



City of St. Francis  
Common Council Meeting

3400 East Howard Avenue

April 19, 2016

7:00 p.m.

Roll Call:

Mayor St. Marie-Carls

Alderspersons Wattawa, Schandel, Brickner, McSweeney, Klug and Tutaj

Statement of Open Meetings Compliance: City Clerk to announce that the meeting has been properly posted

Swearing in of Newly Elected Officials:

- Mayor CoryAnn St. Marie-Carls
- Judge Peter Hemmer
- Alderwoman Janis Schandel
- Alderman Don Brickner
- Alderman Ken Tutaj

Election of Council President

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

Resolutions and Ordinances:

1. Resolution in Recognition of Service as Alderperson to the City of St. Francis by Deborah Fliss - [Fliss Resolution](#)
2. Resolution in Recognition of Service as Alderperson to the City of St. Francis by Susan Bostedt - [Bostedt Resolution](#)
3. Ordinance to Repeal and Recreate Section 262-34(A) of the City of St. Francis Code of Ordinances Concerning Establishment of Fees Pertaining to Public Health Licenses - [§262-34 Fees 041316](#)

Minute Approval:

1. Minutes of the Common Council meeting held April 6, 2016 - [04-06-2016 Council Minutes](#)

Reports from Committees/Commissions/Boards:

1. Minutes of the License Committee meeting held April 6, 2016 - [License Minutes 04-06-2016](#)

Action Items from Committees/Commissions/Boards:

Action to be taken from the License Committee meeting held April 19, 2016

- License Committee Agenda dated April 19, 2016 - [4-19-16 License agenda - public version](#)

Action to be taken from the Planning Commission meeting

- Referral to the CDA for financial review of proposals from Bear and Brinshore Development for 4235 South Nicholson Avenue (old City Hall site)

Action to be taken from the Bargaining Committee meeting held April 13, 2016

- Establishment of Salary Range for City Administrator search
- Proposal for Recruitment for the Position of City Administrator dated April 6, 2016 from PAA, LLC - [St.FrancisProposal16](#)

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 –
  - Committee/Commission Appointments – Mayor St. Marie-Carls - [April 2016 -Appointments](#)

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

1. Mayor's Update #83 - [Mayor Update 83 4-14-2016](#)
2. Certification of the Municipal Board of Canvassers - [4-2016 MBOC certification](#)
3. 04/14/2016 from City Engineer re: Award of Watermain Trench Repair Contract - [award of watermain trench repair contract 4-14-2016](#)
4. Transparent Listing of Incidents involving St. Marie-Carls in an Effort to do Due Diligence for the Clarity of the Citizens of St. Francis - [History of Incidents](#)

Discussion Items with Possible Action:

1. Voucher List dated April 19, 2016 in the amount of \$764,060.09 - [4-19-16 Voucher List](#)

Training/Conference/Seminar Requests:

1. WI IAAI Conference – Officer Mazur - [WI IAAI Conference](#)
2. IAAI Conference – Chief Lockwood - [Lockwood ITC 2016](#)
3. WSPE Conference – City Engineer Dejewski and Assistant City Engineer Lindhorst - [training request - 2016 discovery conference](#)

Comments on Prior, Present and Potential Agenda Items:

1. City Attorney
2. City Administrator
3. Department Head
4. Alderpersons
5. Mayor
  - Special Search Committee Update
  - Building Schedule Update
  - Upcoming Public Hearing Dates
  - Mayor's Ad Hoc Task Force Update
  - Charter Ordinance – Update on Inquiries - [Charter Ordinance Inquires 4-14-2016](#)

Mayor's Announcement Regarding Closed Session

Adjourn to Closed Session: Roll Call Vote Required –  
Pursuant to Wis. Stat. sec. 19.85(1)(g) for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Upon conclusion of the closed session, the Common Council will reconvene in Open Session prior to taking any action regarding those matters that were discussed in Closed Session for which action in open session is required. Items for discussion: City of St. Francis v. Hauenstein and City of St. Francis vs. Czar Machine & Weld, Inc., et al

Reconvene to Open Session:

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.

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

**IN RECOGNITION  
OF SERVICE AS ALDERPERSON  
TO THE CITY OF ST. FRANCIS  
BY DEBORAH FLISS**

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

WHEREAS DEBORAH FLISS has served the City of St. Francis as Alderperson for the Third District from April 16, 1996 through April 18, 2016; and

WHEREAS DEBORAH FLISS was elected on April 2, 1996; and has served on all standing committees and sub-committees of the Common Council including serving as Council President and created the Beautification Committee to show case the City of St. Francis and a founding member of the Arts Council; and

WHEREAS DEBORAH FLISS, possessing a wealth of knowledge, worked with and for the citizens of the City of St. Francis both on a professional and personal level; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of St. Francis, Milwaukee County, Wisconsin, on behalf of itself and all the residents of the City of St. Francis, recognize and honor the service of DEBORAH FLISS as Third District Alderperson to the City of St. Francis.

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

\_\_\_\_\_  
Mayor

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

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

**IN RECOGNITION  
OF SERVICE AS ALDERPERSON  
TO THE CITY OF ST. FRANCIS  
BY SUSAN BOSTEDT**

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

WHEREAS SUSAN BOSTEDT has served the City of St. Francis as Alderperson for the Third District from April 15, 2008 through April 18, 2016; and

WHEREAS SUSAN BOSTEDT was elected on April 1, 2008; and has served on all standing committees and most sub-committees of the Common Council including serving as Council President and was instrumental in creating the Nojoshing Trail; and

WHEREAS SUSAN BOSTEDT, possessing a wealth of knowledge, worked with and for the citizens of the City of St. Francis both on a professional and personal level; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of St. Francis, Milwaukee County, Wisconsin, on behalf of itself and all the residents of the City of St. Francis, recognize and honor the service of SUSAN BOSTEDT as First District Alderperson to the City of St. Francis.

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

\_\_\_\_\_  
Mayor

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

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

**AN ORDINANCE TO REPEAL AND RECREATE SECTION 262-34(A) OF  
THE CITY OF ST. FRANCIS CODE OF ORDINANCES  
CONCERNING ESTABLISHMENT OF FEES PERTAINING TO PUBLIC HEALTH LICENSES**

WHEREAS, Chapter 262 of the City of St. Francis Code of Ordinances, establishes regulations pertaining to Health and Sanitation in the City of St. Francis; and

WHEREAS, § 262-34, “Fees”, of the City Code establishes fees for services and activities related to public health licenses regulated under Chapter 262, Article II of the City of St. Francis Code of Ordinances; and

WHEREAS, the Legislative Committee, with the assistance of City Staff, has recommended revisions to the existing provisions of Chapter 262-34 of the City Code to reflect the existing relationship between the City of St. Francis and the City of South Milwaukee pertaining to services related to public health licenses; and

NOW, THEREFORE, the Common Council of the City of St. Francis, Wisconsin do ordain as follows:

SECTION 1. Chapter 262, entitled “Health and Sanitation”, Section 262-34, “Fees”, Subsection A, is hereby repealed and recreated to read as follows:

§ 262-34. Fees.

A. Fees, Established.

1. The fees for services and activities performed by the Department in carrying out its responsibilities under this article shall be established from time-to-time by resolution of the Common Council
2. Subject to Wis. Stat. Ann. § 66.0628, fees established and charged under this § 262-34 related to services and activities of the Department carried out in connection with an existing cooperative agreement with the City of South Milwaukee shall be consistent with the fee schedule established from time-to-time by the City of South Milwaukee for such services.

**SECTION 2: 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 3: EFFECTIVE DATE.

This ordinance shall take effect immediately upon passage and publication as provided by law.

Passed and adopted at a regular meeting of the Common Council of the City of St. Francis this \_\_\_ day of April 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 7:00 p.m. by Mayor St. Marie-Carls. Following the Pledge of Allegiance and a moment of silence for the community, roll call was taken.

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

Also Present: City 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

Excused: City Administrator Rhode

**Statement of Open Meetings Compliance:**

City Attorney Alexy stated that the meeting has been properly posted.

**Resolutions and Ordinances:**

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to adopt a Resolution for Acceptance of Wisconsin Department of Natural Resources Grant. Motion carried. **Resolution No. 2703**

**Minute Approval:**

Moved by Alderman Brickner, seconded by Alderwoman Fliss to place on file the minutes of the Common Council meeting held March 15, 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 April 6, 2016 Common Council Agenda. Motion carried.

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

Moved by Alderman Brickner, seconded by Alderman Wattawa to approve a Beverage Operator's License – New for Lakaysha Blacksher and Angelica McHenry. Motion carried.

Moved by Alderman Brickner, seconded by Alderman Wattawa to approve a Temporary "Class B" Retailer License – New for Kinsella Academy Family Association – Michele Debrauske, Representative – 6<sup>th</sup> Annual Wine Tasting to be held at the Marian Center/Social Room, 3195 South Superior Street and a Temporary Operator's License – New for Michele Debrauske for Kinsella Academy Family Association 6<sup>th</sup> Annual Wine Tasting. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to set the Public Hearing for the rezoning of Greene Park and Bay View Park from IU to IU-SU and to direct the City Attorney to prepare the appropriate ordinance. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to set the Public Hearing for the rezoning of the Oak Leaf Trail (Sheridan Park) from PUD to IU-SU and to direct the City Attorney to prepare the appropriate ordinance. Motion carried.

Moved by Alderman Wattawa, seconded by Alderman McSweeney to approve the 2016 Park Rental Applications for Titschler and Dominski functions and to have staff approve any future applications unless there is an issue. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderman Klug to concur with the recommendation of the Bargaining Committee to enter into the contract with PAA, LLC to facilitate the search and hiring of the new City Administrator, to have input from the Bargaining Committee regarding the job description and that the involvement of the citizen search committee created by Mayor St. Marie-Carls is included in the process during the later steps. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderman Brickner to concur with the City Clerk's recommendation for the Clerk II position at a starting salary of \$34,000. Motion carried.

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

Moved by Alderwoman Fliss, seconded by Alderman Wattawa to concur with the Mayor's appointments: Jennifer Mertz – Library Board; Carol Wojtecki – Interim Coordinator/Liaison Beautification Committee; Ray Klug – Council Representative 4<sup>th</sup> of July Committee; Barikisu Aliyu – 4<sup>th</sup> of July Committee; and Rick Hackl – Park Commission. Motion carried with Alderman Klug abstaining.

**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 #82. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to place on file with reference in the minutes the letter from the City Clerk/Treasurer regarding Additional Hours Request and to concur with the request. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to place on file with reference in the minutes the letter from the City Administrator regarding Resignation, to accept his resignation and to thank him for his service to the City of St. Francis. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderman Wattawa to place on file with reference in the minutes the letter from the Building Inspector regarding Special Use Application – 3876 South Kinnickinnic Avenue and to forward to the Planning Commission. 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 March 16, 2016 through April 6, 2016 in the amount of \$392,885.14. 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 April 6, 2016 Common Council Agenda and to approve the request with the necessary expenses as it is a budgeted item. Motion carried.

**Mayor's Announcement Regarding Closed Session:**

Mayor St. Marie-Carls stated that the Common Council would be adjourning into Closed Session.

**Adjourn to Closed Session:**

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to adjourn to Closed Session pursuant to Wis. Stat. sec. 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 – City of St. Francis vs. Hauenstein and City of St. Francis vs. Czar Machine & Weld, Inc., et al. The following voted “aye”: Brickner, Wattawa, Klug, McSweeney, Bostedt and Fliss.

Time: 7:52 p.m.

Moved by Alderwoman Bostedt, seconded by Alderman Klug to take a 5 minute recess. Motion carried.

Moved by Alderwoman Fliss, seconded by Alderwoman Bostedt to adjourn. Motion carried.

Time: 8:24 p.m.

