statement that the property against which the assessments are proposed is benefited.
6. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.

7. Upon receiving the report of the City Engineer, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District (including a small map thereof), the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as a class 1 notice under ch. 985, Stats, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.
8. The hearing shall be held in the City of St. Francis Municipal Building at the following address: 3400 E. Howard Avenue, St. Francis, WI 53235 a date and time set by the City Clerk in accordance with § 66.0703, Stats.
9. The assessment against any parcel may be paid in cash or in annual installments the number of which shall be determined by the Common Council and shall be determined at the public hearing and incorporated in the final resolution in this matter.

SECTION 2: SEVERABILITY.

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

SECTION 3: EFFECTIVE DATE.

This resolution shall take effect immediately upon passage as provided by law.
Dated this 2nd day of February, 2016.

CITY OF ST. FRANCIS

/s/CoryAnn St. Marie-Carls
CoryAnn St. Marie-Carls, Mayor

ATTEST: /s/Anne B. Uecker, MMC/WCPC
Anne B. Uecker, MMC/WCPC, City Clerk/Treasurer

**MINUTES OF THE LICENSE COMMITTEE MEETING HELD
FEBRUARY 2, 2016**

Present: Alderpersons Brickner, Wattawa and Klug

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Chief Dietrich, City Attorney Alexy, Kathleen Ward, Amanda Ward

Chairman Brickner called the meeting to order at 6:45 p.m.

Moved by Alderman Klug, seconded by Alderman Wattawa to place on file the minutes of the License Committee meeting held January 19, 2016. Motion carried.

Moved by Alderman Wattawa, seconded by Alderman Klug to recommend approval of Beverage Operator's Licenses – New for Kathleen Ward and Amanda Ward. Motion carried.

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

Time: 6:55 p.m.

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD
FEBRUARY 2, 2016**

Present: Alderpersons McSweeney, Bostedt and Klug

Also Present: City Administrator Rhode, City Clerk/Treasurer Uecker, Alderman Wattawa, Alderman Brickner, Alderwoman Fliss, Mayor St. Marie-Carls, Chief Lockwood, City Engineer Dejewski, Assistant City Engineer Lindhorst, Health Administrator Scott, Chief Dietrich and interested citizens

Chairman McSweeney called the meeting to order at 5:30 p.m.

Moved by Alderman Klug, seconded by Alderwoman Bostedt to place on file the minutes of the Finance Committee meeting held January 19, 2016. Motion carried.

Budget Amendment – Court Clerk:

Alderwoman Bostedt felt that an additional part time clerk would allow the City to have back-up with the current Court Clerk went on vacation, was sick, etc. She feels it is important to fund this position.

City Administrator Rhode stated that several alderpersons reached out regarding the addition of another part time clerk. He felt that an additional \$8,000 would cover that position and if the Committee and the Common Council wanted to go in that direction, he would give them options as to where out of the 2016 City of St. Francis Budget that money could come from.

Alderman McSweeney stated that the City currently has other in house staff that could assist the current part time Court Clerk, but also felt that the Municipal Judge doesn't want to do that. Police Clerks in other communities process all the parking tickets until they get to court and that could be done there. Also, stuffing and mailing of correspondence from the Court could be done by the Administrative Assistance in the General Office. City Administrator Rhode asked that clarification from the City Attorney regarding who has control over parking tickets is needed. According to City Attorney Alexy, parking tickets are a municipal citation, not a court citation, until they are deemed uncollectible and then get transferred to Municipal Court.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to recommend to the Common Council the hiring of an additional part time Municipal Court Clerk for 10 hours per week not to exceed \$8000. Motion carried with Alderman McSweeney opposed.

Agreement for Maintenance Assessment Services – Associated Appraisal:

City Administrator Rhode gave a brief history of the RFP process the City undertook 5 years ago. The existing contract with Associated Appraisal expired December 31, 2015. He stated that the City could do an RFP or do a contract maintenance agreement with Associated Appraisal for one year. He stated several reasons for doing a contract extension, the main reason would be continuity with assessing firms to complete an Open Book/Board of Review after the reassessment of 2015.

Alderman Bostedt had no problem with extending the contract for one year. Alderman Klug asked what the City gets for the \$18,000 contract. Staff explained that the fee covers keeping assessment records up to date, answer property owner questions, handle the personal property assessments and keeping owner information up to date to name a few of the items.

Moved by Alderman Bostedt, seconded by Alderman Klug to recommend to the Common Council the approval of the Agreement for Maintenance Assessment Services with Associated Appraisal for one year. Motion carried.

Review of Audit Communications:

City Administrator Rhode, along with City Clerk/Treasurer Uecker reviewed the report on Internal Controls that was included in the Finance Committee packet. Several of the items have been completed, several action plans for items were presented and some items require additional work to complete.

After further discussion, it was decided that having the auditors attend an upcoming Finance meeting to address the following issues would be beneficial to the Committee:

- SEC Debt Compliance Considerations
- Future Financial Planning
- Decentralized Cash Collections
- Capitalization Policy

The Committee also received an email from Richard Meissner to be included on the next Finance Committee agenda.

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

Time: 6:38 p.m.

CITY OF ST. FRANCIS
MINUTES OF THE BOARD OF PUBLIC WORKS
MEETING HELD TUESDAY, JANUARY 12, 2016, 5:30PM

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

Excused: Christine Hancock

Also present: City Engineer Melinda Dejewski.

Alderwoman Bostedt called the meeting to order at 5:30m.

1. Public Comment.

None.

2. Minutes

A motion was made by Alderwoman Fliss, seconded by Alderman McSweeney to approve the minutes of the November 10, 2015 meeting. Motion carried.

3. Discussion – Road Project Special Assessment Methods

City Engineer Dejewski reviewed the three proposed methodologies for calculating special assessments and the instances where they could be utilized. The Board felt that it would be beneficial for the City to have the ability to utilize the best method for each project based upon the different configurations of the projects. There also was discussion regarding if there should be a cap on the amount that could be special assessed especially to residential properties. The Board requested that examples from surrounding communities be obtained. A motion was made by Alderwoman Fliss, seconded by Alderman McSweeney to place the letter on file. Motion carried. There was no action on this item and it was placed under Unfinished Business.

4. Discussion and Possible Action – S. Nevada Avenue Street Lighting

There was discussion regarding how dark the intersection of S. Nevada and S. Whitnall is and how it is difficult to see the turn. Several ideas on how to illuminate or provide indication of the intersection were discussed. The Board directed City Engineer Dejewski to contact the airport to see if any lighting such as a bollard would be allowed to help drivers see the intersection better. There was no action taken on this item and it was place under Unfinished Business.

5. Discussion and Possible Action – S. Betz Avenue Right-of-Way

Board Member Feirer stated that he had talked with the owner of 3102 E. Waterford who is the owner of the 2 lots off of S. Betz Avenue (one of which is land locked). He reported that the owners are willing to combine the lots but would be looking for assistance from the City. The Board directed City Engineer Dejewski to discuss the next steps with City Attorney Alexy and provide a cost estimate of a the CSM that would be needed to combine the lots. There was no action on this item and it was placed under Unfinished Business.

6. Discussion and Possible Action – 2016 Sidewalk Project

City Engineer Dejewski stated that no block grant funding was awarded for sidewalks this year. She wanted to make sure that the Board wanted to still move forward with the sidewalk project with having to special assess the abutting property owners. The comment will come forward that others have received sidewalk at no cost in the past. She also informed the Board that the grant she was investigating would not work for the City.

The minimum project would need to be \$300,000. The Engineering Department does not have enough information to put a sidewalk project of that size together by the deadline later the same month. The Board requested that the amounts of the special assessments be brought back prior to sending to the property owners. There was no further action on this item.

7. Discussion and Possible Action – 2016 Block Grant Awards

Alderwoman Bostedt stated that this was informational only. It was good for the Library to get funding for their project. A motion was made by Alderwoman Fliss, seconded by Alderman McSweeney to place the information on file. Motion carried.

8. Discussion – 2016 Capital Budget

Alderwoman Bostedt stated that this item was informational only. There was no further action 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 on file. Motion carried.

8. Unfinished Business

A. E. Layton Avenue Resurfacing Project

This item can be removed since the project is completed.

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 6:14p.m.

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.



License Committee Agenda

February 17, 2016
6:45 p.m.

NOTICE

There will be a License Committee meeting on **Wednesday, February 17, 2016 at 6:45 p.m.** at the new Civic Center in the Committee Room located at 3400 E. Howard Avenue. **NOTE DAY CHANGE**

LICENSE COMMITTEE AGENDA

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

Beverage Operator License – New

Richard A. Baier

Clarisa C. Checkai (Needs Class)

Amy V. Lancaster

Tammela Jo Maddox

Tiffany M. Miller (Needs Class or Proof of License – needed to reapply as missed meetings)

Shawn C. Murphy (Needs Class)

Temporary Class “B” Retailer’s License - Renewal

Cavalier Athletic Association – Dan Steffes, Representative – 3rd Annual Bean Bag Toss Tournament – to be held March 12, 2106 at 2601 E. Morgan Ave. – Gym, Main Hallway, and Cafeteria

4. Discussion and Possible Action:

Status of Agent – Box Car Inn (William Mommaerts)

5. Correspondence:

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 2/13/16

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



2/11/2016

Memo:

To: Honorable Common Council, Staff & Citizens

From: Mayor St. Marie-Carls

Re: Info Sharing Update #79 - from Mayor

ITEMS IN THIS UPDATE:

Thanks to the Public Works Crew for their fine work during the Winter Snow season.

The Plan Commission meeting will be on February 24th –6:30p.m.

Items include the Park Zoning issue with the County and more details from developers on the Old City Hall proposal.

The “Friends of the Library” is inviting everyone to be a member.

The next meeting is 10am on Wednesday, February 24th at the Library. Membership is \$5 for an individual and \$10 for a family.

The South Shore Chamber hosted a discussion on the old consolidation study for the South Shore Fire Departments. All the Mayors from the 3 Cities were there, Alderman McSweeney and Chief Lockwood were also in attendance with various other business community members and former Mayors. Pat Jursik suggested the presentation by the Public Policy Forum who did the preliminary study years ago.

Thank you

Mayor CoryAnn St. Marie-Carls

CITY OF ST. FRANCIS

APPLICATION FOR SPECIAL EVENT THROUGH CITY

Permit Fee: \$25.00
Deposit: \$75.00

2-1-16
Date Paid/Filed with Clerk

7000937
Receipt Number

Please Check One:

Date of Event: SUNDAY, JUNE 5, 2016

- Run
- Parade
- Bike
- Walk

PAID IN FULL

FEB 01 2016

CITY OF ST. FRANCIS

1. True and correct name, address and telephone number of the person or organization seeking to conduct the event:

Name: UNITED PERFORMING ARTS FUND (UPAF)
 Address: 301 W. WISCONSIN AVE., SUITE 600
MILWAUKEE, WI 53203
 Telephone Number: 414. 273-8723

2. If you are representing an organization, please list the authorized and responsible representatives of the organization, their addresses and telephone numbers:

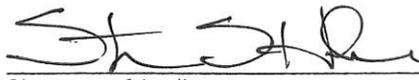
<u>Name</u>	<u>Address</u>	<u>Telephone</u>
<u>STEVE HALMO</u>	<u>"SAME AS ABOVE"</u>	<u>414. 217. 9134</u>
<u>KYLE DABAY</u>	<u>" " " "</u>	<u>414. 239-6284</u>

3. Please list the name, address and telephone number of the event chairperson or coordinator and all persons who will be in charge of or responsible for the events conduct:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
<u>PLEASE SEE No. 2,</u>		

4. Duration of Event: @ 7:15 AM - 12:30 PM.

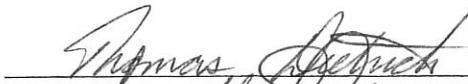
5. Assembly Time: N.A.
6. Assembly Location (by street/s) or description of assembly area:
SUMMERFEST GROUNDS
7. Starting Time: @ 1:00 A.M.
8. Starting Location: SUMMERFEST GROUNDS
9. Termination Point: SUMMERFEST GROUNDS
10. Route:
N. AND S. ON S. LAKE DR.; 2015 ROUTE MAP ATTACHED.
11. Number of Units (parade): N.A.
12. Number of Entries (walk, run, bike): @ 3,000 RIDERS
13. Will the parade/run/walk/bike occupy all or a portion of the width of the streets proposed to be traversed: "ONLY A PORTION OF THE WIDTH OF THE STREET."