**RESOLUTION No. 2703**

**ACCEPTANCE OF WISCONSIN DEPARTMENT OF  
NATURAL RESOURCES GRANT**

WHEREAS, the City of St. Francis did receive notice of the award of a Grant in the amount of \$46,060 from the Wisconsin Department of Natural Resources (WDNR) Urban Nonpoint Source & Stormwater Management Grant Program for the purpose of implementing measures to control urban stormwater runoff pollution sources; and

WHEREAS, the City of St. Francis wishes to accept the Grant from the WDNR and implement measures to control urban stormwater runoff pollution sources within the City of St. Francis (the "Project"); and

WHEREAS, in addition to funds awarded through the Grant, completion of the Project will require that the City provide a Local-Share (also called the "match") to fund the remaining costs of the project;

NOW, THEREFORE, BE IT RESOLVED that that the City of St. Francis Common Council authorizes the City Engineer/Director of Public Works to execute such documents as may be deemed necessary to accept the grant; and

WHEREAS, it is further resolved that:

1. The City of St. Francis Common Council does hereby agree to contribute the Local-Share (also called "match") in the amount of \$51,940 needed to fund the remaining portion of the cost of the project not covered by the Grant through the City's Stormwater Utility Fund; and
2. The City Engineer/Director of Public Works is authorized to sign and submit interim and final reports as may be required under the grant; and
3. City Engineer/Director of Public Works is authorized to sign and submit grant reimbursement requests to the WDNR; and
4. The City Engineer/Director of Public Works is authorized to enlist the support of AECOM to conduct the project.

PASSED and ADOPTED this 6<sup>th</sup> day of April, 2016.

/s/CoryAnn St. Marie-Carls

Mayor

ATTEST:

/s/Anne B. Uecker, MMC/WCPC

City Clerk/Treasurer

**MINUTES OF THE LICENSE COMMITTEE MEETING HELD  
APRIL 6, 2016**

Present: Alderpersons Brickner, Wattawa and Klug

Also Present: City Clerk/Treasurer Uecker, City Attorney Alexy, Police Chief Dietrich, Alderman McSweeney, Lakaysha Blacksher, Angelica McHenry, Fredrick Fairbanks, Michele Debrauske

Chairman Brickner called the meeting to order at 6:30 p.m.

Moved by Alderman Klug, seconded by Alderman Wattawa to place on file the minutes of the License Committee meeting held March 15, 2016. Motion carried.

Moved by Alderman Wattawa, seconded by Alderman Klug to recommend approval of Beverage Operator Licenses – New for Lakaysha Blacksher and Angelica McHenry. Motion carried.

Moved by Alderman Klug, seconded by Alderman Wattawa to recommend approval of Temporary “Class B” Retailer License – New and Temporary Operator’s License – New for Kinsella Academy Family Association – Michele Debrauske, Representative – 6<sup>th</sup> Annual Wine Tasting to be held at the Marian Center/Social Room 3195 South Superior Street. Motion carried.

Moved by Alderman Klug, seconded by Alderman Wattawa to deny the Combination Class “B”/”Class B” Beer and Liquor Retail License – New for F. F. III Enterprises, LLC – Fredrick G. Fairbanks, III Agent – d/b/a Box Car Inn located at 2227 East St. Francis Avenue based on the public health and safety concerns due to the concerns of a convicted felon operating the kitchen. Motion carried.

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

Time: 6:57 p.m.



# License Committee Agenda

April 19, 2016  
6:45 p.m.

## NOTICE

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

## LICENSE COMMITTEE AGENDA

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

### Beverage Operator License – New

Kimberly Ann Billodeau  
Patrick J Brhely (Needs Class)  
Kellie D Doescher  
Ashley K Hubal  
Dawn M. Kershner (Needs Class or proof of licensing)  
Samantha R Struck  
Lisa M Ventimiglia (Needs Class)

### Combination Class “B”/Class B” Beer and Liquor Retail License – New – Amended Lease

F.F. III Enterprises, LLC – Fredrick G. Fair Banks III, Agent – d/b/a Box Car Inn located at 2227 E. Saint Francis Ave. pending issuance of Occupancy Permit and Sanitation Inspection Approval

4. Discussion and Possible Action:
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 4/15/16

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**Proposal for:**

**The Recruitment for the Position of  
City Administrator**

**St. Francis, Wisconsin**

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**Submitted to St. Francis**

**April 6, 2016**

*Contact Person:*

*Kevin M. Brunner, Associate  
Public Administration Associates, LLC  
1155 W. South Street  
Whitewater, WI 53190  
262-903-9509  
Fax 801-659-8673  
brunner\_kevin@yahoo.com  
[www.public-administration.com](http://www.public-administration.com)*



**PAA** *Public Administration Associates, LLC*

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April 5, 2016

Ms. Ann Uecker  
Clerk/Treasurer  
City of St. Francis  
3400 E. Howard Avenue  
St. Francis WI 54501

Dear Ann:

In response to our phone discussion earlier today, I am herewith submitting our proposal to assist St. Francis in the recruitment of a City Administrator. What follows is information about our company and the assistance that we would bring, if desired. Please feel free to visit our website at [www.public-administration.com](http://www.public-administration.com).

Public Administration Associates is dedicated to encouraging professional municipal administration and to assist local governments in that endeavor. Bill and Denise Frueh as well as Dr. Stephen Hintz formed Public Administration Associates in 1998. A description of our company and the benefits it has to offer governmental entities is included as Attachment "A". While all three partners will be available to assist in this recruitment effort, I will serve as the lead person for this project. I may be assisted from time to time by one of our new Associates, Mr. Art Osten Jr, who has over 30 years of municipal management experience, principally in Illinois.

I am also enclosing a list showing the municipalities we have assisted in their executive searches in Attachment "B". Together, we have assisted over 225 communities and counties in their searches for new Administrators. As a result of that extensive experience, we have over 800 detailed reference files of potential candidates. I personally just completed the administrator search for a new administrator for the Village of Belleville in Dane County and also recently assisted on the searches for the cities of Monona and Platteville. As a reference on a recent project, I would encourage you to contact Belleville Village President Roger Hillebrand (608-220-7643).

The partners have many years of leadership experience in the International City/County Management Association and the Wisconsin City/County Management Association. I am a Life Member of both organizations. I am a former President of the Wisconsin City/County Management Association and have been an active member for the past 33 years. Partner Stephen Hintz was the Secretariat-Coordinator of that group for twenty years. We personally know many of the potential candidates and that ability will give you access to a wide range of prospects to fill the position with the best possible person.

The list of governmental entities that Public Administration Associates have conducted executive searches for is quite extensive; over 125 since 1996.

An Executive Summary of reasons why we believe you should select Public Administration Associates, LLC, is included as Attachment "C".

Many studies have shown that those governmental entities that utilize executive search firms select a person who more closely fits their needs and thus, they are more satisfied with their choice. We say "their choice" because our philosophy is that the Mayor and City Council make the selection. We provide comprehensive and objective information to assist them in the selection process. We also handle all the paperwork of notifications, negotiations, etc... thus saving your staff the additional burden and clerical work in this regard. We facilitate the process in a very effective and efficient manner.

At no additional cost to the county, our firm uses a video interview process along with reference checks to assist the Mayor and City Council in making the selection of the finalists for the position.

Several times we have been asked why our fees are so reasonable. We purposely keep our fees affordable because we are dedicated to promoting the "best" in public administration. As we have told clients, "please don't hire us because we are the lowest cost; hire us because we provide the best service." I believe that if you contact the officials of any of the counties, cities, villages and towns that we have served, they will agree with that assessment of our services.

Our services do not end when you hire your City Administrator. At no cost, we stay in touch with you and the person you hire throughout their tenure to offer whatever assistance and advice may be needed. We take a personal interest in making your choice as successful as possible and we feel our lengthy experiences may be of assistance to your new City Administrator.

We are currently assisting the Villages of Grafton and Verona for their vacant administrator positions. Perhaps some of the better applicants from these searches can also be encouraged to apply for the St. Francis position.

Please call if I can answer any questions or concerns you may have regarding this proposal.

Thank you for your consideration.

Sincerely,

*Kevin M. Brunner*

Kevin M. Brunner, Associate  
Public Administration Associates, LLC

**A PROPOSAL SUBMITTED TO ST.FRANCIS, WISCONSIN  
FOR THE RECRUITMENT OF THE POSITION OF  
CITY ADMINISTRATOR**

**Project Consultants**

Kevin Brunner will be the lead person on the project. He will serve as the lead consultant for PAA and will be responsible for all formal contacts with the City. He will attend all meetings with the Mayor and City Council in the design and implementation of the recruitment and selection process. Brunner and Art Osten will both conduct background and reference checks, in part to provide a means of verifying responses. They will also serve as the contacts with the semi-finalists and finalists and, subject to the City's instructions, will negotiate the employment agreement with the selected candidate.

**PAA Objectives and Approach to an Executive Search**

Our primary objectives are (1) to attract the highest number of professionally qualified, experienced, and diverse applicants and (2) to facilitate a selection process that is thorough, professional, and timely, resulting in the selection of the candidate who best meets the requirements of the City.

Appropriate communications shall be maintained with the Mayor and City Council throughout the process by on-site meetings, email and, if necessary, phone calls.

Our philosophy is that while we certainly review applicants carefully, it is not our role to actually select candidates. We fully recognize that the final decision rests with the Mayor and City Council.

Finally, we believe that the process should be conducted in a planned, deliberate, and timely fashion. Specific preferences of the Mayor and City Council will be accommodated in the design of the process and as necessary throughout the process.

**Outline of Process**

This proposal describes the activities to be performed by Public Administration Associates, LLC, acting as consultants for St. Francis in the recruitment and selection of a new City Administrator.

Activities to be performed by Consultants:

**1. Communicate with the Mayor and City Council as appropriate to discuss the most important qualifications and personal characteristics desired in the City Administrator. We will gain an understanding of the position and review the job description. We will jointly determine recruitment procedures and the interview and selection process, and determine the time schedule;**

*[This is important in reviewing the current position and establishing the qualities that the Mayor and City Council desire in the City Administrator and to determine the recruitment procedures and schedule.]*

**2. On the basis of these discussions, prepare the position advertisements;**

*[The position profile will be available on-line and distributed to persons who may be interested in the position.]*

**3. Place advertisements in appropriate publications and on-line sources, (International City/County Management Association Newsletter and on-line, and the League of Wisconsin Municipalities on-line, Strategic Government Resources, (a national local government recruitment site), Wisconsin and Illinois City/County Management Association Newsletters and on-line, six schools of Public Administration throughout the United States); contact and encourage personally known Administrators to apply;**

*[This will be a national search. The ICMA Newsletter and on-line venues are the premier channels for reaching qualified Administrators across the nation.]*

**4. Receive applications and acknowledge receipt;**

**5. Review applications, prepare a “mini-resume” on each applicant and sort into appropriate categories (“qualified”, “wild card”, and “not qualified”);**

*[The initial sorting of applicants is made on the bases of type of experience, quality of experience, education, and any other characteristics that may be relevant.]*

**6. Review applications with the Mayor and City Council for selection of semi-finalists (8-10);**

*[The Mayor and City Council reviews the sorted applications with the focus being on the applicants in the “qualified”, and “wild card” categories. The Mayor and City Council selects those applicants about whom it wants more information. Typically, 8 to 10 applicants are selected as semi-finalists.]*

**7. Contact semi-finalists; conduct background and reference checks; prepare semi-finalist candidate reference report summaries; arrange for video presentations;**

*[This is the most important and time-consuming part of the search process. Semi-finalists must supply references that are elected officials and staff members with whom the applicant has worked. If references are not appropriate, semi-finalists must supply additional references. Questions are asked about accomplishments, strengths, skills, interpersonal relationships, and areas of improvement. This information is critical in evaluating the candidates. In addition, each semi-finalist prepares a short video in response to a series of questions.]*

**8. Review semi-finalists with the Mayor and City Council for selection of candidates to be interviewed;**

*[The Mayor and City Council review the profiles developed from the reference/background information and review the videos. They then select three to five candidates as finalists to be interviewed. We typically recommend four finalists. At this stage, all of the candidates should be technically qualified to serve as the City Administrator. The primary value of the interview is to determine the “fit” with the Mayor and City Council and staff.]*

**9. Work with the Mayor and City Council and candidates to arrange on-site, final interviews; conduct criminality, drivers checks and verify the educational attainments claimed by the finalist candidates.**

**10. Assist in the interview process, including arranging the schedule, coordinating plans with candidates, providing sample interview questions, conducting a writing exercise, observing the interviews, facilitating the selection of the first choice, and seeing that the interviews run smoothly;**

*[While there are a variety of approaches to the interview process, PAA recommends a two-day process. The Mayor and City Council hosts a social gathering with the finalists simply to get acquainted and to talk informally on the evening prior to the formal interviews.]*

*On the second day, the Mayor and City Council interviews each candidate. Each candidate goes through 4 stages: (1) formal interview with the Mayor and City Council, (2) a tour of the city facilities, (3) meet with department heads and senior staff, (4) a writing exercise to determine writing skills.*

*The meetings with the department heads are important for the candidates and the department heads. Although this group does not make the decision on the selection of the new City Administrator, each of them is asked to comment, without ranking or comparison, on the candidates as further evidence for the Mayor and City Council to consider.]*

**11. Convey terms to and from the candidate selected until agreement is reached;**

*[The Mayor and City Council will meet after the interviews to select their choice for City Administrator. They instruct the consultant to begin discussions with the desired candidate. The use of a third party negotiator is very helpful in the process in reconciling differences between the City and the candidate. When an employment agreement has been prepared, the consultant informs the Mayor and City Council that if they make an offer on the basis of the agreement, the offer will be accepted.]*

**12. After acceptance of the Employment Agreement by the Mayor and City Council and the designated candidate, the consultant will thank all applicants and notify them of the final result.**

**Cost**

The project costs for professional services will be \$8,000 plus reimbursement of actual out-of-pocket expenses such as copying, long distance phone calls, mileage, and other miscellaneous items, which are estimated to be in the range of \$400 to \$600. Advertising costs are expected to be in the range of \$600 to \$800, depending on the venues selected. The total cost will reflect the fee for professional services plus actual out-of-pocket expenses and advertising costs.

PAA is sensitive to the pressures faced by local governments to contain costs. As such, we will work with you to ensure that the recruitment is conducted in a cost-effective manner. We only submit our invoice after the chosen individual and the City executes the Employment Agreement, thus completing the project. No interim payments are billed.

**Guarantee**

In the unlikely event that none of the finalist candidates are chosen, we will continue the search on your behalf at no added cost beyond direct expenses. In addition, if within a year of employment the City Administrator resigns or is dismissed for cause, we will conduct another search for direct expense only. There will be no charge for professional services.

**Time Schedule**

The process can proceed at a pace approved by the Mayor and City Council. However, once it has been started it is important to proceed in an expeditious manner. The following is a suggested schedule:

<u>Week</u>	<u>Action</u>
Week 1	Meet or communicate with Mayor and City Council and staff to accomplish tasks identified in Activities 1 & 2.
Week 2	Prepare and Place Advertisements with the International City/County Management Association, Wisconsin Counties Association, Wisconsin League of Municipalities, on the Internet and other venues.
Week 6	Closing Date for applicants.
Week 7	Meet with the Mayor and City Council to review applicants and select semi-finalists.
Week 9	Meet with the Mayor and City Council to review semi-finalists and select finalists.
Week 11	Interview finalists, select first choice, and authorize consultant to negotiate terms with designee.
Week 12	Make offer and adopt employment agreement in open session (knowing that it will be accepted).
Week 16	New City Administrator arrives (assuming that the designee must give approximately one month's notice in present position)

**If the foregoing proposal is acceptable, signing this document shall constitute the contract for services.**

Signed: William D. Frueh  
Partner, Public Administration Associates

Dated: April 6, 2016

Accepted: \_\_\_\_\_  
St. Francis, Wisconsin

Dated: \_\_\_\_\_

## ATTACHMENT "A"

### What is Public Administration Associates, LLC?

Public Administration Associates, LLC, is a consulting firm specializing in local government recruitment and management studies. William Frueh, Denise Frueh, and Stephen Hintz, who are the partners, formed this partnership in April 1998. Its headquarters are located at 1310 Fairview Street in Oshkosh, Wisconsin.

### What expertise do the partners have in local government?



**Denise Frueh** served in the Finance Department for the City of Oshkosh for seven years. Her experiences include being the Deputy and Acting City Assessor. She received her Master of Business Administration from the University of Wisconsin Oshkosh. She has been actively consulting since 1996. Ms. Frueh acts as the business manager for the partnership.



**Dr. Stephen Hintz** served on the faculty of the University of Wisconsin Oshkosh from 1972 until 2002, where he taught personnel, budgeting, and municipal management in the Master of Public Administration program. For twenty years, he served as executive secretary of the Wisconsin City/County Management Association. Hintz holds a Ph.D. in political science from Yale University. He has been consulting with municipalities on recruitment and management issues since 1980. In 1998, Hintz was elected to the Oshkosh Common Council and is a former Mayor of Oshkosh, (2002-2004). In 2001, he received the prestigious Sweeney Academic Award from the International City/County Management Association for his lifelong work in promoting public administration.



**William Frueh** has many years of experience in local and state governments as a City Manager in Council Bluffs, Iowa; Newton, New Jersey; Shawnee, Oklahoma and Oshkosh, Wisconsin where he retired after 20 years as its City Manager. He also served as the Director of Economic and Community Affairs for the State of Oklahoma. In January 2000, Oshkosh Citizens and the *Oshkosh Northwestern* newspaper named Frueh as one of the ten people in Oshkosh who most influenced the development of Oshkosh during the twentieth century. Frueh received his bachelor's degree in Civil Engineering from Iowa State University and has experience as a City Engineer and Public Works Director. He has been actively consulting since 1996 and is a Life Member of both the International City/County Management Association and Wisconsin City/County Management Association.



**Associate Kevin Brunner** has over thirty two years of experience in serving Wisconsin local governments. He served as manager /administrator in Saukville, Monona, De Pere and Whitewater and also worked as an assistant Administrator for the city of Appleton and Kenosha County. He recently retired from public service after serving as Director of Central Services/Public Works for Walworth County. He was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City and County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He is a MPA graduate of Michigan State University and the University of Virginia Senior Executive Institute.

**Associate Art Osten Jr.** has over thirty years serving Illinois and Texas local governments. He has recently served as Interim Manager in Indian Head Park, Oak Brook, and Shorewood, Illinois and was the Administrator of Fox River Grove and Oswego, Illinois as well as Assistant Manager in Brookfield, Illinois. He began his local government management career in Texas serving as Administrative Assistant for the North Central Texas Council of Governments and for the City of Plano. A longtime member of both the International City/County Management Association (ICMA) and the Illinois City/County Management Association (ILCMA), Osten was the author of the article "A Guide to Better Recruiting" in ICMA's March 2014 issue of PM magazine. A graduate of the University of Wisconsin-Madison, he has master's degrees in both Public Policy/Administration and Urban and Regional Studies.

### What is the range of activity of Public Administration Associates, LLC?

During the past 18 years, the partners have been responsible for the recruitment of more than 200 Managers and/or Administrators, the third most placements of similar recruiting firms in the United States and by far, the most placements of any firm in the State of Wisconsin. The partners also conduct many studies on municipal organization, management, public safety, personnel and budgeting.

**Why is the cost of services performed by Public Administration Associates, LLC, likely to be less than the cost of services from other consulting firms?**

The partners do not maintain separate office facilities or employ staff. In addition, although Public Administration Associates, LLC, believes that its partners are fairly compensated, it is committed to fostering effective and efficient local government and sensitive to the fact that public officials must be prudent in spending public money. We believe we provide a wider level of services in the recruitment process than our competitors at a substantially lower cost.

Many times prospective clients consider our proposal with the thought that the lesser quoted cost reflects a substandard product. We believe that any fair comparison will reveal that our proposal reflects a far superior product at a reduced cost to our clients.

Further information about the partnership can be found at [www.public-administration.com](http://www.public-administration.com).

## **ATTACHMENT “B”**

### **Manager/Administrator Searches Conducted Public Administration Associates, LLC**

State of Wisconsin (unless otherwise noted) (Updated 4/1/2016) Municipalities & Counties

Note: The number beside the municipality name is the number of times PAA has assisted the municipality.

#### **Cities**

Adams (2)  
Algoma  
Antigo (3)  
Ashland (2)  
Baraboo (2)  
Berlin  
Brillion  
Chippewa Falls (2)  
Clintonville  
Columbus  
Crystal River, FL  
Delavan (3)  
DePere (3)  
Durand  
Eagle River  
El Paso, Illinois  
Elroy (3)  
Evansville (3)  
Fond du Lac  
Fort Atkinson  
Fox Lake (2)  
Geneseo, IL  
Hartford  
Hillsboro (2)  
Hudson  
Independence, IA  
Jefferson (2)  
Lancaster (4)  
Marquette, Iowa  
Marshfield (2)

Mauston (5)  
Mequon  
Merrill  
Milton  
Minonk, IL (2)  
Monona (2)  
Monroe (2)  
New Lisbon  
New London (2)  
Niagara  
Oak Park Heights, MN  
Oconto (2)  
Pine Island, MN  
Platteville (5)  
Portage  
Prairie du Chien (2)  
Princeton  
Reedsburg (2)  
Rhineland(2)  
Rice Lake  
Richland Center  
Shawano  
South Haven, MI  
St. Croix Falls  
Sturgeon Bay(4)  
Rhineland (4)  
Tomah  
Verona (4)  
Washburn (2)  
Waterford  
Waukesha  
Waupaca  
Waupun  
Wautoma (2)  
Wauwatosa (2)  
Weyauwega (2)  
Whitewater(2)

### **Villages**

Allouez  
Bayside (4)  
Belleville  
Bellevue  
Clinton (3)  
Colfax  
Darien  
Denmark(2)  
Edgar  
Elm Grove  
Ephraim  
Fox Point (4)  
Grafton

Greendale (2)  
Hartland (2)  
Howard (3)  
Johnson Creek (3)  
Kewaskum  
Little Chute (4)  
Maple Bluff  
McFarland  
Mukwonago  
New Glarus (2)  
North Fond du Lac (3)  
Oregon  
Osceola  
Paddock Lake (2)  
Palmyra  
Pardeeville  
Prairie du Sac  
Pulaski  
Sherwood  
Slinger (2)  
Spring Green  
Sussex  
Thiensville (2)  
Turtle Lake (2)  
Twin Lakes (2)  
Union Grove  
Waunakee (2)  
W. Milwaukee (3)  
Wind Point (2)  
Winneconne (4)  
Whitefish Bay (2)  
Wrightstown (3)

### **Towns**

Algoma  
Beloit  
Buchanan (2)  
Cedarburg (2)  
Clayton  
Grand Chute  
Greenville  
La Pointe  
Menasha (4)  
Rib Mountain  
Richfield (2)  
Weston

### **Counties**

Chippewa (3)  
Iowa  
Monroe  
Polk  
Shawano

## **ATTACHMENT “C”**

### **EXECUTIVE SUMMARY**

**Reasons for engaging Public Administration Associates, LLC, for this recruitment are:**

#### **THE MOST QUALIFIED**

- Over 160 years combined experience in municipal government by three partners
- Life Members of Wisconsin City/County Management and International City/County Management Associations
  - Partner William Frueh has over 32 years’ experience as a City Manager and Associates Kevin Brunner (33 years) and Art Osten Jr (32 years) have similar experience in managing municipalities in Wisconsin and Illinois respectively

#### **THE MOST EXPERIENCED**

- PAA has recruited over 225 Administrator/Managers
- Have extensive referenced files on over 800 possible candidates
- Know the possible candidates-can encourage possible candidates to apply

#### **THE BEST PROCESS**

- Solicitation includes all possible media plus six schools of Public Administration
- An analysis is prepared on all applicants to ease your review and analysis
- An alternate group is used to give opinions of strengths/weaknesses of finalists
- At your direction, we prepare and negotiate Employment Agreement with selected person

#### **WE HAVE A RECORD OF ENTHUSIASTIC APPROVAL**

- Please contact any of our previous clients or references to verify
- Public Administration Associates has many repeat clients

**City of St. Francis Appointments - April 2016****MEMBER Committee, Commission, Board****All Citizen appointments unless other is (indicated)****RED INDICATES - Committee is Expired from service****\* indicates correction in term per Statute**