 Signature of Applicant

NOTE: Your \$75.00 deposit or portion thereof will be refunded only if City personnel are not required to monitor the event. The fee may, however, exceed the \$75.00 deposit if extensive City assistance is required, i.e.: fire, police, etc. services.

Approved By:

Police Chief:



2-1-16
 Date

Fire Chief:

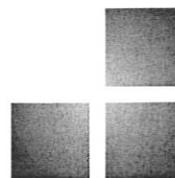


2-2-16
 Date

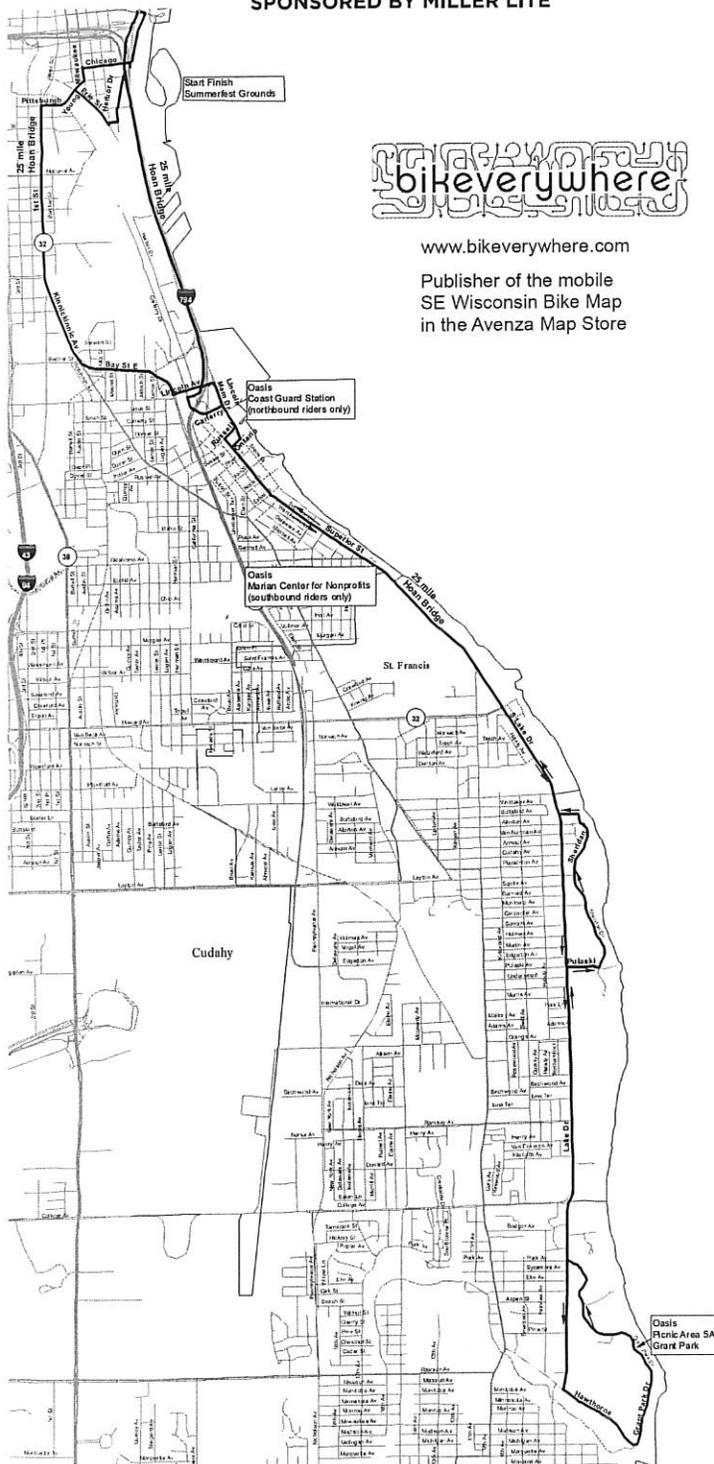
25-MILE HOAN ROUTE • WHYTE HIRSCHBOECK DUDEK S.C.



UPAF RIDE FOR THE ARTS
SPONSORED BY MILLER LITE



Whyte Hirschboeck Dudek S.C.



www.bikeeverywhere.com

Publisher of the mobile SE Wisconsin Bike Map in the Avenza Map Store

Direction	Distance	Total Distance	Street/Road/Highway
Straight - North	.8 M		N. Harbor Dr.
Left - West	.1 M	.8 M	E. Michigan St.
Left - South	.1 M	.9 M	N. Lincoln Memorial Drive
Straight - South	2.5 M	1.0 M	Hoan Bridge I-794 North
Left - East	.4 M	3.5 M	E. Car ferry Dr.
Right - South	.2 M	3.9 M	S. Lincoln Memorial Dr.
Right - West	.1 M	4.1 M	E. Russell Ave.

Caution - Watch for Traffic before Turning Left!

Left - South	1.2 M	4.2 M	S. Superior St.
Straight - South	.2 M	5.4 M	S. Lake Dr.

Oasis Station at the Marian Center at the 5.6 Mile Mark

Right - South	5.5 M	5.6 M	S. Lake Dr.
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Caution - Watch for Traffic before Turning Left!

Left - East	.6 M	11.1 M	E. Hawthorne Ave.
Left - North	1.4 M	11.7 M	Grant Park Dr.

Oasis Station at Picnic Area 5A, Grant Park at the 13.1 Mile Mark

Right - North & West	.7 M	13.1 M	Grant Park Dr.
Right - North	1.8 M	13.8 M	S. Lake Dr.
Right - East	.2 M	15.6 M	Pulaski Ave.
Left - North	1.1 M	15.8 M	Sheridan Dr.
Right - North	2.0 M	16.9 M	S. Lake Dr.
Straight - North	1.0 M	18.9 M	S. Superior St.
Right - East	.1 M	19.9 M	E. Ontario St.
Left - North	.1 M	20.0 M	S. Shore Dr.
Straight - North	.1 M	20.1 M	S. Lincoln Memorial Dr.

Oasis Station at U. S. Coast Guard Station at the 20.2 Mile Mark

Right - North	.2 M	20.2 M	S. Lincoln Memorial Dr.
Left - West & North	.5 M	20.4 M	E. Lincoln Ave. Viaduct

Caution - Watch for Traffic before Turning Left!

Left - West	.4 M	20.9 M	E. Bay St.
Right - Northwest	.5 M	21.3 M	S. Kinnickinnic Ave.
Straight - North	1.0 M	21.8 M	S. 1 st St.

Caution - Watch for Traffic before Turning Right!

Right - East & North	.2 M	22.8 M	E. Pittsburgh St.
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Caution - Watch for Traffic before Turning Right!

Right - East	.5 M	23.0 M	E. Erie St.
Left - North	.3 M	23.5 M	N. Harbor Dr.

Finish Line at N. Harbor Dr. at E. Polk St. at the 23.8 Mile Mark



of St. Francis

Anne B. Uecker MMC / WCPC
CITY CLERK – TREASURER
Anne.Uecker@stfranwi.org

February 9, 2016

Mayor St. Marie-Carls
Members of the Common Council

RE: Request to purchase additional software

Common Council:

I am respectfully requesting to purchase the Magnetic W-2's and 1099 license from Civic Systems. This will allow the City to comply with the IRS and Wisconsin Department of Revenues requirements that employers with over 150 issued W-2's upload an electronic file annually for these. In the past, we have printed and mailed the copies to the IRS and Department of Revenue. The forms have been mailed this year to the IRS, but the State of Wisconsin is requiring an electronic file in order to complete filing of the WT-7.

The cost of the license is \$1000. The expenditure would be charged to 40-6008-202 General Office Technology which has a balance of \$28,428.

Sincerely,

/s/Anne B. Uecker

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

Service Agreement

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of St. Francis
4235 South Nicholson Avenue
St. Francis, WI 53235

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days from issue date.

INVESTMENT SUMMARY

License Fee – Magnetic W-2’s and 1099’s	\$ 2,000
Less: Discount	<u>(1,000)</u>
TOTAL INVESTMENT	\$ <u>1,000</u>

*Travel costs are not included.

SIGNATURE AGREEMENT

The signatures below indicate each party’s acceptance of this agreement.

CITY OF ST. FRANCIS

Signature: _____
Title: _____
Date: _____

CIVIC SYSTEMS, LLC

Signature: _____
Title: _____
Date: _____





Rec 7.000971

PAID IN FULL

FEB 03 2016

CITY OF ST. FRANCIS

PETITION FOR A SPECIAL PRIVILEGE

Date: 2-9-16

TO THE BOARD OF THE CITY OF ST. FRANCIS:

The undersigned Joan Kelly
(individual, partnership, Wisconsin or foreign corp.)

being the owner or occupant of the property in the City of St. Francis, known by street and number as 3720 S Kinnickinnic Ave respectfully petition the Board of the City of St. Francis according to provisions of Section 66.0425 of the Wisconsin Statutes that the following privilege be granted:

of which a plan or sketch is herewith submitted. Petitioner agrees to comply with all laws of the State of Wisconsin and all ordinances of the City of St. Francis, to abide by any order or resolution of the Board affecting this privilege, to be primarily liable for damages to person or property by reason of granting such privilege and to hold the City of St. Francis harmless from any or all liability, to furnish a bond and pay annual compensation as provided by law in the sum to be fixed by the proper City Officers and to file and keep current throughout the existence of the privilege a certificate of insurance indicating applicant holds a public liability policy in the sum of \$100,000 - \$300,000 bodily injury, and \$25,000 property damage, insuring the City against any liability that might arise by reason of the privilege.

Petitioner further agrees to remove said privilege whenever public necessity so requires or when ordered upon resolution adopted by the City of St. Francis Board.

Petitioner further agrees that the City of St. Francis, its employees, agents or representatives, shall be held harmless from any and all liability for injury to the aforesaid property and damages accruing therefrom by acts of any City employees, agents, or representatives in carrying on their assigned duties in such capacity of employment, on the property above described.

Petitioner also agrees that if in the opinion of the Director of Community Development of the City of St. Francis the privileges, projections or encroachments permitted herein become out of repair, unsafe or unsightly, and upon receipt of written notice thereof, petitioner will, within five (5) days from the receipt thereof, maintain, repair or remove such privilege, projection or encroachment at petitioner's expense. It is further agreed and understood that should petitioner fail to comply with said notice to maintain, repair or remove said privilege, projection or encroachment, the City of St. Francis will have the right to maintain, repair or remove such privilege, projection or encroachment and charge the cost of same to petitioner or property owner.

Should this special privilege be discontinued for any reason whatsoever, petitioner agrees to remove all construction work executed pursuant to this special privilege, to restore to its former condition (subject to the approval of the Director of Community Development) any curb, pavement or other public improvement which was removed, changed or disturbed by reason of the granting of this privilege. Petitioner further agrees not to contest the validity of Section 66.0425 of the Wisconsin Statutes, or the legality of this special privilege in any way.

Signed: Joan Kelly
Address: 3720 S Kinnickinnic Ave St Francis
Name of Firm, Society or Corp.: Lovely Salon Inc.
Title or office held in same: Owner
Approval of Property Owner: Joan Kelly

APPLICATION FEE: \$100.00

Phone: 651-324-1842

Receipt No: 7.000971

Feb 9, 2016

Lovely Salon & Spa

Previous Balance: .00

PERMITS

Street Right Away 100.00

Total: 100.00

=====

CHECK - GENERAL CHECKING

Check No: 2952 jd 100.00

Total Applied: 100.00

Change Tendered: .00

=====

Duplicate Copy

02/09/2016 01:15PM

**Anne Uecker, MMC/WCPC
City Clerk/Treasurer**

To be read at the February 17 Common Council meeting, and placed on file.

Members of the St. Francis Common Council:

I would like to go on record with my comments regarding the February 2nd Common Council meeting, specifically the accusations of Alderman Brickner and Police Chief Dietrich against Mayor St. Marie-Carls. It was stated that the mayor demanded free access to the Police Department and threatened Chief Dietrich's job. The mayor has denied the allegation.

As a member of the Police and Fire Commission, I knew nothing of this accusation until the last Council meeting, where Alderman Brickner read a letter from Police Chief Dietrich, not only to the entire Council, but also to the public. It was not emailed to the members of the Police and Fire Commission, nor was it put on the Police and Fire Commission meeting agenda.

I would like answers to two questions. First, how it is permissible for Alderman Brickner to read a letter that never passed through the Police and Fire Commission yet was read to the public?

Second, I would like to know specifically how and why these allegations were brought to light. While I understand no formal complaints were made by Alderman Brickner, Chief Dietrich, or Mayor St. Marie-Carls, I would like to respectfully request an investigation into these accusations.

If the mayor did, indeed, demand free access to the Police Department, it is an abuse of power. If she did not, then the police chief and Alderman Brickner are slandering the mayor and telling lies to the public.

As a concerned citizen, I would like to know the facts. Is the mayor abusing her power, or are the Alderman and police chief lying?

Thank you for looking into this matter, and keeping the public informed of your findings.

**P.J. Early
2921 E Whittaker Avenue
St Francis, WI**

******IMPORTANT POINT OF ORDER ANNOUNCEMENT AND REQUEST******

POINT OF ORDER – *Official request to the Statutory position of the City Attorney for Notification to work on action for assistance in working with the new guidelines form the Attorney General this request - jointly extends to the City Clerk in her Official capacity of follow through and implementation for most current guidelines with Open Meetings Law.*

- FOR THE RECORD FROM THE MAYOR



Date: February 11, 2016 (prior to start of official business)

To: Paul Alexy & Anne Uecker City Clerk, Alderman, Staff and Citizens of St. Francis

From: Mayor CoryAnn St. Marie-Carls

Re: Important Open Meetings Law – Point of Order

Action request to take effect beginning next Council Agenda on February 17th and henceforth -

Reference materials: Wisconsin Department of Justice Open Meetings Guide

Office of Open Government & other local government officials, League of Municipalities

Mayor CoryAnn St. Marie-Carls

OFFICIAL ANNOUNCEMENT – POINT OF ORDER – REQUEST -

Let me be clear I do this in a spirit of mutual respect and civility in service and transparency to our law abiding citizens and taxpayers of St. Francis – I have researched this with local and State sources. “We hold our citizens to the standard of our ordinances and require tax payments other payments and compliance, therefore I ask new guidelines be put in place for compliance to State Law from our City Officials”, states Mayor CoryAnn St. Marie-Carls

- THIS ALSO REQUESTS A REVIEW OF CURRENT PRACTICES WHERE THE CITY OF ST. FRANCIS, MEETING AGENDAS, NOTICES, AND MINUTES ARE CONCERNED, WORKING WITH THE ATTORNEY GENERAL’S GUIDEPOINTS.

REQUEST FROM THE MAYOR TO CITY ATTORNEY AND CLERK; OUTLINE OF REQUEST:

- 1. See narrative below for first specific request as far as “Generic” Agenda items. Alderman Brickner and Alderman McSweeney were out of the clear lines of the agenda during “Alderman’s Comments” when they spoke at length with opinion and comment as far as Mayor St. Marie-Carls and her elected voice and duty to citizens.**
- 2. Working with new guidelines helps with equal protection and representation of all. It has been pointed out to me by citizens: It is the belief that our City Attorney contracted or elected has the duty to provide service equally to all elected officials in his statutory capacity in service to the City of St. Francis and assistance in the enforcement of State law and local Code. Citizens see our Attorney as an advocate and needs to act in the best service to the electorate by serving all elected officials and unelected City Officials with the same courtesy when working for the City of St. Francis.**

******IMPORTANT POINT OF ORDER ANNOUNCEMENT AND REQUEST******

POINT OF ORDER – *Official request to the Statutory position of the City Attorney for Notification to work on action for assistance in working with the new guidelines form the Attorney General this request - jointly extends to the City Clerk in her Official capacity of follow through and implementation for most current guidelines with Open Meetings Law.*

- FOR THE RECORD FROM THE MAYOR

3. Please review all City practices as far as Agendas, Meeting Notices, and Minutes that we are following all of the 2015 guidelines to the letter of the Open Meetings law for the protection and service to citizens as well as transparency to the citizens and taxpayers.
4. Need for better compliance on open meetings as far as Bargaining Committee activities and closed sessions. Open Meetings laws do not require all sessions for Bargaining Committee to be closed. Also minutes for the closed sessions are recommended to be taken and we do not currently do this although we have the City Clerk present for many closed sessions?

*****These items are detailed below: with narrative**

1. Feb. 2nd “Alderman’s Comments” “Department Head Comments”

IMPORTANT ANNOUNCEMENT AND POINT OF ORDER RESULTING FROM FEB. 2ND MEETING –

NARRATIVE & COMMENT FROM THE MAYOR: – liberties bridging outside the Attorney General guidelines of Open Meetings law in area of “Generic Agenda items” as noted from the newest Department of Justice publication, were taken by Alderman Mike McSweeney and Alderman Don Brickner at the City Council meeting of February 2nd 2016. I have inquired on these items for information and a potential complaint to be filed on this meeting Agenda behavior with the Attorney General’s Office of Open Government.

Additionally, as Mayor I believe I was acting within my authority as preceding officer of the Council meeting, to comply with Open Meetings law of the State of Wisconsin and serve the interests of Citizens of St. Francis when I attempted to call Alderman Brickner out of order requesting his stop and that his opinion and comment statements were outside of the boundaries of the published agenda of the St. Francis City Council meeting. Alderman Brickner refused to honor this request and continued. Alderman McSweeney clearly stated, “it is his time to talk”.

Both Aldermen brought up opinion and comment items that were not on the Agenda such as items clearly as “old business” and “new business” not on the agenda in their prepared comments referring to Mayor St. Marie-Carls. I contend they had every opportunity to put these comments on our agenda with appropriate substantiation and notice as needed for the Law. *(For the record, I as Mayor, specify list on the Council Agenda most of my items in the “Comments” section and have asked the Alderman and Department Heads to do the same at least 8 to 10 months ago)*

February 9, 2016 prior to official business:

POINT OF ORDER – OFFICIAL REQUEST TO STATITORY POSITION OF THE CITY ATTORNEY FOR FINAL PROPER NOTIFICATION/AVOIDENCE OF “GENERIC” ITEMS ON THE COUNCIL AGENDA AND STATITORY POSITION OF CITY CLERK FOR IMPLEMENATION AND FOLLOW THROUGH SO NO “GENERIC” ITEMS ARE LEFT ON THE AGENDA SUCH AS “ALDERMANS & DEPARTMENT HEAD COMMENTS”

******IMPORTANT POINT OF ORDER ANNOUNCEMENT AND REQUEST******

POINT OF ORDER – *Official request to the Statutory position of the City Attorney for Notification to work on action for assistance in working with the new guidelines form the Attorney General this request - jointly extends to the City Clerk in her Official capacity of follow through and implementation for most current guidelines with Open Meetings Law.*

- FOR THE RECORD FROM THE MAYOR

OFFICIAL REQUEST STATEMENT BY THE MAYOR TO THE CITY ATTORNEY IN HIS STATITORY ROLE TO THE CITY AND IMPLEMENTATION BY THE CITY CLERK –

As Mayor, I officially request The “Alderman’s Comments and “Department Head Comments” section of our City of St. Francis Common Council Agenda will now be specified to read, Alderman’s Announcements” and “Department Head Announcements” - a list of topics should also be requested for from the Council or Department Heads before Noon on Wednesday before a Council meeting to be checked by the City Attorney if they wish to speak on a topic.

(City of Milwaukee Common Council calls an agenda item “Alderman’s Announcements” and limits comments to Name, Date, Time, as per Terry Witkowski, Alderman 13Dist – please check with Milwaukee City Attorney for questions on this)

2. *Equal representation statement to our contracted Attorney in his statutory position serving the City of St. Francis; for the public record; to include statutory duties of the City Clerk in the matter of lawful compliant notification and announcement.*

I, Mayor St. Marie-Carls have complied with Open Records law and followed the practice of listing specific items to be covered under the Mayor’s Comments area for over a year already; many times my attachments are listed for further compliance needs. The City Attorney has regularly commented and changed I, the Mayor’s, items under, “Mayor’s Comments” prior the publishing of the official Council agenda by the Clerk.

I am asking as Mayor that the Alderman be requested to FOLLOW the same important check and balances that the Mayor has to when it comes to Open Meetings Law and all our City Agendas and notices.

3. *This Mayoral announcement and notification refers to the general request of equal representation by our Statutory Attorney; in reference to opinions, assistance and notice of ANY matter of business with the City of St. Francis between, Council, Mayor, Staff or citizens.*

I ask this in the most humble manner to preserve City government order for law abiding and respectful citizens of our City. With that being said I make a request to our City Attorney as a joint request for action with our City Clerk so we can together proceed on a course to use the most current guides to open meetings law as well as all State laws; open records as well as most importantly - equal enforcement of local Code and State Law for all citizens and taxpayers alike!