Aesthetic Control Board	Krevs, Jayme
Aesthetic Control Board	Lynn, Karen
Bargaining Committee (Alderman)	Wattawa, Steve
Bargaining Committee (Alderman)	Schandel, Janis
Bargaining Committee (Alderman)	Tutaj, Ken
Beautification Committee	Kuspa, Terri
Beautification Committee	Hutchinson, Chris
Beautification Committee	DeLain, Laura
Board of Health	Jaskulski, Sandy
Board of Health	Fliss, Debbie
Board of Health(Alderman)	Schandel, Janis
Board of Public Works(Alderman)	McSweeney, Michael
Board of Public Works (Alderman)	Tutaj, Ken
Board of Public Works (Alderman)	Schandel, Janis
Board of Review	Saskowski, Joseph
Civil Service Commission	Keul, Kevin
Community Block Grant Advisory Board (Mayor)	St. Marie-Carls, CoryAnn
Community Block Grant Advisory Board(City Engineer)	Dejewski, Melinda
Community Block Grant Advisory Board(City Clerk)	Uecker, Anne
Community Development Authority(Alderman)	Wattawa, Steve
Community Development Authority	Voltner, Ralph
Community Development Authority	Cottreau, Tom
Community Development Authority (Alderman)	Klug, Ray
Consultant Selection (Alderman)	Tutaj, Ken
Consultant Selection (City Clerk)	Anne Uecker
Consultant Selection (City Attorney)	Alexy, Paul
Consultant Selection (Mayor)	St. Marie-Carls, CoryAnn
Consultant Selection (City Engineer)	Dejewski, Melinda
Economic Development Committee	Tom Dillon
Economic Development Committee (Mayor)	St. Marie-Carls, CoryAnn
Economic Development Committee (City Inspector)	Vretenar, Craig
Economic Development Committee	Schlecht, Greg
Economic Development Committee (City Engineer)	Dejewski, Melinda

Economic Development Committee  
Economic Development Committee  
Economic Development Committee  
Economic Development Committee

Jaskulski, Sandy  
Joe Moriarty  
Bilot, Thomas  
Wier, Rick

Finance Committee (Alderman)  
Finance Committee (Alderman)  
Finance Committee (Alderman)

McSweeney, Michael  
Tutaj, Ken  
Schandel, Janis

Legislative Committee (Alderman)  
Legislative Committee (Alderman)  
Legislative Committee (Alderman)

Wattawa, Steve  
Klug, Raymond  
Brickner, Don

Library Board  
Library Board  
Library Board (Alderman)

Snowden, Fran  
Adamczewski, Richard  
Brickner, Donald

License Committee (Alderman)  
License Committee (Alderman)  
License Committee (Alderman)

Brickner, Donald  
Klug, Raymond  
Wattawa, Steve

Memorial Committee  
Memorial Committee  
Memorial Committee  
Memorial Committee  
Memorial Committee

Wojtecki, Dennis  
Moore, William  
Whalen, Ken  
Bauernfeind, Kathy  
Richards, Al

Milwaukee County Airport Noise Advisory(Engineer)  
Milwaukee County Airport Noise Advisory

Dejewski, Melinda  
Voltner, Ralph

Municipal Development Committee  
Municipal Development Committee

Richards, Al  
Tarnowski, Al  
Drehfal, Bill  
Wojtecki, Dennis  
Gleason, John  
Phillips, Judy  
Adamczewski, Richard  
Raclaw, Stanley  
Pankowski, Luanne  
St. Marie-Carls, CoryAnn  
Vretenar, Craig  
Fliss, Debbie  
Dejewski, Melinda  
Rhode, Tim  
Brickner, Donald  
Bostedt, Sue

Park Commission  
Park Commission (Alderman)

Roe, Vivian  
Klug, Ray

Planning Commission  
Planning Commission  
Planning Commission (Alderman)

Kiepczynski, Tom  
Manders, Eric  
Tutaj, Ken

Traffic Safety Commission  
Traffic Safety Commission  
Traffic Safety Commission

Kaebisch, Brian  
Lockwood, Frank  
Garcia, Sue

Zoning Board of Appeals  
Zoning Board of Appeals  
Zoning Board of Appeals  
Zoning Board of Appeals (Alderman)

Besler, Dennis  
Frischmann, Fritz  
Schmidt, Richard  
Brickner, Don

Fire and Police Commission  
Fire and Police Commission  
Fire and Police Commission  
fire and Police Commission  
fire and Police Commission

\*Bob Pleva - April; 2019  
\*Sandy Jaskulski - 2018  
\*PJ Early -2017  
\*Bob Boknevitiz - 2021  
\*Kevin Doan - 2020

Submitted by  
Maxon Cory Ann St. Marie - Carls  
4-15-2016  
GPAH

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



4/14/2016

Memo:

To: Honorable Common Council, Staff & Citizens

From: Mayor St. Marie-Carls

Re: Info Sharing Update #83 - from Mayor

**ITEMS IN THIS UPDATE:**

1. **FBI - Grand Opening on June 1<sup>st</sup> – Waiting for further details.**
2. **Thank you to our Police and Fire Department for their donation of ride along/experience and tours to the St. Thomas More School Auction April 9<sup>th</sup> – the visitors and staff of St. Thomas More High School expressed their gratitude to me. (My husband and I purchased tickets and attended the auction on our own.)**
3. **The St. Francis Civic Association and the South Shore Chamber are sponsoring a tailgate and Brewer Outing on May 13<sup>th</sup> – Please contact Greg at Greg's True Value for tickets. They are \$21.00 each and \$11.00 for the tailgate.**
4. **The July 4<sup>th</sup> Commission recently sent out the donation letter attached. Please pass it on to anyone that would be interested in contributing.**
5. **Thank you to our St. Francis Veteran's Memorial Committee for working so hard on updates and maintenance to the Memorial. Our DPW crews have also provided valuable assistance. Work will be completed for the upcoming holiday. Drive by and see the progress. Next year the Commission is preparing for the 50<sup>th</sup> anniversary of the Memorial. Your ideas are welcome they are currently working on plans.**
6. **Mayor's Ad Hoc Advisory Committee Meetings: Next meetings: April 25<sup>th</sup> and May 11<sup>th</sup> at 7p.m. to be held at the 42 Ale House.**

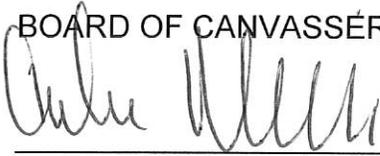
**CERTIFICATION OF THE MUNICIPAL BOARD OF CANVASSERS**

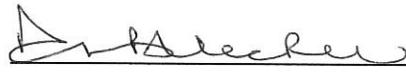
We, the undersigned, certify that we are the members of the Municipal Board of Canvassers for the City of St. Francis, Milwaukee County. We certify that the attached Tabular Statement of Votes Cast is correct and true as compiles from the original returns made to the City Clerk.

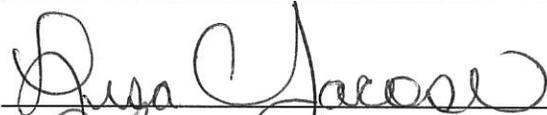
We further determine and certify that the following persons received the greatest number of votes for the respective office for which each was a candidate on April 5, 2016

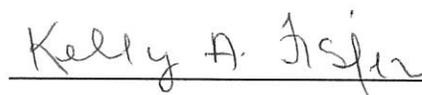
<b>Office</b>	<b>Highest Candidate</b>
Mayor	Cory Ann St. Marie-Carls
Municipal Judge	Peter C. Hemmer
Aldersperson, District 1	Janis Schandel
Aldersperson, District 2	Don Brickner
Aldersperson, District 3	Ken Tutaj
School Board Member	Christopher Finch
School Board Member	Russell Iwanski

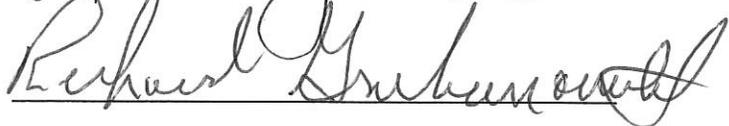
BOARD OF CANVASSERS:

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

(Date)



# City of St. Francis

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

April 14, 2016

Honorable Mayor and Common Council  
City of St. Francis

Subject: Award of 2016 Watermain Trench Repair Contract

Gentlepersons:

The City received one bid for the subject project. I have included the Engineer's Estimate for the project as a comparison since there is only one bid. They are as follows:

Bidder	Bid
DC Burbach	\$43,529.75
Engineer's Estimate	\$53,655.00

This project repairs all the patches in the roads and sidewalks due to watermain breaks. In addition, the contract this time includes some concrete patching of a section of alley just east of S. Pennsylvania Avenue between E. Bottsford and E. Van Norman Avenues which is so degraded that rebar was exposed requiring a concrete replacement instead of an asphalt patch. This issue was brought to the attention of the Board of Public Works at the March meeting. Including the repair in this contract was a solution discussed at the meeting if the patch had warranted this type of repair which it does based upon our inspection.

The City will bill the value of the patches due to watermain repairs, approximately \$37,380.00, to the Milwaukee Water Works and will be reimbursed for that amount. The repair to the alley is a cost to the City and is valued at approximately \$6,200. By bidding this repair with this contract, it provided an economical cost to the City for the alley work. DC Burbach has done work for the City previously and it has been acceptable.

Respectfully submitted,

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

## HISTORY OF INCIDENTS RELATING TO CORYANN ST. MARIE-CARLS

1. Issue with Police Chief Dietrich and comments in a Council meeting as to statements made and that he was lying
2. Major HR (Human Resource) issue involving the Mayor and part-time front office receptionist Becky Bontempo about missing the deadline for the newsletter and the Mayor's verbal assault on the employee
3. Brazenly and repeatedly refusing to follow the City Policy enacted by the full Council on how to utilize the City Attorney's office in a cost effective manner
4. The Mayor's shouting outburst with insults at the public with the Health Administrator during a 4<sup>th</sup> of July event. The Health Administrator was publicly embarrassed for following standard procedures to insure hand washing and food preparation rules were followed during the City sponsored event, which the Mayor felt was not necessary for some reason
5. Consistently coming late or not at all to pre-scheduled bimonthly meetings with the Council President and City Administrator
6. Council meeting statements by the Mayor which were insulting and inappropriate to the Council and Staff during Council meetings
7. Removing without permission (stealing) the memory chip from the City's recording system following the meeting which the Mayor insulted staff and made several offensive statements to Council/Staff
8. Sending letters to two elected officials of the City Council from an attorney which states they should "cease and desist" making negative comments about the Mayor
9. Consistently circumventing the Council and Management of the City of St. Francis by going to line staff and giving direct work assignments
10. Throwing a temper tantrum at the Economic Development Committee meeting in which the Mayor yelled at the volunteer Committee members while stomping her feet and telling them they have to do things her way because "She is the Mayor"
11. Continually turning in late agenda items and/or changing her submitted agenda items which causes additional work for City staff
12. Making statements in the community implying Department Heads are fraudulent

13. Misleading the public on the discussion and action on the Clerk II position telling people it was a new position in order to gain support
14. Contacting GAB (Government Accountability Board) regarding Becky Bontempo asking to have her removed as a poll worker because of her opinionated comments on social media
15. Leaving intimidating voicemails for staff
16. Accusing staff, Council members and volunteer Committee members of violating Open Meetings Law
17. Forcing the resignation of the CDA (Community Development Authority) Chair and causing several other committee member resignations over her four year term
18. Made a statement during a Planning Commission meeting regarding the City Engineer's "crazy scheme and lying to the Commission"
19. Mayor's lack of planning which has caused additional cost with the DPW (Department of Public Works) helping with setting up and cleaning up after events which , with better planning, could have been reduced or eliminated
20. Discussing projects directly with developers, then provides that information to Committees without disclosing that no staff or other parties were present to verify the information, putting staff and Committee members in a difficult position to either openly accuse the Mayor of being dishonest or incorrect when the real information comes out
21. Discussing items with the Committee's in a manner which implies that staff has reviewed and approved, when no staff has done so
22. Consistently late to Committee meetings or meetings she has set up with staff, only to want to be caught up on the items discussed that she missed wasting City resources and volunteer's time
23. The Mayor has a very distinct way of suggesting to staff that agenda items should take the action she feels is best, otherwise there will be consequences for that department
24. In November, 2012 the Mayor filed an official complaint of Misconduct in Public Office with the Sheriff's Department on Council President Don Brickner claiming he was researching beverage license applicant's names on his work computer for information needed for the License Committee for the City of St. Francis. There was an internal investigation which found the complaint to be unfounded and all charges were dropped
25. In 2012, while Council President, Don Brickner was incapacitated due to needing open heart surgery, the Mayor called the District Attorney to file a complaint on Alderwoman Debbie Fliss

who was acting for Don Brickner. The Mayor claimed that Alderwoman Fliss called a Closed Session meeting that she did not have the authority to do. Alderman Brickner called the Closed Session meeting and asked Alderwoman Fliss to facilitate the meeting due to his health issue. The meetings was for personnel issues and the District Attorney, after hearing the circumstances through a conference call with the Mayor, Alderwoman Fliss and City Attorney Alexy found the complaint unfounded and no further action was taken