4. *Need for better use of the new guidelines - on open meetings as far as Bargaining Committee activities and closed sessions. I ask our Attorney and Clerk to follow the letter of the law in this regard and bring forward as much information about closed sessions as allowable by law to the public.*

See the excerpts below for guidelines:

******IMPORTANT POINT OF ORDER ANNOUNCEMENT AND REQUEST******

POINT OF ORDER – *Official request to the Statutory position of the City Attorney for Notification to work on action for assistance in working with the new guidelines form the Attorney General this request - jointly extends to the City Clerk in her Official capacity of follow through and implementation for most current guidelines with Open Meetings Law.*

- FOR THE RECORD FROM THE MAYOR

Wisconsin Open Meetings Law Compliance Guide – Department of Justice (excerpts)

(Generic Agenda Items – reference to Alderman’s Comments)

Generic Agenda Items

Purely generic subject matter designations such as “old business,” “new business,” “Miscellaneous business,” “agenda revisions,” or “such other matters as are authorized by law” Are insufficient because, standing alone, they identify no particular subjects at all.¹³⁷ similarly, the Use of a notice heading that merely refers to an earlier meeting of the governmental body (or of Some other body) without identifying any particular subject of discussion is so lacking in Informational value that it almost certainly fails to give the public reasonable notice of what the Governmental body intends to discuss.¹³⁸ if such a notice is meant to indicate intent to simply Receive and approve minutes of the designated meeting, it should so indicate and discussion Should be limited to whether the minutes accurately reflect the substance of that meeting.¹³⁹ Likewise, the Attorney General has advised that the practice of using such designations as “Mayor Comments,” “alderman comments,” or “staff comments” for the purpose of Communicating information on matters within the scope of the governmental body’s authority “Is, at best, at the outer edge of lawful practice, and may well cross the line to become Unlawful.”¹⁴⁰ Because members and officials of governmental bodies have greater opportunities For input into the agenda-setting process than the public has, they should be held to a higher Standard of specificity regarding the subjects they intend to address.¹⁴¹

○ **Action Agenda Items**

The Wisconsin Court of Appeals has noted that “Wis. Stat. § 19.84(2) does not expressly require That the notice indicate whether a meeting will be purely deliberative or if action will be taken.”¹⁴² The *Buswell* decision inferred from this that “adequate notice . . . may not require information About whether a vote on a subject will occur, so long as the subject matter of the vote is Adequately specified.”¹⁴³ Both in *Olson* and in *Buswell*, however, the courts reiterated the Principle—first recognized in *Badke*¹⁴⁴—that the information in the notice must be sufficient to Alert the public to the importance of the meeting, so that they can make an informed decision whether to attend.¹⁴⁵

¹³⁵ *States ex rel. Waning v. City of Manitowoc Pub. Library Bd.*, No. 2011AP1059, 2012 WL 1192048, ¶¶ 19-21 (Wis. Ct. App. Apr. 11, 2012) (unpublished).

¹³⁶ *Id.* ¶ 21 (citing *Buswell*, 2007 WI 71, ¶ 32).

¹³⁷ *Becker Correspondence* (Nov. 30, 2004); *Heupel Correspondence* (Aug. 29, 2006).

¹³⁸ *Erickson Correspondence* (Apr. 22, 2009).

¹³⁹ *Id.*¹⁴⁰ *Rude Correspondence* (Mar. 5, 2004).⁴¹ *Thompson Correspondence* (Sept. 3, 2004).¹⁴² *State ex rel. Olson v. City of Baraboo Jt. Review Bd.*, 2002 WI App 64, ¶ 15, 252 Wis. 2d 628, 643 N.W.2d 796.¹⁴³ *Buswell*, 2007 WI 71, ¶ 37 n.7. ¹⁴⁴ *Badke*, 173 Wis. 2d at 573-74 and 577-78. -17-

Anne Uecker

From: Gracie Liebenstein <gkliebenstein@gmail.com>
Sent: Thursday, February 11, 2016 3:42 PM
To: Anne Uecker
Subject: Correspondence for Feb. 12 Common Council Meeting

Grace Liebenstein
2921 E Whittaker Ave
St Francis, WI 53235

Correspondence for Feb. 12 Common Council meeting

I am sorely disappointed in the city of St. Francis for its care of its sidewalks in winter. Year after year, I am amazed at the city's lack of concern for clearing its sidewalks. After many incidents on patches of ice, I would like to bring attention to this issue that needs to change.

I would like there to be a way to encourage property owners to clear and salt their sidewalks in a timely manner, considering the safety of pedestrians. I would also like to see the city properly clear its own properties as well; I walk to and from the bus stop at KK and Denton at least five days a week and am extremely frustrated with the snow and ice remaining on the sidewalk past the Veterans' Memorial day after day after day.

I am lucky enough to be a young, able-bodied person with the ability to withstand falls on icy ground. For me, it's an inconvenience that results in scraped knees and wet clothes. However, not everyone is so fortunate. If an older adult met one of those patches of ice, the fall could seriously injure them, giving them anything from broken bones to internal damage.

I'm interested to hear from those who determined the terrace plantings between the sidewalk and the street at 4430 S. New York Ave. was forbidden because it made the area difficult for people with disabilities to traverse. If that issue is really about making the city accessible to people with disabilities, I'd like to see some action taken on a city-wide issue that also affects able bodied people instead of targeting one household in a situation that is easily worked around.

I've heard that St. Francis is interested in attracting millenials. As a 23-year-old university student looking for housing, my suggestion is to make the city more pedestrian-friendly.

Check No	Per	Date	Payee	Description	Inv Amount	V/M
68205	02/16	02/03/2016	LIBRARY	REPLACEMENT MATERIALS	20.00-	V
68257	02/16	02/03/2016	LIBRARY	REPLACEMENT MATERIALS	22.99-	V
68264	02/16	02/03/2016	CUDAHY PUBLIC LIBRARY	REPLACEMENT MATERIALS	20.00	
68265	02/16	02/03/2016	HARTFORD POLICE DEPT	TRAINING	30.00	
68266	02/16	02/03/2016	STEMWELL, OLIVIA	REFUND - PARKING PERMIT	136.00	
68267	02/16	02/03/2016	SHOREWOOD PUBLIC LIBRARY	REPLACEMENT MATERIALS	22.99	
68268	02/16	02/03/2016	GLEASON, JOHN	ESCROW OVERPAYMENT	754.33	
68269	02/16	02/11/2016	CALHOUN, STEVEN	ESCROW OVERPAYMENT	30.12	
68270	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	CLERK/TREASURER	90.00	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	CLERK/TREASURER	471.72	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	ENGINEERING	3.00	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	ENGINEERING	150.00	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	ADMINISTRATOR	104.00	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	FIRE DEPT	100.00	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	FIRE DEPT	80.69	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	FIRE DEPT	263.89	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	FIRE DEPT- CREDIT	105.58-	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	164.35	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	188.94	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	35.56	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	14.95	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	833.22	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	181.87	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	154.44	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	11.99	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	9.99	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	215.10	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	18.81	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	POLICE	100.00	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	POLICE	51.02	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	POLICE	16.03	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	POLICE	90.01	
	02/16	02/11/2016	CORPORATE PAYMENT SYSTEMS	POLICE	131.27	
68271	02/16	02/11/2016	CUDAHY COMMONS APT HOMES	ESCROW OVERPAYMENT	138.25	
68272	02/16	02/11/2016	CZERWINSKI, JIM	ESCROW OVERPAYMENT	468.13	
68273	02/16	02/11/2016	DAYTON, BRADLEY F	ESCROW PAYMENT	961.48	
68274	02/16	02/11/2016	FRITSCHKA, ROSS M	ESCROW OVERPAYMENT	639.78	
68275	02/16	02/11/2016	GOODENOUGH, TONY	ESCROW OVERPAYMENT	1,340.73	
68276	02/16	02/11/2016	HENNER, MICHAEL	ESCROW OVERPAYMENT	121.11	
68277	02/16	02/11/2016	HLADUN, OKSANA	ESCROW OVERPAYMENT	1,803.52	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
68278	02/16	02/11/2016	ICMA-RC	PLAN NUMBER 301536	1,030.00	
68279	02/16	02/11/2016	JOHNS, LANCE	ESCROW OVERPAYMENT	1,475.33	
68280	02/16	02/11/2016	KAMM, BRYAND AND CALLAN	LOTTERY CREDIT	121.27	
68281	02/16	02/11/2016	MILNER, JAMES A	ESCROW OVERPAYMENT	37.55	
68282	02/16	02/11/2016	NORTH SHORE BANK FSB	MISC DEDUCTION	5,572.00	
68283	02/16	02/11/2016	SCHROEDER, JOAN	ESCROW OVERPAYMENT	591.78	
68284	02/16	02/11/2016	ST FRANCIS SCHOOL DIST #6	PROPERTY TAXES	2,080,003.00	
68285	02/16	02/11/2016	TDS METROCOM	CIVIC CENTER	935.93	
	02/16	02/11/2016	TDS METROCOM	LIBRARY	248.43	
	02/16	02/11/2016	TDS METROCOM	CIVIC CENTER	1,871.65	
68286	02/16	02/11/2016	WI SCTF	CASE IDENTIFIER 3998990	121.46	
	02/16	02/11/2016	WI SCTF	CASE IDENTIFIER 1302486	46.15	
68287	02/16	02/11/2016	ZIMMERLEE, MICHAEL	ESCROW OVERPAYMENT	104.54	
68288	02/16	02/16/2016	A F L A C	MISC DEDUCTIONS	2,442.42	
68289	02/16	02/16/2016	ADVANTAGE POLICE SUPPLY INC	PROTECTIVE VESTS	680.00	
68290	02/16	02/16/2016	AERO COMPRESSED GASES INC	OXYGEN	234.30	
	02/16	02/16/2016	AERO COMPRESSED GASES INC	DELIVERY/PICK UP SERVICE	21.00	
	02/16	02/16/2016	AERO COMPRESSED GASES INC	OXYGEN	174.00	
68291	02/16	02/16/2016	ALSCO	CLOTHING NEW/REPLACE	35.62	
68292	02/16	02/16/2016	AT&T/SBC	CIVIC CENTER	181.12	
	02/16	02/16/2016	AT&T/SBC	GARAGE	198.74	
	02/16	02/16/2016	AT&T/SBC	SIGNALS	107.01	
68293	02/16	02/16/2016	BAKER & TAYLOR	REC BORR PBK	4.63	
	02/16	02/16/2016	BAKER & TAYLOR	AD FIC	175.15	
	02/16	02/16/2016	BAKER & TAYLOR	REC BORR CH GN	6.37	
	02/16	02/16/2016	BAKER & TAYLOR	REC BORR CH FIC	4.62	
	02/16	02/16/2016	BAKER & TAYLOR	Y BOOKS	164.71	
	02/16	02/16/2016	BAKER & TAYLOR	AD FIC	227.77	
	02/16	02/16/2016	BAKER & TAYLOR	Y BOOKS	41.12	
	02/16	02/16/2016	BAKER & TAYLOR	DONATIONS - 1000 BOOKS FRIENDS	70.48	
	02/16	02/16/2016	BAKER & TAYLOR	ANF	56.60	
	02/16	02/16/2016	BAKER & TAYLOR	REC BORR AD GN	22.59	
	02/16	02/16/2016	BAKER & TAYLOR	AD FIC	104.42	
	02/16	02/16/2016	BAKER & TAYLOR	REC BORR AD FIC	14.87	
	02/16	02/16/2016	BAKER & TAYLOR	AD FIC	124.13	
	02/16	02/16/2016	BAKER & TAYLOR	AD FIC	42.47	
	02/16	02/16/2016	BAKER & TAYLOR	AD AUDIO	19.04	
68294	02/16	02/16/2016	BAKER TILLY VIRCHOW KRAUSE LL	PROF SERVICES/AUDIT	3,124.00	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
68295	02/16	02/16/2016	BENDLIN FIRE EQUIPMENT INC	FIRE DEPT	17.00	
	02/16	02/16/2016	BENDLIN FIRE EQUIPMENT INC	FIRE DEPT	36.70	
68296						
	02/16	02/16/2016	CAVENDISH SQUARE	Y BOOKS	193.91	
68297						
	02/16	02/16/2016	CENTER POINT PUBLISHING	AD FIC	138.92	
68298						
	02/16	02/16/2016	CENTRAL OFFICE SYSTEMS	LIBRARY	11.89	
68299						
	02/16	02/16/2016	CINTAS FIRE 636525	LIBRARY	413.00	
68300						
	02/16	02/16/2016	CITY OF MILWAUKEE	STREET LIGHTING	224.76	
68301						
	02/16	02/16/2016	COMMUNICATIONS ENGINEERING C	CHAMBERS AUDIO/VISUAL SYSTEM	5,958.00	
	02/16	02/16/2016	COMMUNICATIONS ENGINEERING C	CHAMBERS AUDIO/VISUAL SYSTEM	9,742.85	
68302						
	02/16	02/16/2016	COMPASS MINERALS	SALT	7,995.27	
68303						
	02/16	02/16/2016	COMPLETE OFFICE OF WISCONSIN	LIBRARY SUPPLIES	23.41	
	02/16	02/16/2016	COMPLETE OFFICE OF WISCONSIN	LIBRARY SUPPLIES	38.82	
68304						
	02/16	02/16/2016	DEPT OF ADMINISTRATION	JANUARY FINES	3,179.35	
68305						
	02/16	02/16/2016	DIGITAL HIGHWAY INC	POLICE DEPT	1,759.45	
68306						
	02/16	02/16/2016	DIVERSIFIED BENEFIT SERVICES	HRA ADMINISTRATIVE SERVICES	259.15	
68307						
	02/16	02/16/2016	DWD-UI	UNEMPLOYMENT	351.38	
68308						
	02/16	02/16/2016	EINSTEIN SIGNS	VEHICLE DECAL SETS	124.60	
	02/16	02/16/2016	EINSTEIN SIGNS	VEHICLE DECAL SETS	53.40	
68309						
	02/16	02/16/2016	ENTERTAINMENT WEEKLY	52 WEEKS - 2016	20.00	
68310						
	02/16	02/16/2016	EWALD AUTOMOTIVE GROUP	2016 CHARGER #2C3CDXKT2GH160845	25,820.00	
68311						
	02/16	02/16/2016	EXCEL PRINTING INC	BOOK MARKS - LIBRARY	51.00	
68312						
	02/16	02/16/2016	FABCO EQUIPMENT INC.	HWY #39	5.65	
	02/16	02/16/2016	FABCO EQUIPMENT INC.	HWY #39	13.19	
68313						
	02/16	02/16/2016	FORCE AMERICA INC	HWY #4	84.84	
	02/16	02/16/2016	FORCE AMERICA INC	HWY #4	197.95	
68314						
	02/16	02/16/2016	GENUINE PARTS COMP - MILWAUKEE	HWY #9	213.33	
	02/16	02/16/2016	GENUINE PARTS COMP - MILWAUKEE	CREDIT - HWY	186.73	
68315						
	02/16	02/16/2016	GLENCASTLE IRISH DANCERS INC	DANCE PERFORMANCE	75.00	
68316						
	02/16	02/16/2016	GRAEF	COMPREHENSIVE PLAN	6,300.00	
68317						
	02/16	02/16/2016	GREGS TRUE VALUE INC	CIVIC CENTER	9.78	
	02/16	02/16/2016	GREGS TRUE VALUE INC	POLICE DEPT	14.99	
	02/16	02/16/2016	GREGS TRUE VALUE INC	FIRE DEPT	24.46	
	02/16	02/16/2016	GREGS TRUE VALUE INC	FIRE DEPT	53.29	