Check No	Per	Date	Payee	Description	Inv Amount	V/M
<b>68690</b>						
	04/16	04/08/2016	CANINE TACTICAL OPERATIONS AN	TRAINING	640.00	
<b>68691</b>						
	04/16	04/08/2016	ICMA-RC	PLAN NUMBER 301536	1,190.00	
<b>68692</b>						
	04/16	04/08/2016	PROJECT ENTERTAINMENT LLC	MOVIE NIGHT	553.52	
<b>68693</b>						
	04/16	04/08/2016	REGISTRATION FEE TRUST	VIN 2C3CDXKT2GH160845	70.50	
<b>68694</b>						
	04/16	04/08/2016	ST FRANCIS POLICE DEPARTMENT	TRAINING	28.00	
	04/16	04/08/2016	ST FRANCIS POLICE DEPARTMENT	CITIZEN ACADEMY	7.39	
	04/16	04/08/2016	ST FRANCIS POLICE DEPARTMENT	STAFF MTG	8.00	
	04/16	04/08/2016	ST FRANCIS POLICE DEPARTMENT	FIRE ARMS	4.53	
<b>68695</b>						
	04/16	04/08/2016	WI SCTF	CASE IDENTIFIER 1302486	46.15	
	04/16	04/08/2016	WI SCTF	CASE IDENTIFIER 3998990	121.46	
<b>68696</b>						
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	ADMINISTRATOR	51.00	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	ADMINISTRATOR	504.95	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	FIRE DEPT	88.63	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	FIRE DEPT	250.00	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	FIRE DEPT	31.66	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	169.96	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	205.81	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	109.83	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	36.96	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	438.38	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	168.11	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	102.94	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	111.01	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	183.83	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	LIBRARY	62.63	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	POLICE	412.95	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	POLICE	37.04	
	04/16	04/12/2016	CORPORATE PAYMENT SYSTEMS	POLICE	90.24	
<b>68697</b>						
	04/16	04/12/2016	NORTH SHORE BANK FSB	MISC DEDUCTION	5,572.00	
<b>68698</b>						
	04/16	04/12/2016	PURCHASEPOWER	POSTAGE	1,020.99	
<b>68699</b>						
	04/16	04/14/2016	ST FRANCIS SCHOOL DIST #6	PROPERTY TAXES	480,320.59	
<b>68700</b>						
	04/16	04/14/2016	TDS METROCOM	CITY HALL	1,020.86	
	04/16	04/14/2016	TDS METROCOM	CITY HALL	1,871.55	
	04/16	04/14/2016	TDS METROCOM	LIBRARY	250.86	
<b>68701</b>						
	04/16	04/14/2016	US BANK NATL ASSOC	KONICA MINOLTA COPIER	246.00	
<b>68702</b>						
	04/16	04/14/2016	VERIZON WIRELESS	INSPECTION	50.50	
	04/16	04/14/2016	VERIZON WIRELESS	ELECTED OFFICIALS/GEN OFFI	283.34	
	04/16	04/14/2016	VERIZON WIRELESS	POLICE	450.77	
	04/16	04/14/2016	VERIZON WIRELESS	FIRE	49.82	
	04/16	04/14/2016	VERIZON WIRELESS	HEALTH	99.64	
	04/16	04/14/2016	VERIZON WIRELESS	ENGINEERING	49.82	
	04/16	04/14/2016	VERIZON WIRELESS	ELECTED OFFICIALS/GEN OFFI	128.23	
	04/16	04/14/2016	VERIZON WIRELESS	RECYCLING	1.13	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
	04/16	04/14/2016	VERIZON WIRELESS	TAPCO	16.63	
	04/16	04/14/2016	VERIZON WIRELESS	ENGINEERING	17.96	
	04/16	04/14/2016	VERIZON WIRELESS	FIRE	78.70	
	04/16	04/14/2016	VERIZON WIRELESS	POLICE	135.48	
<b>68703</b>						
	04/16	04/19/2016	ACE ELECTRIC SEWER CLEANERS	JETTING HOWARD AVE	525.00	
<b>68704</b>						
	04/16	04/19/2016	ADVANCE AUTO PARTS	FIRE DEPT	18.99	
<b>68705</b>						
	04/16	04/19/2016	ADVANCED WILDLIFE CONTROL INC	SERVICE CALL	278.00	
<b>68706</b>						
	04/16	04/19/2016	AECOM TECHNICAL SERVICES	STORM WATER UTILITY	1,048.20	
<b>68707</b>						
	04/16	04/19/2016	AERO COMPRESSED GASES INC	OXYGEN	95.85	
	04/16	04/19/2016	AERO COMPRESSED GASES INC	DELIVERY/PICK UP SERVICE	21.00	
	04/16	04/19/2016	AERO COMPRESSED GASES INC	OXYGEN	174.00	
<b>68708</b>						
	04/16	04/19/2016	ALSCO	CLOTHING NEW/REPLACE	35.62	
	04/16	04/19/2016	ALSCO	CLOTHING NEW/REPLACE	35.62	
<b>68709</b>						
	04/16	04/19/2016	AMERIGAS	PROPANE	75.00	
<b>68710</b>						
	04/16	04/19/2016	AUTO BRAKE CLUTCH & GEAR CO	HWY #23	8.83	
	04/16	04/19/2016	AUTO BRAKE CLUTCH & GEAR CO	HWY #23	20.61	
<b>68711</b>						
	04/16	04/19/2016	BAKER & TAYLOR	Y BOOKS	132.85	
	04/16	04/19/2016	BAKER & TAYLOR	Y BOOKS	311.60	
	04/16	04/19/2016	BAKER & TAYLOR	RB YA GN	26.63	
	04/16	04/19/2016	BAKER & TAYLOR	AD AUDIO	45.00	
	04/16	04/19/2016	BAKER & TAYLOR	AD FIC	240.27	
	04/16	04/19/2016	BAKER & TAYLOR	AD AUDIO	40.80	
	04/16	04/19/2016	BAKER & TAYLOR	RB AD FIC	14.87	
	04/16	04/19/2016	BAKER & TAYLOR	AD FIC	99.63	
	04/16	04/19/2016	BAKER & TAYLOR	ANF	45.13	
	04/16	04/19/2016	BAKER & TAYLOR	ANF	405.56	
	04/16	04/19/2016	BAKER & TAYLOR	RB AD FIC	14.87	
	04/16	04/19/2016	BAKER & TAYLOR	AD FIC	250.25	
	04/16	04/19/2016	BAKER & TAYLOR	Y BOOKS	287.00	
	04/16	04/19/2016	BAKER & TAYLOR	Y BOOKS	34.97	
	04/16	04/19/2016	BAKER & TAYLOR	REC BORR YA GN	6.37	
	04/16	04/19/2016	BAKER & TAYLOR	Y BOOKS	353.14	
	04/16	04/19/2016	BAKER & TAYLOR	ANF	309.81	
	04/16	04/19/2016	BAKER & TAYLOR	ANF	21.71	
	04/16	04/19/2016	BAKER & TAYLOR	REC BORR AD GN	49.75	
	04/16	04/19/2016	BAKER & TAYLOR	ANF	57.38	
	04/16	04/19/2016	BAKER & TAYLOR	CH DVD	21.56	
	04/16	04/19/2016	BAKER & TAYLOR	CH CD	25.57	
	04/16	04/19/2016	BAKER & TAYLOR	CH CD	10.75	
<b>68712</b>						
	04/16	04/19/2016	BAYCOM INC	POLICE	180.00	
<b>68713</b>						
	04/16	04/19/2016	BEARINGS INCORPORATED SOUTH	HWY	38.73	
	04/16	04/19/2016	BEARINGS INCORPORATED SOUTH	HWY	38.73	
<b>68714</b>						
	04/16	04/19/2016	BLUE TARP FINANCIAL	HIGHWAY	68.97	
	04/16	04/19/2016	BLUE TARP FINANCIAL	HIGHWAY	102.98	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
68715						
	04/16	04/19/2016	BOBCAT PLUS	HWY #66	216.66	
<b>68716</b>						
	04/16	04/19/2016	BRAEGER CHEVROLET INC	POLICE	93.24	
	04/16	04/19/2016	BRAEGER CHEVROLET INC	SQUAD #1	24.70	
<b>68717</b>						
	04/16	04/19/2016	CHICAGO TITLE INSURANCE COMP	TIF #5	700.00	
	04/16	04/19/2016	CHICAGO TITLE INSURANCE COMP	3877 S KK	400.00	
	04/16	04/19/2016	CHICAGO TITLE INSURANCE COMP	2800 E NORWICH AVE	400.00	
<b>68718</b>						
	04/16	04/19/2016	CHIEF SUPPLY CORPORATION	POLICE DEPT	196.49	
<b>68719</b>						
	04/16	04/19/2016	CINTAS FIRE 636525	LIBRARY	118.00	
	04/16	04/19/2016	CINTAS FIRE 636525	CITY HALL	6.90	
<b>68720</b>						
	04/16	04/19/2016	CITY OF MILWAUKEE	STREET LIGHTING	175.42	
<b>68721</b>						
	04/16	04/19/2016	CODO, ROBERT	REFUND	3.51	
<b>68722</b>						
	04/16	04/19/2016	CUMMINS N POWER LLC	TESTING NEW CIVIC CENTER	340.40	
<b>68723</b>						
	04/16	04/19/2016	DEMORES, JEAN	ELECTION MILEAGE	18.14	
<b>68724</b>						
	04/16	04/19/2016	DIVERSIFIED BENEFIT SERVICES	HRA ADMINISTRATIVE SERVICES	255.75	
<b>68725</b>						
	04/16	04/19/2016	DWD-UI	UNEMPLOYMENT	744.77	
<b>68726</b>						
	04/16	04/19/2016	FLAIL-MASTER	HWY #10C	102.12	
<b>68727</b>						
	04/16	04/19/2016	GALE/CENGAGE LEARNING	AD FIC	21.00	
	04/16	04/19/2016	GALE/CENGAGE LEARNING	AD FIC	26.59	
	04/16	04/19/2016	GALE/CENGAGE LEARNING	AD FIC	150.35	
	04/16	04/19/2016	GALE/CENGAGE LEARNING	CREDIT	23.79-	
<b>68728</b>						
	04/16	04/19/2016	GENERAL CODE	CODE ANALYSIS/COMP/DUPL/FINISH/HANDL	476.06	
<b>68729</b>						
	04/16	04/19/2016	GENERAL COMMUNICATIONS INC	FIRE DEPT	1,282.50	
<b>68730</b>						
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	SALTER	11.12	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #39	27.90	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #39	65.11	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #39	9.17	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #39	3.93	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	SHOP EQUIPMENT	685.77	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #5	6.87	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #5	2.95	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #66	16.78	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #66	66.88	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #39	4.61	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #39	1.97	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #66	17.28	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #3	99.90	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #3	9.05	
	04/16	04/19/2016	GENUINE PARTS COMP - MILWAUKE	HWY #3	13.89	
<b>68731</b>						
	04/16	04/19/2016	GREGS TRUE VALUE INC	ELECTIONS	9.98	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
	04/16	04/19/2016	GREGS TRUE VALUE INC	CIVIC CENTER	68.10	
	04/16	04/19/2016	GREGS TRUE VALUE INC	FIRE DEPT	12.98	
	04/16	04/19/2016	GREGS TRUE VALUE INC	POLICE DEPT	16.99	
	04/16	04/19/2016	GREGS TRUE VALUE INC	HWY	10.87	
	04/16	04/19/2016	GREGS TRUE VALUE INC	PARKS	.60	
<b>68732</b>						
	04/16	04/19/2016	HOOPSTER PERFORMANCE INC	K9 DECALS	85.00	
<b>68733</b>						
	04/16	04/19/2016	HOUSE OF CORRECTION	MARCH BOARDING	409.80	
<b>68734</b>						
	04/16	04/19/2016	IMPERIAL SUPPLIES HOLDINGS INC	HIGHWAY	172.23	
	04/16	04/19/2016	IMPERIAL SUPPLIES HOLDINGS INC	HIGHWAY	262.54	
<b>68735</b>						
	04/16	04/19/2016	J F COOK CO INC	CIVIC CENTER	49.50	
<b>68736</b>						
	04/16	04/19/2016	JOHN PAUL'S GMC	POLICE	79.96	
<b>68737</b>						
	04/16	04/19/2016	JOURNAL/SENTINEL INC	PUBLICATION	691.80	
	04/16	04/19/2016	JOURNAL/SENTINEL INC	ELECTIONS	132.65	
<b>68738</b>						
	04/16	04/19/2016	JOURNAL/SENTINEL INC	A/C 00127084 SUBSCRIPTION	166.56	
<b>68739</b>						
	04/16	04/19/2016	KAESTNER AUTO ELECTRIC CO	SHOP	216.87	
<b>68740</b>						
	04/16	04/19/2016	KALAHARI RESORT & CONVENTION	LODGING:WEINS	246.00	
<b>68741</b>						
	04/16	04/19/2016	KUJAWA ENTERPRISES	PLANT MAINTENANCE	37.50	
<b>68742</b>						
	04/16	04/19/2016	LABOR ASSOC OF WISCONSIN INC	VISION INSURANCE	99.25	
<b>68743</b>						
	04/16	04/19/2016	LAKESIDE OIL COMPANY	DIESEL	1,777.15	
	04/16	04/19/2016	LAKESIDE OIL COMPANY	GASOLINE	3,320.69	
<b>68744</b>						
	04/16	04/19/2016	LEE TRUCK EQUIPMENT INC	SALTER	108.92	
<b>68745</b>						
	04/16	04/19/2016	LEFORT, ANN	SUPPLIES FOR PROGRAM	48.64	
<b>68746</b>						
	04/16	04/19/2016	LORGANIX	PROGRAM	50.00	
<b>68747</b>						
	04/16	04/19/2016	MALEK AND ASSOCIATES INC	MIL POB	385.00	
	04/16	04/19/2016	MALEK AND ASSOCIATES INC	WIXON	220.00	
<b>68748</b>						
	04/16	04/19/2016	MENARDS	VET MEMORIAL	212.64	
	04/16	04/19/2016	MENARDS	CREDIT - VET MEMORIAL	18.97-	
	04/16	04/19/2016	MENARDS	HWY	58.42	
<b>68749</b>						
	04/16	04/19/2016	MILW CO FEDERATED LIBRARY SYS	LIBRARY	58.31	
	04/16	04/19/2016	MILW CO FEDERATED LIBRARY SYS	LIBRARY	225.58	
	04/16	04/19/2016	MILW CO FEDERATED LIBRARY SYS	LIBRARY	33.61	
	04/16	04/19/2016	MILW CO FEDERATED LIBRARY SYS	LIBRARY	889.00	
	04/16	04/19/2016	MILW CO FEDERATED LIBRARY SYS	LIBRARY	4.00	
	04/16	04/19/2016	MILW CO FEDERATED LIBRARY SYS	LIBRARY	279.23	
	04/16	04/19/2016	MILW CO FEDERATED LIBRARY SYS	EBOOKS	214.00	
<b>68750</b>						
	04/16	04/19/2016	MILW CO SHERIFF'S DEPT	PRISONER BOARDING/COMM	136.60	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
68751	04/16	04/19/2016	MILW CO SHERIFF'S DEPT	FIRING RANGE RENTAL	60.00	
<b>68752</b>	04/16	04/19/2016	MILW CO SHERIFF	WARRANT:TIMOTHY J MURPHY	1,035.00	
<b>68753</b>	04/16	04/19/2016	MILW METRO SEWERAGE DIST	RESIDENTIAL	50,536.07	
	04/16	04/19/2016	MILW METRO SEWERAGE DIST	COMMERCIAL	42,199.06	
	04/16	04/19/2016	MILW METRO SEWERAGE DIST	INDUSTRIAL	5,833.88	
	04/16	04/19/2016	MILW METRO SEWERAGE DIST	INDUSTRIAL PROGRAM CHARGE	278.66	
<b>68754</b>	04/16	04/19/2016	MILW PAPER COMPANY	GENERAL OFFICE	119.81	
	04/16	04/19/2016	MILW PAPER COMPANY	INSPECTION	32.36	
<b>68755</b>	04/16	04/19/2016	MILW POWER EQUIPMENT LLC	HIGHWAY	850.00	
	04/16	04/19/2016	MILW POWER EQUIPMENT LLC	HIGHWAY	237.49	
<b>68756</b>	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	ELECTED OFFICIALS	3.74	
	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	ADMINISTRATOR	9.50	
	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	CLERK/TREASURER	55.55	
	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	INSPECTION	32.76	
	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	COURT	21.17	
	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	CITY HALL	21.53	
	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	POLICE	191.64	
	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	FIRE	199.12	
	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	HEALTH	72.91	
	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	ENGINEERING	62.62	
	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	HWY	153.41	
	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	MECHANIC	12.41	
	04/16	04/19/2016	MINNESOTA LIFE INSURANCE CO	LIBRARY	59.82	
<b>68757</b>	04/16	04/19/2016	MOUA, VUE	CITATION REDUCTION	31.50	
<b>68758</b>	04/16	04/19/2016	NASSCO INCORPORATED	FIRE DEPT	163.87	
	04/16	04/19/2016	NASSCO INCORPORATED	CITY HALL	730.63	
<b>68759</b>	04/16	04/19/2016	OFFICE DEPOT INCORPORATED	POLICE DEPT	185.98	
<b>68760</b>	04/16	04/19/2016	O'REILLY AUTO PARTS	HWY #39	6.99	
	04/16	04/19/2016	O'REILLY AUTO PARTS	HWY #39	3.00	
<b>68761</b>	04/16	04/19/2016	PORT-A-JOHN INC	RENTAL & DELIVERY	89.00	
<b>68762</b>	04/16	04/19/2016	R A SMITH & ASSOCIATES	TIF#5	975.00	
<b>68763</b>	04/16	04/19/2016	SCHILLINGER & ASSOCIATES INC	POLICE DEPT	173.40	
<b>68764</b>	04/16	04/19/2016	SCHOOF'S PLUMBING	GARAGE	338.15	
<b>68765</b>	04/16	04/19/2016	SHERWIN INDUSTRIES INC	FIBER MIX	482.04	
	04/16	04/19/2016	SHERWIN INDUSTRIES INC	FIBER MIX	453.20	
	04/16	04/19/2016	SHERWIN INDUSTRIES INC	FIBER MIX	165.83	
<b>68766</b>	04/16	04/19/2016	SHRED-IT USA LLC	DOCUMENT SHREDDING	104.43	
<b>68767</b>	04/16	04/19/2016	AIRPORT ANIMAL HOSPITAL	K-9:BANE	73.00	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
68768						
	04/16	04/19/2016	SNOW PLOW SOLUTIONS INC	HWY	58.46	
<b>68769</b>						
	04/16	04/19/2016	STREICHER'S	CREDIT MEMO	57.00-	
	04/16	04/19/2016	STREICHER'S	POLICE DEPT	27.00	
	04/16	04/19/2016	STREICHER'S	POLICE DEPT	15.50	
	04/16	04/19/2016	STREICHER'S	AMMUNITION	675.75	
<b>68770</b>						
	04/16	04/19/2016	SUDZ WASH & LUBE	CARWASHES W/WAXES & UNDERBODY	28.00	
<b>68771</b>						
	04/16	04/19/2016	TAPCO	KK & DENTON	771.75	
<b>68772</b>						
	04/16	04/19/2016	TASER INTERNATIONAL	SUPPLIES	326.81	
<b>68773</b>						
	04/16	04/19/2016	TYCO FIRE & SECURITY	WIRING	602.65	
<b>68774</b>						
	04/16	04/19/2016	VRETENAR, CRAIG	MILEAGE	117.72	
<b>68775</b>						
	04/16	04/19/2016	W S DARLEY & CO	FIRE DEPT	172.10	
<b>68776</b>						
	04/16	04/19/2016	WASTE MANAGEMENT OF WI-MN	CATCH BASIN	13,207.79	
<b>68777</b>						
	04/16	04/19/2016	WASTE MANAGEMENT OF WI-MN	RECYCLING	8,320.08	
	04/16	04/19/2016	WASTE MANAGEMENT OF WI-MN	RUBBISH	24,097.20	
<b>68778</b>						
	04/16	04/19/2016	WASTE MANAGEMENT OF WI-MN	YARD WASTE	16,104.37	
<b>68779</b>						
	04/16	04/19/2016	WE ENERGIES	LIBRARY	355.73	
<b>68780</b>						
	04/16	04/19/2016	WEA INSURANCE TRUST	RETIREEES	2,480.70	
	04/16	04/19/2016	WEA INSURANCE TRUST	ADMINISTRATOR	1,404.20	
	04/16	04/19/2016	WEA INSURANCE TRUST	GENERAL OFFICE	419.42	
	04/16	04/19/2016	WEA INSURANCE TRUST	CLERK/TREASURER	1,404.20	
	04/16	04/19/2016	WEA INSURANCE TRUST	INSPECTION	1,404.20	
	04/16	04/19/2016	WEA INSURANCE TRUST	POLICE	26,274.13	
	04/16	04/19/2016	WEA INSURANCE TRUST	FIRE	22,856.59	
	04/16	04/19/2016	WEA INSURANCE TRUST	HEALTH	539.86	
	04/16	04/19/2016	WEA INSURANCE TRUST	ENGINEERING	4,674.20	
	04/16	04/19/2016	WEA INSURANCE TRUST	HWY	5,832.18	
	04/16	04/19/2016	WEA INSURANCE TRUST	MECHANIC	1,404.20	
	04/16	04/19/2016	WEA INSURANCE TRUST	LIBRARY	3,348.26	
<b>68781</b>						
	04/16	04/19/2016	WI DEPT OF JUSTICE	BACKGROUND CHECKS	70.00	
<b>68782</b>						
	04/16	04/19/2016	WI IMAGINING SOLUTIONS LLC	11323 MONTHLY CONTRACT	24.68	
	04/16	04/19/2016	WI IMAGINING SOLUTIONS LLC	11311 MONTHLY CONTRACT	47.40	
	04/16	04/19/2016	WI IMAGINING SOLUTIONS LLC	11295 MONTHLY CONTRACT	191.49	
<b>68783</b>						
	04/16	04/19/2016	WILNET ENGINEERING LLC	POLICE DEPT	300.00	
Grand Totals:					<u>764,060.09</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



# City of St. Francis

**POLICE DEPARTMENT**  
**Thomas A. Dietrich**  
Chief of Police  
thomas.dietrich@stfranwi.org

04-10-16

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

The following training request is for Officer Duane Mazur to attend the annual Wisconsin Chapter of International Association of Arson Investigators training seminar in Stevens Point, Wisconsin. The WI IAAI conference is being held from June 7-9<sup>th</sup>.

This year's seminar will provide PO Mazur, who is our department's lead Arson Investigator a chance to broaden his skill set by attending such break-out sessions as Electrical Fires, Open Source Investigations and Lithium Ion Batteries and their potential for destruction. Officer Mazur will also have the opportunity to network with other arson officers and fire fighter investigators to improve arson solvability factors in the future.

The cost to attend the conference is \$200.00 which includes a yearly membership fee. This is a budgeted item. Travel authorization forms are attached along with some conference information.

Thank you for your time and consideration.

Respectfully Submitted,

Lieutenant Kevin M. Hunter

**WI IAAI 2016 Spring Seminar**  
**June 7 – 9, 2016**  
**Stevens Point, Wisconsin**

Monday, June 6<sup>th</sup>

6:00PM – Early Registration

Tuesday, June 7<sup>th</sup>

8:00AM – Opening Ceremony

8:30AM – District Meetings

9:00AM – Electrical Fires - (Matt Dubin, MSD Engineering)

12:00PM – Lunch and Chapter Meeting

1:00PM – Electrical Fires Cont.

5:00PM – End of First Day Session

Wednesday, June 8<sup>th</sup>

8:00AM – Open Source Investigations. (Mike Gordon, Dataveillance)

Please note that tablets and laptops are recommended for this class

12:00PM – Lunch (On your own)

1:00PM – Open Source Investigations Cont.