Check No	Per	Date	Payee	Description	Inv Amount	V/M	
68318		02/16	02/16/2016	GREGS TRUE VALUE INC	LIBRARY	11.20	
68319		02/16	02/16/2016	HAUKE'S FLORAL N MORE	CITIZEN OF THE YEAR	77.50	
68320		02/16	02/16/2016	HOUSE OF CORRECTION	K-9 COLORING BOOKS	20.00	
68321		02/16	02/16/2016	HOUSE OF CORRECTION	JAN BOARDING	324.00	
68322		02/16	02/16/2016	IMPERIAL SUPPLIES HOLDINGS INC	HIGHWAY	87.59	
		02/16	02/16/2016	IMPERIAL SUPPLIES HOLDINGS INC	HIGHWAY	122.29	
68323		02/16	02/16/2016	JOHN PAUL'S GMC	SQUAD #1	61.60	
68324		02/16	02/16/2016	JOURNAL/SENTINEL INC	PUBLICATION	289.75	
		02/16	02/16/2016	JOURNAL/SENTINEL INC	ELECTIONS	58.86	
68325		02/16	02/16/2016	KUJAWA ENTERPRISES	PLANT MAINTENANCE	37.50	
68326		02/16	02/16/2016	LABOR ASSOC OF WISCONSIN INC	VISION INSURANCE	99.25	
		02/16	02/16/2016	LEE TRUCK EQUIPMENT INC	HWY #23	91.20	
		02/16	02/16/2016	LEE TRUCK EQUIPMENT INC	HWY #23	39.09	
		02/16	02/16/2016	LEE TRUCK EQUIPMENT INC	HWY #23	28.34	
		02/16	02/16/2016	LEE TRUCK EQUIPMENT INC	HWY #23	66.12	
		02/16	02/16/2016	LEE TRUCK EQUIPMENT INC	HWY #4A	176.03	
		02/16	02/16/2016	LEE TRUCK EQUIPMENT INC	HWY #4A	410.75	
		02/16	02/16/2016	LEE TRUCK EQUIPMENT INC	CREDIT	36.94	
		02/16	02/16/2016	LEE TRUCK EQUIPMENT INC	CREDIT	86.18	
68327		02/16	02/16/2016	LOCATE PLUS CORPORATION	LOCATE PLUS WEBSITE USAGE	29.95	
68328		02/16	02/16/2016	LUKOWSKI, WILLIAM	TINTING	125.00	
68329		02/16	02/16/2016	M A T C	TRAINING/JACKSON	147.52	
68330		02/16	02/16/2016	MALEK AND ASSOCIATES INC	MILW BUCKS 2015 MODIFICATIONS	225.00	
		02/16	02/16/2016	MALEK AND ASSOCIATES INC	MIL POB	5,010.00	
68331		02/16	02/16/2016	MENARDS	HWY	14.13	
		02/16	02/16/2016	MENARDS	SHOP	77.61	
68332		02/16	02/16/2016	MIDWEST FIBER NETWORKS LLC	1GB DEDICATED TRANSPORT LINE	549.21	
		02/16	02/16/2016	MIDWEST FIBER NETWORKS LLC	INTERNET SERVICE	800.00	
68333		02/16	02/16/2016	MILLER-BRADFORD & RISBERG INC	WHEEL LOADER SER#NFF232343	109,900.00	
68334		02/16	02/16/2016	MILW CO FEDERATED LIBRARY SYS	EBOOKS	1,379.00	
		02/16	02/16/2016	MILW CO FEDERATED LIBRARY SYS	MCFLS	17,545.68	
68335		02/16	02/16/2016	MILW CO FIRE TRAINING - MCFTOA	2016 MEMBERSHIP/MTGS	195.00	
68336		02/16	02/16/2016	MILW CO TREASURER	JANUARY FINES	851.00	
68337		02/16	02/16/2016	MILW PAPER COMPANY	GENERAL OFFICE	63.08	
		02/16	02/16/2016	MILW PAPER COMPANY	HWY	5.14	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
68338						
	02/16	02/16/2016	MILW POWER EQUIPMENT LLC	CHAIN SAWS	241.76	
68339						
	02/16	02/16/2016	MILW WATER WORKS	FIRE LINE PROTECTION	300.00	
	02/16	02/16/2016	MILW WATER WORKS	FIRE LINE PROTECTION	405.00	
	02/16	02/16/2016	MILW WATER WORKS	LIBRARY	161.75	
	02/16	02/16/2016	MILW WATER WORKS	LIBRARY	32.09	
	02/16	02/16/2016	MILW WATER WORKS	CIVIC CENTER	316.09	
	02/16	02/16/2016	MILW WATER WORKS	CIVIC CENTER	37.07	
68340						
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	ELECTED OFFICIALS	3.74	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	ADMINISTRATOR	9.50	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	GENERAL OFFICE	4.62	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	CLERK/TREAS	55.55	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	INSPECTION	32.76	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	COURT	21.17	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	CIVIC CENTER	21.53	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	POLICE	185.67	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	FIRE	199.12	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	HEALTH	72.91	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	ENGINEERING	62.62	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	HWY	153.42	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	MECHANIC	12.41	
	02/16	02/16/2016	MINNESOTA LIFE INSURANCE CO	LIBRARY	59.82	
68341						
	02/16	02/16/2016	MONEY	SUBSCRIPTION:2936901178 12 ISSUES	15.00	
68342						
	02/16	02/16/2016	MONROE TRUCK EQUIPMENT INC	HWY	281.23	
68343						
	02/16	02/16/2016	MOTOROLA	RADIOS	12,916.25	
68344						
	02/16	02/16/2016	NASSCO INCORPORATED	CIVIC CENTER	287.69	
	02/16	02/16/2016	NASSCO INCORPORATED	CIVIC CENTER	4.92	
68345						
	02/16	02/16/2016	O'REILLY AUTO PARTS	CREDIT	6.64	
	02/16	02/16/2016	O'REILLY AUTO PARTS	HWY	6.29	
	02/16	02/16/2016	O'REILLY AUTO PARTS	CREDIT	2.71	
	02/16	02/16/2016	O'REILLY AUTO PARTS	HWY #9	3.09	
	02/16	02/16/2016	O'REILLY AUTO PARTS	HWY #9	12.07	
68346						
	02/16	02/16/2016	PRAXAIR GAS TECH INC	EQUIP/VEHICLE MAINTENANCE	16.95	
	02/16	02/16/2016	PRAXAIR GAS TECH INC	EQUIP/VEHICLE MAINTENANCE	62.14	
	02/16	02/16/2016	PRAXAIR GAS TECH INC	EQUIP/VEHICLE MAINTENANCE	11.30	
	02/16	02/16/2016	PRAXAIR GAS TECH INC	EQUIP/VEHICLE MAINTENANCE	5.65	
	02/16	02/16/2016	PRAXAIR GAS TECH INC	EQUIP/VEHICLE MAINTENANCE	5.65	
	02/16	02/16/2016	PRAXAIR GAS TECH INC	EQUIP/VEHICLE MAINTENANCE	5.65	
	02/16	02/16/2016	PRAXAIR GAS TECH INC	EQUIP/VEHICLE MAINTENANCE	5.65	
68347						
	02/16	02/16/2016	PURCHASEPOWER	POSTAGE	1,020.99	
68348						
	02/16	02/16/2016	SCOTT, KATHY	MILEAGE	72.74	
68349						
	02/16	02/16/2016	SHERWIN INDUSTRIES INC	FIBER MIX	242.05	
	02/16	02/16/2016	SHERWIN INDUSTRIES INC	FIBER MIX	131.84	
68350						
	02/16	02/16/2016	SHRED-IT USA LLC	DOCUMENT SHREDDING	95.38	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
68351						
	02/16	02/16/2016	ST FRANCIS FIREFIGHTERS ASSN	UNION DUES	840.00	
68352						
	02/16	02/16/2016	ST FRANCIS LIBRARY	RESTITUTION/DUKE	47.48	
68353						
	02/16	02/16/2016	ST FRANCIS PROF POLICE ASSN	UNION DUES	640.50	
68354						
	02/16	02/16/2016	SUDZ WASH & LUBE	CARWASHES W/WAXES & UNDERBODY	48.00	
68355						
	02/16	02/16/2016	TAPCO	CREDIT	65.00-	
	02/16	02/16/2016	TAPCO	CREDIT	60.00-	
	02/16	02/16/2016	TAPCO	SIGNALS	1,570.60	
	02/16	02/16/2016	TAPCO	LAKE & HOWARD	3,985.00	
	02/16	02/16/2016	TAPCO	RR SIGNALS	1,645.00	
	02/16	02/16/2016	TAPCO	HOWARD & 794	1,473.60	
68356						
	02/16	02/16/2016	THOMPSON, KIM A	POLICE DEPT	266.10	
68357						
	02/16	02/16/2016	TRI-STATE EQUIPMENT CO. INC.	HIGHWAY	11.17	
	02/16	02/16/2016	TRI-STATE EQUIPMENT CO. INC.	HIGHWAY	26.07	
	02/16	02/16/2016	TRI-STATE EQUIPMENT CO. INC.	HIGHWAY	1.54	
	02/16	02/16/2016	TRI-STATE EQUIPMENT CO. INC.	HWY #49	43.63	
	02/16	02/16/2016	TRI-STATE EQUIPMENT CO. INC.	HWY #49	89.96	
68358						
	02/16	02/16/2016	US BANK NATL ASSOC	KONICA MINOLTA COPIER	246.00	
68359						
	02/16	02/16/2016	UTILITY SALES & SERVICE	HWY #31	958.47	
68360						
	02/16	02/16/2016	VERIZON WIRELESS	ELECTED OFFICIALS/GEN OFFI	10.84	
	02/16	02/16/2016	VERIZON WIRELESS	POLICE	355.27	
	02/16	02/16/2016	VERIZON WIRELESS	FIRE	50.50	
	02/16	02/16/2016	VERIZON WIRELESS	HEALTH	100.32	
	02/16	02/16/2016	VERIZON WIRELESS	ENGINEERING	50.50	
	02/16	02/16/2016	VERIZON WIRELESS	ELECTED OFFICIALS/GEN OFFI	320.08	
	02/16	02/16/2016	VERIZON WIRELESS	RECYCLING	.97	
	02/16	02/16/2016	VERIZON WIRELESS	ENGINEERING	41.95	
	02/16	02/16/2016	VERIZON WIRELESS	TAPCO	16.61	
	02/16	02/16/2016	VERIZON WIRELESS	FIRE	174.34	
	02/16	02/16/2016	VERIZON WIRELESS	INSPECTION	58.48	
	02/16	02/16/2016	VERIZON WIRELESS	POLICE	304.86	
68361						
	02/16	02/16/2016	VIKING COMMUNICATION	DPW RADIOS	225.83	
68362						
	02/16	02/16/2016	VRETENAR, CRAIG	MILEAGE	97.20	
68363						
	02/16	02/16/2016	W S F C A	DUES	95.00	
68364						
	02/16	02/16/2016	WASTE MANAGEMENT	4235 S NICHOLSON AVE	619.86	
	02/16	02/16/2016	WASTE MANAGEMENT	RECYCLING	8,333.40	
	02/16	02/16/2016	WASTE MANAGEMENT	RUBBISH	24,097.20	
68365						
	02/16	02/16/2016	WE ENERGIES	RESTITUTION:HAY, JAMIE	50.00	
68366						
	02/16	02/16/2016	WEA INSURANCE TRUST	RETIREE	752.02	
	02/16	02/16/2016	WEA INSURANCE TRUST	ADMINISTRATOR	1,404.20	
	02/16	02/16/2016	WEA INSURANCE TRUST	GENERAL OFFICE	419.42	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
		02/16	WEA INSURANCE TRUST	CLERK/TREASURER	1,404.20	
		02/16	WEA INSURANCE TRUST	INSPECTION	1,404.20	
		02/16	WEA INSURANCE TRUST	POLICE	29,082.53	
		02/16	WEA INSURANCE TRUST	FIRE	22,856.59	
		02/16	WEA INSURANCE TRUST	HEALTH	539.86	
		02/16	WEA INSURANCE TRUST	ENGINEERING	4,674.20	
		02/16	WEA INSURANCE TRUST	HWY	6,911.90	
		02/16	WEA INSURANCE TRUST	MECHANIC	1,404.20	
		02/16	WEA INSURANCE TRUST	LIBRARY	3,348.26	
68367						
		02/16	WEST ALLIS POLICE DEPARTMENT	WARRANT: ADCOCK, CLAYMORE ALLEN	464.00	
68368						
		02/16	WI DEPT OF JUSTICE	BACKGROUND CHECKS	49.00	
68369						
		02/16	WI DEPT OF JUSTICE - TIME	TIME ACCESS/STELLOH	1,200.00	
		02/16	WI DEPT OF JUSTICE - TIME	TIME SYSTEM	360.00	
68370						
		02/16	WI IMAGINING SOLUTIONS LLC	11311 MONTHLY CONTRACT	47.40	
		02/16	WI IMAGINING SOLUTIONS LLC	11295 MONTHLY CONTRACT	333.72	
68371						
		02/16	WISCONSIN LITERACY	WIS LITERACY PROGRAM	50.00	
68372						
		02/16	WSFIA	MEMBERSHIPS	200.00	
Grand Totals:					<u>2,453,498.44</u>	