5:00PM – End of Second Day Session

6:00PM – Dinner Followed by Awards Ceremony

Thursday, June 9<sup>th</sup>

8:00AM – Lithium Ion Batteries (Mike Eskra, Eskra Technical Products Inc.)

11:45AM – Test

## CITY OF ST FRANCIS TRAVEL AUTHORIZATION

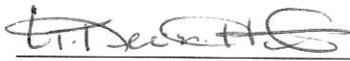
NAME: Duane Mazur DEPARTMENT: Police Dept.  
 TITLE: Police Officer DESTINATION: Stevens Point  
 DEPARTURE DATE: 06/06/16 RETURN DATE: 06/09/16  
 PURPOSE OF TRIP: Wisconsin Chapter of International Association of Arson  
Investigators.

**EXPENSE SUMMARY:**

Transportation: [X] City [ ] Private Miles _____	
Lodging: Holiday Inn Convention Center Stevens Point	\$246.00
Meals: [3 ] Breakfast [1 ] Lunch [1] Dinner (\$8.00) (\$10.00) (\$20.00)	\$38.00
Registration Fee	\$200.00
Parking/Taxi Fees	
Miscellaneous: (Receipts Attached)	
<b>TOTAL</b>	<b>\$484.00</b>

IS THIS A BUDGETED ITEM? [X] Yes [ ] No

The undersigned claimant hereby certifies that the above is a true, correct and complete account of all expenses.

  
 \_\_\_\_\_  
 Signature

TO BE COMPLETED BY DEPARTMENT HEAD

- 1) Travel Will Require Overtime [ ] Yes [X] No  
 If Required, Cost of Overtime for Employee \$ \_\_\_\_\_
- 2) Overtime Replacement Required [ ] Yes [X] No  
 If Required, Cost of Replacement: \_\_\_\_\_

Department Head Thomas Dietrich Date: 4-11-16

City Administrator \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT ACTUAL RECEIPT COPIES TO CLERK'S OFFICE FOR REIMBURSEMENT

# ***City of St. Francis***

3400 East Howard Avenue  
St. Francis, WI 53235  
(414)483-4424 FAX (414)483-1117

## **FIRE DEPARTMENT**

Franklin E. Lockwood  
Fire Chief

April 13, 2016

Mayor CoryAnn St. Marie Carl's  
Common Council Members  
City of St. Francis  
3400 E. Howard Avenue  
St. Francis, WI 53235

RE: 2016 ITC Conference

Mayor and Alderpeople,

As the 2<sup>nd</sup> Vice President of the Wisconsin Chapter of the International Association of Arson Investigators I have been asked to represent our chapter in lieu of our president at the International Training Conference (ITC) in Orlando Florida. I will be attending and representing the Wisconsin Chapter as well as the City of St. Francis.

My itinerary includes several meetings with other presidents from around the world to discuss scene operations and the newest investigative technics in addition to day classes by cutting edge presenters on many different topics. Further, investigators from around the world will provide the opportunity to expand our local resource files and to the ability to share our experiences with them.

All conference expenses for travel, registration and meals are covered by the association. I will depart on Sunday April 24<sup>th</sup> and return late Friday, April 29<sup>th</sup>. Captain Peter Trost will handle any administrative issues. Day to day questions and operations shall be directed to the duty officer.

Respectfully,

*Franklin E. Lockwood*

Franklin E. Lockwood  
Fire Chief

***“Sprinklers and Smoke Detectors Save Lives”***



# City of St. Francis

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

April 14, 2016

Honorable Mayor and Common Council  
City of St. Francis

Subject: Training Request – Annual WSPE Discovery Conference

Mayor and Common Council:

I am requesting for myself and Jim Lindhorst, Assistant City Engineer to attend the annual Wisconsin Society of Professional Engineers Discovery Conference in Milwaukee, Wisconsin. The conference is May 18 and 19, 2106. The conference offers sessions to continue our engineering education required to keep our Professional Engineering licenses required for our positions with the City.

Respectfully submitted,

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

## CITY OF ST FRANCIS TRAVEL AUTHORIZATION

NAME: Melinda Dejewski, Jim Lindhorst

DEPARTMENT: Engineering

TITLE: City Engineer, Asst. City Engineer

DESTINATION: WSPE Discovery Conference

DEPARTURE DATE: May 18, 2016

RETURN DATE: May 19, 2016

PURPOSE OF TRIP: Continuing education.

### EXPENSE SUMMARY

Transportation: [ ] City [x] Private Miles = 0 (Conference at MSOE)	\$0.00
Lodging: none	\$0.00
Meals: [ ] Breakfast [ ] Lunch [ ] Dinner [x] Included lunch on days of event	\$0.00
Registration Fee	\$650.00
Parking/Taxi Fees	\$0.00
Miscellaneous:	\$0.00
<b>TOTAL</b>	<b>\$650.00</b>

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 Melinda K. Dejewski

Date: 4-14-2016

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

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

Thursday, May 19 continued

Breakout Session 2 continued

Room 3

Topic: UTILIZING FLY ASH IN ASPHALT MIXTURES

Abstract:

Speaker: Konstatin Sobolev, Ph.D.

Representing: UW Milwaukee

11:15am to 11:30pm ... Network / Snack & Beverage break 3

11:30am to 12:20pm ... BREAKOUT SESSION 3 (1.0 PDH)

Room 1

Topic: FIVE SIMPLE TIPS FOR COMMUNICATING TECHNICAL INFORMATION

Abstract: This workshop draws on the framework of design thinking and neuroscience to uncover some basic strategies for creating audience-friendly technical documents, presentations, training materials, and even day-to-day conversations.

Speaker: Nadya Shalamova, Ph.D

Representing: MSOE

Room 2

Topic: THE INTERNET OF THINGS (IoT): INNOVATION AND THE COMPETITIVE ADVANTAGE

Abstract: We will look at some current examples of how IoT and the "Digitization Megatrend" is moving us forward at a blinding pace of change. We will examine some current projects that give us a "view of the future" as it exists now.

Speaker: Gene Wright

Representing: MSOE

Room 3

Topic: STRATEGIC ENERGY ASSESSMENT

Speakers: Jim Lepinsk, P.E., & Lori Sakk, P.E.

Representing: WI Public Service Commission

12:25pm to 1:50pm ..... Lunch / Awards

12:40pm to 12:50pm

Topic: DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES UPDATE

Speaker: Secretary Ross

Representing: Department of Safety & Professional Services

12:50pm to 1:40pm..... (1.0 PDH)

Topic: LEGISLATURE UPDATE US & WI

Speaker: Ed Rodden II, E.I.T.

Representing: WSPE

1:50pm to 2:40pm ..... AFTERNOON GENERAL SESSION

(1.0 PDH)

Topic: MILWAUKEE BUCKS ARENA & BUSINESS DISTRICT

Speaker: Theodore Loehrke

Representing: Milwaukee Bucks

2:40pm to 2:55pm ..... Network / Snack & Beverage break 4

2:55pm to 3:45pm ..... AFTERNOON GENERAL SESSION

(1.0 PDH)

Topic: WISCONSIN'S BUILDING-RELATED CODE

Speaker: Robin Zenter, P.E.

Representing: Department of Safety & Professional Services

Thursday, May 19 continued

3:45pm to 4:00pm: ..... Network / Snack & Beverage break 5

4:00pm to 4:50pm (1.0 PDH)

Room 1

Topic: HOW EFFECTIVE LEADERS MANAGE CONFLICT

Abstract: As engineering and construction professionals, we have responsibilities when managing conflict. First we must do it skillfully. Second, we have to help the individuals on the team do it skillfully.

Speaker: Mark Federle, P.E., Ph.D, CPC, F.ASCE

Representing: Marquette University

Room 2

Topic: MANAGING RISKS WHILE EVENING THE ODDS

Abstract: Join the discussion to learn how to make the process of managing projects less difficult and more collaborative.

Speaker: Sandra Hopkins, PMP, ISP, ITCP

Representing: UW Milwaukee

4:50pm to 5:05pm ..... Network / Snack & Beverage break 5

5:05pm to 5:55pm ..... (1.0 PDH)

Topic: ETHICS

Speaker: Tom Roberts, P.E., F.NSPE

Representing: NSPE

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GOLD SPONSORSHIP



SILVER SPONSORSHIP



BRONZE SPONSORSHIP



REGISTRATION FORM

Registration deadline May 12, 2016

DISCOVERY CONFERENCE AND/OR GOVERNOR'S NEW PRODUCT BANQUET & AWARDS

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Special meal accommodations: \_\_\_\_\_

DISCOVERY CONFERENCE:

Registration Fee \$325 members / Registration Fee \$500 non-members

WSPE member: \$ \_\_\_\_\_  WSPE non-member: \$ \_\_\_\_\_

GOVERNOR'S NEW PRODUCT BANQUET & AWARDS:

Registration Fee \$56 banquet & awards / members & non-members

WSPE member: \$ \_\_\_\_\_  WSPE non-member: \$ \_\_\_\_\_

Mail this form with check to: WSPE HQ, PO Box 430, Pewaukee, WI 53072  
Make check out to: Wisconsin Society of Professional Engineers

Wisconsin Society of Professional Engineers

A state society of the National Society of Professional Engineers

PO Box 430, Pewaukee, WI 53072-0430

MISSION STATEMENT: WSPE is an organization of licensed Professional Engineers (PEs) and Engineering Interns/Engineers in Training (EITs/ETs). WSPE enhances the images of its members and their ability to ethically and professionally practice engineering through education, licensure advocacy, leadership training, multi-disciplinary networking, and outreach.

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WSPE 2016 DISCOVERY CONFERENCE & 39TH ANNUAL GOVERNOR'S NEW PRODUCT AWARDS AND BANQUET

MAY 18-19, 2016

WSPE DISCOVERY CONFERENCE

The Wisconsin Society of Professional Engineers Discovery Conference will consist of general sessions & breakout sessions.

KEYNOTE SPEAKERS:

- NSPE Vice-President Tom Roberts, P.E., F.NSPE
- DOT Secretary Gottlieb, P.E.
- DNR Secretary Stepp
- DSPS Secretary Ross

SPECIAL SPEAKER:

Dave Bernstein, PSMT Principle



This conference will qualify for ★ Professional Development Hours (PDHs) including 13 meeting your classroom & 2 meeting ethics requirement.

Lunchtime awards will be given out including:

- Professional Engineer of the Year
- Young Engineer of the Year
- Math Count State Team advancing to Nationals
- Fellow
- Teacher of the Year

MAY 18, 2016

GOVERNOR'S NEW PRODUCT BANQUET & AWARDS

The GNPA 2015/2016 awards will be presented with banquet at 7PM.

KEYNOTE SPEAKER:

Mark R. Hogan, Secretary and CEO, Wisconsin Economic Development Corporation (WEDC)



Wisconsin Society of Professional Engineers

A state society of the National Society of Professional Engineers

(414) 531-1129 | www.wspe.org



Search Wisconsin Society of Professional Engineers (WSPE) to find us on LinkedIn



Find us on Facebook



## MAY 17 – TUESDAY

4 pm - 6 pm ..... Board of Directors Meetings, members welcome  
*Location:* MSOE Department Safety & Professional Services  
*Grohman Towers* Secretary Ross to join  
*Rm 401, Milwaukee* Closed Dinner

## MAY 18 – WEDNESDAY

7:15am to 8:00am ..... Registration / Continental Breakfast  
8:00am to 8:15am ..... Welcome / Introductions  
8:15am to 9:05am ..... **MORNING GENERAL SESSION** (1.0 PDH)

**Topic: HELPING TO BUILD THE STEM TALENT PIPELINE**  
**Abstract:** Learn how you can make a difference as an individual, part of a service organization effort, or part of your employer's community outreach to develop the STEM talent pipeline.  
**Speaker:** Van Walling, P.E.  
**Representing:** Walling Consulting Services

9:05am to 9:15am ..... Network / Snack & Beverage break 1  
9:15am to 10:05am ..... **BREAKOUT SESSION 1** (1.0 PDH)

**Room 1**  
**Topic: THE FUTURE OF MAKING THINGS (FoMT)**  
**Abstract:** This session focuses on these trends and emerging technologies (General and Simulation-Based Design, Additive Manufacturing, Cloud-Based Design and Collaboration, IOT, Practical [Cloud] Product Lifecycle Management [PLM]) and how they can impact your organization.  
**Speaker:** Mark Lackovic  
**Representing:** Master Graphics, Inc.