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

COMMON COUNCIL:

 Council President

 1st District Alderperson

 1st District Alderperson

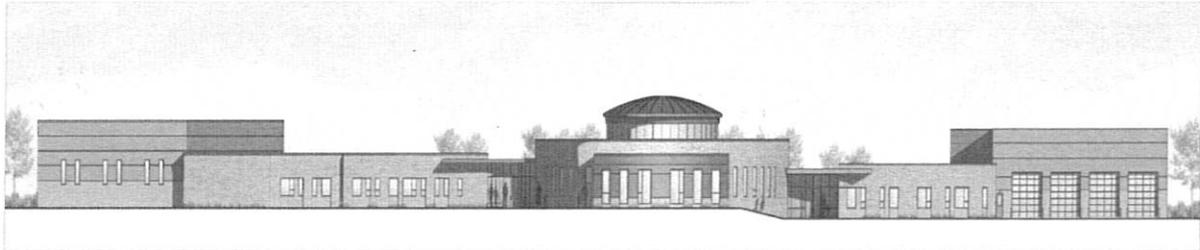
 2nd District Alderperson

 3rd District Alderperson

 3rd District Alderperson

From your City of St. Francis Elected Officials:

Mayor	CoryAnn St. Marie-Carls
City Administrator	Tim Rhode
City Attorney	Paul Alexy
City Clerk/Treasurer	Anne B. Uecker
Municipal Judge	Peter C. Hemmer
Aldersperson – District 1	Sue Bostedt
	Steve Wattawa
Aldersperson – District 2	Don Brickner
	Mike McSweeney
Aldersperson – District 3	Debbie Fliss
	Ray Klug



Police Station / City Hall / Historical Society / Fire Department

St. Francis Clinic Center
St. Francis, Missouri
Rev. 11.8.17

The Miss St. Francis Scholarship Pageant

438 S. NEW YORK AVENUE

ST. FRANCIS, WISCONSIN 53235

PROGRAM BOOK AD SUBSCRIPTION

Subscriber: (Please Print)

Date: _____

City of St. Francis
Elected Officials

Check # _____ Amount _____

Send Invoice To Above Address

Cash Received - Amount \$ _____

Full Page Ad\$100.00

Quarter Page Ad\$ 50.00

Half Page Ad\$ 75.00

Eighth Page Ad\$ 35.00

***Remittance on all patron ads required with this subscription**

COPY TO BE PLACED IN AD:

Subscriber may furnish cut, mat or copy - if available, attach to this form

COPIES FOR:

1. White - Committee
2. Yellow - Finance
3. Pink - Subscriber

Subscriber Signature: _____

Your Ad Solicitor: _____

Dave Gray

THANK YOU FOR YOUR SUPPORT

Start Over

CITY OF ST. FRANCIS

TRAVEL AUTHORIZATION

Name: Kevin Jackson * Title: Police Officer
 Department: St. Francis Police Destination: Appleton, Wisconsin
 Purpose of Trip: Court Safety and Security Conference
 Departure Date: 03/01/2016 Return Date: 03/03/2016

EXPENSE SUMMARY

Transportation: <input checked="" type="radio"/> City <input type="radio"/> Private <input type="radio"/> Miles:	
Lodging: 2 nights	\$182.04
Meals: <input type="radio"/> Breakfast <input type="radio"/> Lunch <input type="radio"/> Dinner	
Registration Fee: Court Safety and Security Conference - Appleton Wisconsin - FVTC	225.00
Parking - Taxi Fees:	
Miscellaneous w/ Receipts Attached:	
Total:	\$407.04

IS THIS A BUDGETED ITEM? NO YES

TO BE COMPLETED BY DEPARTMENT HEAD

- Travel will require overtime? NO YES If required, cost of overtime for the employee: _____
- Overtime replacement required? NO YES If required, cost of replacement: _____

[Signature] Department Head Date: 1/26/16
 _____ City Administrator Date: _____

* Officer Jackson is main bailiff.



**City of St. Francis Police Department
Matter of Report**

Date: Wednesday, December 9, 2015

In the matter of: Training

To: Sgt. John Plachinski *Forwarded to Judge per Chief*

From: PO Kevin Jackson

This matter of is a request to attend the 2016 Court Safety and Security Conference from March 1 – March 3, 2016 in Appleton, Wisconsin.

I believe this training would be beneficial for providing courtroom security, planning and awareness for my new responsibilities as municipal court bailiff.

I have attached the course agenda and information.

Respectfully Submitted,

Kevin Jackson
PO Kevin Jackson

Sgt. Plachinski

CITY OF ST FRANCIS TRAVEL AUTHORIZATION

NAME: Jean DeMores DEPARTMENT: Clerk's Office
 TITLE: Deputy City Clerk/Treasurer DESTINATION: Appleton, WI
 DEPARTURE DATE: 4/20/16 RETURN DATE: 4/22/16
 PURPOSE OF TRIP: MTAW – Spring Conference - Advanced education related to Deputy Clerk/Treasurer position & continued certification

EXPENSE SUMMARY:

Transportation: [] City [X] Private Miles Estimate 226.60	\$122.36
Lodging: 2 nights @ \$82/night	\$164.00
Meals: [] Breakfast [] Lunch [] Dinner Included	\$0.00
Registration Fee	\$130.00
Parking/Taxi Fees	
Miscellaneous: (Receipts Attached)	\$0.00
TOTAL	\$416.36

IS THIS A BUDGETED ITEM? Yes No

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 *DeMores* _____

Date: 2-9-2016

City Administrator _____

Date: _____

SUBMIT ACTUAL RECEIPT COPIES TO CLERK'S OFFICE FOR REIMBURSEMENT

MTAW Fall Conference Registration
April 21 - 22, 2016
Radisson Paper Valley Hotel - Appleton, WI

Name: Jean DeMores
Title: Deputy Clerk/Treasurer
Municipality/Business: City of St. Francis
Address: 3400 E HOWARD Ave
City: St. Francis State: WI Zip: 53235
Phone: 414-316-4306 Email: jean.demores@stfranwi.org
Is this your first MTAW conference? Yes _____ No X
Any dietary considerations? N/A
Other accommodations? N/A
Guest Name(s) N/A

We need a firm count for the Thursday night dinner. Your guests are invited to attend if the entire guest fee has been paid.

Are you attending? X Yes _____ No Is your guest? _____ Yes _____ No
Are you attending "Refresh Your Spirit with Spirits?" _____ Yes X No
Is your guest attending "Refresh Your Spirit with Spirits?" _____ Yes _____ No

MTAW Member Registration Fee	\$130
Non Member Fee	\$180

Guest Fee	\$ 90
-----------	-------

Amount enclosed \$ 130⁰⁰

Paid registration due no later than April 1, 2016. Cancellation date is April 1.

MTAW
2408 North 67th Street
Wauwatosa, WI 53213

Questions? (414) 453-1442

mta-wi@att.net

MTAW Spring Conference
“GO GREEN”
Radisson Paper Valley, Appleton
April 21 – 22, 2016

Thursday, April 21

7:15 – 8:00 Continental Breakfast: Bagels, Assorted Whole Fruit, and Fruit Juice

8:00 – 8:15 Welcome
Mayor Timothy Hanna, City of Appleton

8:15 – 9:45 Do You Owe Green? – Wisconsin Sales Tax
Russell Bredeson, WI DOR

This seminar covers common taxable sales by governmental entities as well as whether these sales require you to be registered to collect sales tax.

9:45 – 10:15 Break

10:15 – 11:45 Reduce Your Risk – Understanding Internal Controls and Fraud Risks
Dave Maccoux, Schenck

Any organization can be susceptible to fraud. As governments increase their focus on identifying fraud risks, efforts to improve measures to detect, deter and prevent fraud will become more common. This session will focus on understanding and enhancing your system of internal controls to better manage your fraud risks and identify early warning signs of fraud.

11:45 – 12:15 MTAW Annual Business Meeting

12:15 – 1:00 Lunch – Pasta Buffet

1:00 – 2:00 Renew your Knowledge - Wisconsin Department of Revenue Update
Valeah Foy, Director, Local Government Services

What is the latest and greatest occurring at the State of Wisconsin that could impact municipal treasurers?

2:00 – 2:30 Break

2:30 – 4:30 Save Green....Time is Money - Advanced Excel, including tips & tricks
Chad Jarvi, Civic Systems

Find ways to better use Excel to make more informed decisions. This session will concentrate on Excel tips and tricks for the beginner to the more advanced Excel user. There is a little something for everyone during this session as we go over ways to better use Excel. Join us to cover things like setting up a budget spreadsheet, conditional formatting, filtering, macros, and



City of St. Francis Building Inspector

3400 E Howard Ave
St. Francis, Wisconsin 53235
Ph 414-316-4311
Fax 414-481-6483

Office Hours Mon.– Fri. Craig Vretenar
8:00- 9:00 AM
1:00-2:00 PM
E-mail craigv@stfranwi.org

2/12/2016

Mayor St Marie-Carls and members of Common Council,

I am requesting authorization to attend the Building Inspectors Institute sponsored by the League of Municipalities April 20th through the 22nd. City cost will be mileage and one lunch. The Tuition cost \$175 and lodging cost \$170 will be paid through my membership with the Building Inspectors Association of South East Wisconsin. Thank you for your consideration in this matter.

Craig Vretenar
Building Inspector

2016 Building Inspectors Institute Registration Form



2016

Building Inspectors Institute

April 20-22, 2016

Lake Lawn Resort
Delavan, WI

Credits:

- 12 Hours Commercial Building Inspector Certification
 - 12 Hours UDC Construction Inspector Certification
 - 6 Hours UDC HVAC Inspector Certification
- The expiration date for course approval is Feb. 6, 2019.

Name Craig Vretenar Title Building Inspector
 Address 4216 S. Packard Ave Municipality City of Saint Francis
 Zip St. Francis WI 53235 E-mail craig.vretenar@stfranciswi.org
 Phone (414) 316-4311

WORKSHOPS; Please check one box for each column.

Wednesday Afternoon	Thursday Morning	Thursday Afternoon
<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> 11 <input type="checkbox"/> 12 <input checked="" type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16

- Yes No (please check one)
 Guest's Name: _____
 I/we will attend the Wednesday Reception.
 I will attend functions included in fee/guest fee

Tuition is \$175 (members) and \$200 (non-members), (\$65 guests). Only officials of cities and villages that are currently members of the League of Wisconsin Municipalities may register as "members."

Register on-line: www.lwm-info.org or make checks payable to the League of Wisconsin Municipalities. Return this form by April 8, 2016 (phone registrations will not be accepted). Mail to: League of Wisconsin Municipalities, 131 W. Wilson St., Suite 505, Madison, WI 53703 or fax: (608) 267-0645

PAYMENT BY BLASEW

- Payment Method:
 Master Card Visa Discover Check

Card Number _____ Exp _____ V code _____ Zip code _____

Registration fees, less the \$10 processing fee, are refundable if received not later than three days before the workshop.

- Please check the box if you need an accommodation regarding a disability or dietary need. We will contact you to make the necessary arrangements.



Conference Hotel Information

Make reservations with Lake Lawn Resort: phone 800-338-5253, web <www.lakelawnresort.com>.

Check-in: 4:00 P.M.; Check-out: 11:00. Room charge: \$82 Single/Double. Please identify yourself as with the League of Wisconsin Municipalities Building Inspectors to obtain this rate. (Plus 13.5% percent local and state taxes; if tax exempt, a letter/certificate of exemption must be presented.) Reservations must be received by March 29, 2016. 7-day advance cancellation policy.

2016 Building Inspectors Institute

Wednesday, April 20				
8:00	Registration	3:15	CONCURRENT SESSIONS	1:00
9:30	GENERAL SESSION <i>Mike Reuter, City Building Official, Cuba City, President, Wisconsin Building Inspectors Association, presiding</i>	3)	Fire Rated Assemblies; Door and Duct Penetrations Randy Dahmen, DSPS	11)
		4)	Building Science Meets Building Codes Randy Fenske, Wausau Supply	12)
		5:00	<i>Products/Services Display and Reception</i>	13)
	Introduction & Invocation			
	Welcome Address Delevan Mayor Mel Nieuwenhuis	Thursday, April 21		
9:45	Legislative Update Jerry Deschane, Executive Director, League of Wisconsin Municipalities	8:30	CONCURRENT SESSIONS	2:30
10:15	Dept. of Safety & Professional Services Update Dave Ross, Secretary; Robin Zentner, DSPS	5)	Adhered Masonry Veneers Systems Pat Conway, International Masonry	2:45
11:00	Combating Professional Stupidity Gabe Gabrielson, Executive Director, Local Government Resources	6)	Residential Framing Reviews & Failures Jim Blaire, Engineered Wood Technical Services	14)
12:00	<i>Lunch (on your own)</i>	7)	2015 IBC Transition from the 2009 IBC Roger Axel, ICC	15)
1:30	CONCURRENT SESSIONS	10:00	<i>Break</i>	16)
1)	Kitchen Hoods, Accessories & Associate Accessories Randy Dahmen, DSPS	10:15	CONCURRENT SESSIONS	
2)	High Speed-High Performance Fire Rated Doors Jeff Wendt; Chad Steinke, Rytek Doors	8)	Permitting Software Brian Wert, Inspect Wiz	6:00
3:00	<i>Break</i>	9)	Practical Whole House Ventilation Systems Joe Nagen, Home Building Technology Services	<i>Reception and Banquet (included)</i>
		10)	2015 IBC Transition from the 2009 IBC Roger Axel, ICC	FRIDAY, APRIL 22
		12:00	<i>Lunch (included)</i>	9:00
				GENERAL SESSION
				Active Shooter and Signs of Suspicious Packages/Persons Mitch Ross, Intelligence Fusion Center Southeastern Wisconsin Threat Analysis Center Training & Outreach
				11:00
				Business Meeting
				11:30
				<i>Adjournment</i>

CITY OF ST FRANCIS TRAVEL AUTHORIZATION

NAME: Craig Vretenar DEPARTMENT: Inspection
 TITLE: Building Inspector DESTINATION: Lake Lawn Resort Delavan WI
 DEPARTURE DATE: 4/20/16 RETURN DATE: 4/22/2016
 PURPOSE OF TRIP: Building Inspector Institute
 EXPENSE SUMMARY:

Transportation: [] City [x] Private Miles Estimate 100 miles	\$57.50
Lodging:	\$0.00
Meals: [] Breakfast [x] Lunch [] Dinner Included	One lunch \$20.00 All other meals included in registration
Registration Fee	\$00.00
Parking/Taxi Fees	\$0.00
Miscellaneous: (Receipts Attached)	
TOTAL	\$77.50

IS THIS A BUDGETED ITEM? Yes No

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: \$_____

NOTE TIM NOT AVAILABLE TO SIGN

Department Head *Craig Vretenar*

Date: 2-12-2016

City Administrator _____

Date: _____

SUBMIT ACTUAL RECEIPT COPIES TO CLERK'S OFFICE FOR REIMBURSEMENT



City of St. Francis Building Inspector

3400 E Howard Ave Office Hours Mon.– Fri. Craig Vretenar
 St. Francis, Wisconsin 53235 8:00- 9:00 AM
 Ph 414-316-4311 1:00-2:00 PM
 Fax 414-481-6483 E-mail craigv@stfranwi.org

INSPECTION DEPARTMENT 2015 YEAR END REPORT

SERVICES

The Inspection Department provides the following services, issuance of permits including building, electrical, plumbing, heating and cooling, occupancy, signs and erosion. Inspections are provided on permits issued. Respond to request for service related to code and property maintenance complaints as well as request for service from Police, Fire and Health Departments for building and property related issues related to their respective calls for service.

RESPONSIBILITIES

Responsibilities include maintaining files of permits, inspections, zoning change requests, Zoning Board of Appeals and Aesthetic Control Board agendas and minutes. Other responsibilities include issuance of orders for code violations, property maintenance, updating of codes, ordinances, informational handouts and fees for permits.

DUTIES

Duties include zoning administration, setting agendas and packets for Zoning Board of Appeals and Aesthetic Control Board. Other duties include meeting attendance and information sharing with elected officials, other City departments and developers to promote forward growth and City development. Meet with contractors and residents concerning zoning and building codes for Building projects.

STAFF

Building Inspector – Inspection Certifications: UDC Building – UDC Electrical – UDC Plumbing – UDC HVAC – Commercial Building – Commercial HVAC – Commercial Plumbing – Erosion Control

Electrical Inspector – Inspection Certifications: UDC Electrical – Commercial Electrical

Permits issued	2014	Permit fees	2015	Permit fees
Buildings	7 new homes 1 addition	\$9,840.00	5 new commercial 2 residential additions 1 new home	\$83,902.93
General	169	\$24,059.00	171	\$25,306.00
Electrical	180	\$15,634.00	181	\$22,948.00
HVAC	99	\$12,423.00	93	\$18,071.00
Plumbing	146	\$14,096.00	115	\$13,513.00
Occupancy	8	\$1600.00	21	\$4,170.00
Dumpsters	64	\$3,393.00	52	\$3,976.00

Permits issued	2014	Permit fees	2015	Permit fees
Total	674	\$81,045.00	641	\$171,886.93

INSPECTIONS PERFORMED

TYPE	2014	2015
BUILDING	48	50
GENERAL	249	256
ELECTRICAL	270	320
HVAC	90	93
PLUMBING	219	175
OCCUPANCY	46	94
LICENSE (LIQUOR/ TOBACCO)	44	42
CODE COMPLIANCE	183	224
TOTAL	1,149	1,254

The 7 new homes and one home addition in 2014 provided \$1,613,422.00 value to the tax base.