**Room 2**  
**Topic: DREDGED MATERIALS USED TO MAKE GEOPOLYMER-BASED CONCRETE**  
**Abstract:** This presentation discusses results of a study to determine feasibility of using substantial quantities of dredged materials to produce concrete mixtures that do not utilize portland cement as binder.  
**Speaker:** Habib Tabatabai, Ph.D., P.E.  
**Representing:** UW Milwaukee

**Room 3**  
**Topic: LEARNING PROJECT MANAGEMENT FOR PRODUCT DELIVERY**  
**Abstract:** Learn the importance of the foundational 4 processes of project management and how they can increase your ability to deliver sustained value to your organizations.  
**Speaker:** Sandra Hoskins, PMP, ISP, ITCP  
**Representing:** UW Milwaukee

10:05am to 10:20am ... Network / Snack & Beverage break 2  
10:20am to 11:10pm ... **MORNING GENERAL SESSION 2** (1.0 PDH)

**Topic: FLINT, MI: WHEN GOOD WATER GOES BAD**  
**Abstract:** You will hear about the engineering and governmental problems and lack of care that precipitated the crisis.  
**Speaker:** Mike Doran  
**Representing:** UW Madison

## MAY 18 – Wednesday continued

11:10am to 11:20am ... Network / Snack & Beverage break 3  
11:20am to 12:10pm ... **BREAKOUT SESSION 3** (1.0 PDH)

**Room 1**  
**Topic: OPTIMIZATION OF PAVEMENT LOAD TRANSFER DEVICES**  
**Abstract:** Recent optimization efforts have introduced into practice non-steel materials, non-epoxy corrosion protection systems, non-round geometries, and even non-uniform spacings.  
**Speaker:** Robert Rodden, P.E.  
**Representing:** PNA, Inc.

**Room 2**  
**Topic: PERFECT SPECIFICATIONS - THE MYTH**  
**Abstract:** Do you know what MasterFormat means? Does the word "specifications" send you screaming from the room? Do you wait until the documents are due to start your specs and just grab from the last project?  
**Speaker:** Lynn Javoroski, FCSI, CCS

**Room 3**  
**Topic: LINKEDIN FOR ENGINEERING PROFESSIONALS**  
**Abstract:** Wondering what the buzz is about this thing called LinkedIn? Worried your competitors are using it to gain a competitive advantage? Not sure how the site can help you improve your personal brand and impact the organization's you are involved with.  
**Speaker:** Wayne Breitbart  
**Representing:** MSOE

12:10pm to 1:30pm ..... Lunch  
12:25pm-12:40pm

**Topic: WISCONSIN DEPARTMENT OF NATURAL RESOURCES UPDATE**  
**Speaker:** Secretary Stepp  
**Representing:** WisDNR

12:40pm-1:30pm ..... (1.0 PDH)

**Topic: WisDOT UPDATE**  
**Abstract:** Highlight key transportation challenges facing the state and nation such as how to address growing infrastructure needs within a climate of stagnant revenues, along with innovative technologies and strategies the department utilizes to get the very most from current resources.  
**Speaker:** Secretary Gottlieb  
**Representing:** WisDOT

1:35pm to 2:25pm ..... **BREAKOUT SESSION 4** (1.0 PDH)

**Topic: ZOO INTERCHANGE**  
**Speakers:** Mark Klipstein, P.E. & Josh Stenz  
**Representing:** WisDOT & Gilbane

2:25pm to 2:40pm ..... Network / Snack & Beverage break 4  
2:40pm to 3:30pm ..... **BREAKOUT SESSION 5** (1.0 PDH)

**Room 1**  
**Topic: LEADERSHIP MANAGEMENT FOR ENGINEERS**  
**Abstract:** A series of self-assessments to determine their leadership style. During this interactive session, you will gain insight into how to prioritize key facets of work and outside life.  
**Speaker:** Michael Previte  
**Representing:** MSOE

## MAY 18 – Wednesday continued

**Room 2**  
**Topic: EL NINO - WHAT HAS IT DONE AND WHERE IS IT GOING**  
**Abstract:** A look at the meteorological impact of this record setting El Nino and the latest forecast going into summer.  
**Speaker:** Mark McGinnis  
**Representing:** MSOE

**Room 3**  
**Topic: HYDRAULIC SYSTEMS MODELING & SIMULATION FOR APPLICATION ENGINEERS**  
**Abstract:** The purpose is to present, conceptually, the lumped modeling approach of hydraulic components and systems for application engineers. The presenter will present a case study as an application of the discussed approach.  
**Speaker:** Methat Khalil, Ph.D.  
**Representing:** MSOE

3:30pm to 3:45pm ..... Network / Snack & Beverage break 6  
3:45pm to 4:35pm

**Topic: WI CONTINUING EDUCATION LICENSURE LAW**  
**Speaker:** Mark Meyer, P.E.  
**Representing:** WI Department of Safety & Professional Services

4:35pm to 4:50pm ..... Network / Snack & Beverage break 6  
4:50pm to 5:40pm ..... **AFTERNOON GENERAL SESSION** (1.0 PDH)

**Topic: ETHICS: DOING WHAT'S RIGHT!**  
**Abstract:** An interactive session considering the NSPE Code of Ethics from the perspective of Heinz' Dilemma, Kohlberg's stages of development, and generational differences.  
**Speaker:** Tom Roberts, P.E., FNSPE  
**Representing:** NSPE

### GOVERNOR'S NEW PRODUCT BANQUET & AWARDS

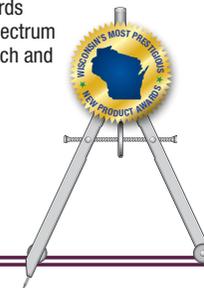
Registration begins at 6:30pm

Event from 7:00pm to 9:00pm  
39th Annual Banquet & Awards

6:45pm – Keynote Speaker:  
Mark R. Hogan, Secretary and CEO, Wisconsin Economic Development Corporation (WEDC)

**Purpose:**  
The Governor's New Product Awards Competition is to recognize the full spectrum of benefits that come from the research and engineering of new products.

**Location:**  
MSOE Kern Center  
1245 N Broadway  
Milwaukee, WI 53202  
Attendees can stay at Aloft.



## MAY 19 – THURSDAY

7:30am to 8:15am ..... Registration / Continental Breakfast  
8:15am to 9:05am ..... **MORNING GENERAL SESSION** (1.0 PDH)

**Topic: HOT MARKETS FOR 2016 AND BEYOND**  
**Abstract:** This presentation presents PSMJ's latest research on national and regional market trends for the largest A/E markets. We also discuss which markets are likely to be the most profitable in the coming years.  
**Speaker:** Dave Burstein  
**Representing:** TSMS

9:05am to 9:20am ..... Network / Snack & Beverage break 1  
9:20am to 10:10am ..... **BREAKOUT SESSION 1** (1.0 PDH)

**Room 1**  
**Topic: IMPROVING PROGRAM DELIVERY BY CULTIVATING INNOVATION**  
**Abstract:** This presentation will focus on the current WisDOT Mega-project and the programs ability to create more efficient, effective ways to manage issues & risks, cost and schedule through deployment of multiple project management delivery methods (Integrated Project Delivery, Lean Practices, Design-Bid-Build, Quality In Construction, Building/Civil Information Management).  
**Speaker:** Josh Stenz  
**Representing:** Gilbane Building Company

**Room 2**  
**Topic: LIGHTWEIGHT CELLULAR CONCRETE**  
**Abstract:** The history, definition, and properties of cellular concrete. Review some mix design requirements and QA/QC testing procedures. Illustrating some typical applications with highlighted case studies and also introduce some emerging technology.  
**Speaker:** Nico Stumoller  
**Representing:** Aerix Industries

**Room 3**  
**Topic: BREAKWATER CONSTRUCTION FOR ASHLAND/NSP LAKEFRONT SUPERFUND SITE**  
**Abstract:** Consisted of permitting, designing and constructing a rock-rubble breakwater all in less than a year. Breakwater is 900 ft long with 50,000 tons of rock placed, with individual rocks as large as 6 tons. Done as a Design/Build effort.  
**Speaker:** Denis Roznowski, P.E.  
**Representing:** FOTH

10:10am to 10:25am ... Network / Snack & Beverage break 2  
10:25am to 11:15pm ..... **BREAKOUT SESSION 2** (1.0 PDH)

**Room 1**  
**Topic: LEAN DECISION MAKING**  
**Abstract:** This class will introduce the student to Choosing By Advantages (CBA) and show how it is superior to other methods used to make decisions.  
**Speaker:** Mark Rounds, P.E.  
**Representing:** Vogel Bros. Building Co.

**Room 2**  
**Topic: CONTRACTUAL CONSIDERATION FOR PROTECTING INTELLECTUAL PROPERTY**  
**Abstract:** This presentation will discuss factors you should consider to protect your intellectual property when entering into such an agreement.  
**Speaker:** Eric Schlevensky, P.E.  
**Representing:** Boyle Fredrickson, S.C.

Breakout Session 2 continued on back

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



4/14/2016

Memo:

To: Honorable Common Council, Staff & Citizens

From: Mayor St. Marie-Carls

Re: FYI on response to Citizen Inquiries on Charter Ordinance C-14 - from Mayor

**FYI – For the Record - actual EMAIL response to citizen inquiries on the topic of Charter Ordinance C-14:  
This is to be published under “Mayor’s Comments” on the City Council Agenda, April 19<sup>th</sup>**

Thank you for your patience in replying to your email about the Charter Ordinance C-14 petition that some citizens are circulating for referendum. I have had other questions last week and this week on this also.

When the Council presented changes to Ordinance C-14, I expressed my advice to the Council that I did not see any clarification needed on the position of City Administrator other than what has actually been present in our ordinance in Chapter 105 for over 40 years. I actually recently suggested some “real time” updates to 105 for any clarification that the Council saw as necessary.

Since, the City Administrator is not earmarked and named as a Statutory position within State Statute and law such as Clerk, Treasurer, and Attorney etc. City Administrators are optional for Cities, Towns, and Villages; therefore its inclusion in a City’s Charter ordinance is not mandated.

I have heard from Citizens and believe in the best interest of Citizens that their Elected Officials should work to retain oversight and checks and balances to the best of their ability, “By the People and for the People” by the letter of the law. Also, from what I have heard, there are citizens who feel that the inclusion of the City Administrator in our Charter Ordinance C-14 is handing over important decision making authority to an UNELECTED employee; therefore, as a Council, I feel we should now take a step back and review it again for due process and due diligence. This is applicable especially since our current City Administrator has now resigned and decisions on a replacement will occur within the next several months.

I feel it would be prudent at this point, to step back and take time to explain in “laymans terms” this Charter Ordinance in and effort to promote Citizens understanding of what is was, what was changed, and where it limits the Mayor and Alderpersons. To summarize again in “laymans terms” explain purpose, and present a precise flow chart of responsibility of the Charter Ordinance Change before putting it into practice. Of course, the Council also always has the option to “pull back” on the ordinance and stop it from going into effect; in order to build an better partnership of understanding by the citizens as a whole, I also would agree with this approach.

Feel free to share this information as needed, but I am not on Facebook personally or professionally or officially as your Mayor, I will not use Facebook as a substitute for the good policy, due diligence and transparency of official public meetings or public record correspondence. Please do not post this on facebook but encourage people to contact me, their Alderperson and/or come to meetings to make public comments. Evidence has shown, Facebook independent “community forums” are not the reliable/equitable way to obtain or deliver municipal government information.

I always work to be the voice for Citizens. With that being said, if there are questions out there, I feel with the City’s Common Council, together we need to review Charter Ordinance C-14 for relevance in “real time”. The ordinance was actually not deliberated or voted on by 2 new Council Members that will take office on April 19<sup>th</sup>.

I have heard from others also, as such I am putting the topic on the Council agenda under my Mayor’s Comments section to include this email response for the record and to acknowledge other inquiries at our upcoming meeting at 7 pm on April 19<sup>th</sup> Please attend if possible, as we offer public/citizens comments and concerns at the beginning of each meeting. Also, please feel free to keep me in the loop on your opinions and comments and that of other citizens. **Sincerely, Mayor CoryAnn St. Marie-Carls**