The 5 new commercial buildings, 2 residential additions and 1 new home in 2015 will provide \$11,565,000.00 additional tax base in 2016 when completed.

Additional inspections performed for 8 establishments for tobacco licenses and 27 establishments for liquor or beer/ wine licenses.

Code compliance activities resulted in 59 inspection orders being written. 3 of these remain open. There were 31 terrace planting /obstruction orders written and complied with. 2 raze orders were issued.

In 2015 there were

- *5 rezoning applications
- *0 Zoning Board of Appeals applications
- *4 Aesthetic Control Board applications
- *11 Citations issued for non compliance

SUMMARY

Although the numbers of permits have remained relatively level the projects have included more interior remodeling of existing residences such as kitchens, bathrooms and basement living spaces as well as larger commercial building projects which have increased revenues of permits substantially. Also of note in 2014 there were four foreclosed homes that were rehabbed and resold. In 2015 five foreclosures were rehabbed.

ENGINEER'S REPORT

FEBRUARY 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	There are utility issues. Utilities requesting postpone until 2017
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	Survey in progress
Removal of S. Brust – Bolivar to Whitnall	deconstruct/grant	\$200,000.00	in-house	in-house	Barricades in place
Watermain Trench Repair Program	reimbursement	\$60,000.00	in-house	in-house	Getting locations mapped.
Sidewalk Replacement Program	repair/replacement	\$40,000.00	in-house	in-house	Working on survey.

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	No response from resident. Moving forward with survey work.

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.

Mayor I have to admit you have done a wonderful job deceiving the citizens that the council and city department heads are not doing their jobs. You put information out that is misleading and untruthful, making everyone look like the bad guy and you the hero. I would like to go on record to clear some things up.

As for taxes being raised- we have NOT raised city taxes or expenditures. I have the city budget to prove this fact. The thing that did change for citizens is how taxes are divided amongst home owners due to the re-evaluation. For the hundreds of citizens that taxes went up, there are hundreds of owners whose taxes went down. I'm surprised that we are not hearing more from them wondering if they have been over paying for years. On the question if you get tax relief from a TIF the answer is yes. Even if there is a go fund where we refund a portion of a builders property taxes we still benefit. Say their current land pays 100,000 in taxes they build the apartments now they pay \$300,000, because it's a TIF we don't have to share anything above the \$100,000 with state, county, schools or MATC for the next 20 years. So if you refund 25% which equals \$75,000 the city is still getting an extra \$125,000 a year.

When asked did you tell the citizens that when we started the budget process in September that we had close to \$500,000 we had to cut from the budget? Did you tell them that we cut a management position from the police department? Which help cut roughly \$120,000 from the budget. Did you mention that we change the requirement for minimal staffing in Fire from 4 to 3 to hopefully bring overtime down \$80,000? How about cutting our college help for the summer? That took positions away from city students going to college that were using that money to help pay their tuition. Along with other numerous cuts to get us to a balanced budget and not raise taxes. Probably not.

Let's talk about the Clerk II position. You sat in the same bargaining committee meeting with me in the beginning of January when the position was discussed. At that time we had been without a clerk for 6 weeks. The reason why it was taking so long is because Tim and Anne were looking into other options for the position, like outsourcing it. Tim started at the meeting that they had met with several different payroll companies and each one responded the same, "We can sell you the software but someone in house is still going to have to enter the information." Seeing as we had recently updated our software there was nothing they could do for us. So the discussion turned to raising the salary range to hopefully draw more interest and possibly land someone with a degree or with several years of experience. Again it is a range. We could hire someone for \$33,000. That position handles more than just payroll that's why it's a Clerk II position and not a Payroll Clerk position. But yet you presented it like we didn't do our due diligence in looking into other options to reduce city spending.

That takes me to the court clerk's position. You want to make that full time adding roughly \$34,000 to the budget how is that cost effective. It has been brought up that we have all these fines from the last 6 years or more that hasn't been collected and the clerk could use the extra time to collect these. I have suggested in Finance to help free up some of her time we could use others in house resources to help. She mentioned that parking tickets take up a lot of her time, I suggested we have the police clerks handle these until the court has to be involved. Up until 5 years ago they did. So let's give it back to them. Any mailings that need to be done would be handled by the girls up front. They can stuff envelopes, stamp them and get them into the mail. Let me ask these questions, how many of the fines

are already in the tax intercept program? Two, up until this last May she was working 39 hours a week so why hasn't any of these fines been collected before her hours were cut?

Let's talk attorney fees. The attorneys at the last meeting were there for the closed session, I have no problem with that or letting the public know the cost. As for you claiming you're going to pay the HR attorney out of your own pocket you didn't state that until I mention to you that the 75 minutes you spent on the phone with the HR attorney that you were going to see that evening was also going to be on that bill. I'm guessing you're trying to cover your butt with the citizens. In the past you have abused the city attorney with things that department heads could do driving up our costs. In early 2015 we put in place a city policy for using the city attorney, to this day you still have not followed that policy and the attorney bills show that. But I'm guessing you won't present that to the citizens.

Since you have been elected you can't come to the realization that the city runs on a strong council weak mayor system. You have wanted to have all the power and say from the beginning. You know as well as I do that the day to day operations is ran by the city administrator not the Mayor. This is also stated in our codes and ordinances. You have abused, harassed and threatened staff if they don't follow your orders. You threaten their jobs saying they will be fired. You have accused staff of stealing, fraud and misconduct. You yell and scream at them trying to belittle them. Just this last weekend I had a citizen come up to me and state that they were in city hall to pay their taxes last Friday and they could hear you screaming and yelling at someone. This is not the first time this has happened. You have harassed and threaten alderpersons in conversations, voice mails and emails. I'm sure the gentleman next to me would agree. What it comes down to is if you don't get your way there will be hell to pay. I feel as a council we have let the department heads down by not dealing with any of this sooner. We censored you once and things were good for a while but that didn't last long.

Every one of us up here wants what is best for the city. None of us up here are making decisions without thoroughly looking at all the facts. There have been many nights I have lied awake going over things trying to come to the best decision for the city. I guarantee that we are all up here because we love our city and community and want what's best for the city and its citizens. It's not because of the money. For the amount of time and effort we put into the city \$7000 a year which includes expenses is not a lot of money. So you know we are doing it for the love and passion we have for the city. Not all 10,000 citizens are going to agree with our decisions, but that is why there are six voting members. I personally stand by every decision I have made since being elected and have no problem sitting down with any citizen explaining that decision.

Taxing Districts	2009	2010	Change %	2011	Change %	2012	Change %	2013	Change %	2014	Change %	2015	Change %
State of Wisconsin	\$115,658.31	\$110,233.81	-4.69%	\$107,629.59	-2.36%	\$103,015.00	-4.29%	\$97,033.26	-5.81%	\$96,670.19	-0.37%	\$102,062.89	5.58%
Milwaukee County	\$3,313,807.72	\$3,581,589.92	8.08%	\$3,685,281.59	2.90%	\$3,712,065.54	0.73%	\$3,530,860.22	-4.88%	\$3,515,661.75	-0.43%	\$3,786,364.91	7.70%
MMSD	\$848,057.00	\$937,135.00	10.50%	\$958,546.00	2.28%	\$985,072.00	2.77%	\$973,689.00	-1.16%	\$976,793.62	0.32%	\$1,047,041.00	7.19%
MATC	\$1,223,623.00	\$1,246,462.00	1.87%	\$1,234,112.00	-0.99%	\$1,280,633.00	3.77%	\$1,216,361.00	-5.02%	\$723,589.20	-40.51%	\$754,522.45	4.27%
St. Francis School District	\$6,302,495.00	\$6,931,033.00	9.97%	\$6,931,033.00	0.00%	\$6,931,033.00	0.00%	\$6,931,033.00	0.00%	\$6,931,033.00	0.00%	\$6,931,033.00	0.00%
City of St. Francis	\$4,520,464.67	\$5,419,554.00	19.89%	\$5,419,554.00	0.00%	\$5,419,554.00	0.00%	\$5,724,538.00	5.63%	\$5,724,538.00	0.00%	\$5,737,131.00	0.22%

Increase/Decrease

State of Wisconsin	-4.69%	-2.36%	-4.29%	-5.81%	-0.37%	5.58%
Milwaukee County	8.08%	2.90%	0.73%	-4.88%	-0.43%	7.70%
MMSD	10.50%	2.28%	2.77%	-1.66%	0.32%	7.19%
MATC	1.87%	-0.99%	3.77%	-5.02%	-40.51%	4.27%
St. Francis School District	9.97%	0.00%	0.00%	0.00%	0.00%	0.00%
City of St. Francis	19.89%	0.00%	0.00%	5.63%	0.00%	0.22%

City of St. Francis - Mayor's Ad Hoc Task Group

Mayor CoryAnn St. Marie-Carls

A opportunity to work together as Citizens on reviewing and advising on the re-evaluation of the City of St. Francis, total assessed value & future needs and potential cost control measures for tax relief in the City of St. Francis.

*Report for the Common Council at the February 17th -
– meeting – agenda item under “Mayor’s Comments”*

The Group asks respectfully that if the City can look into some of the items below in the near future, they would appreciate it.

**Items Citizens brought up during first Brainstorming session:
February 3, 2016 – 7p.m. St. Francis Brewery**

RE-EVALUATION - APPRAISAL ISSUES:

- Need to adequately investigate the results of the City re-evaluation
- Need to know what percentage of on-site visits was required in the contract with Associated Appraisal?
- Need to know exact addresses and number of homes visited by Associated Appraisal in St. Francis?
- Need to explore new assessing firm and do re-evaluation more often on a schedule.
- Need Mayor to review the training of the Board of Review.
- Need to know how many “foreclosed” homes were not included in analysis by Associated Appraisal.
- Need potentially a second opinion on the re-evaluation
- Need to know how Associated Appraisal weighted values
- Park Shore had a delay in the process from the letter to the visits and many could not get appointments.
- Most citizens did not agree with comparables used – they were not current.

PUBLIC INFORMATION:

- Why isn't square footage available on the website with property information?
- When is new “data” dump going to occur for the website update?
- Need to put the form for “request for review” out for the Public or on the City Website.
- Need to bring forward all Board of Review criteria used to the public
- History of sales – can this be made available?

GENERAL COMMENTS:

- We have one of the highest tax rates in the State.
- Park Shore had a delay in the process from the letter to the visits and many could not get appointments.
- Most citizens did not agree with comparables used – they were not current.
- We need to also look at the School District for help and collaboration in this tax situation.
- It was brought forward the information about South Shore Fire Departments – differences were pointed out and ideas to bring forward more collaboration in the future.
- Landing had delay in visits and it seems that Associated Appraisal was not able to get appointments with residents.

OTHER ITEMS:

Chief Lockwood was invited to a future meeting by the Mayor

The Superintendent of Schools was invited to a future meeting by the Mayor.

February 22nd meeting at 7p.m. – Retired City Assessor from the City of Milwaukee will come to the meeting for informal discussion.

NEXT MEETING - February 22nd, Monday at 7p.m. at the St. Francis Brewery.

The Mayor was approached by Joe Moriarty, owner of Jacob's Well Coffee on Packard Ave.

He said he would be willing to be the site of future meetings as the Task Group schedules ahead.