



City of St. Francis
Common Council Meeting

3400 East Howard Avenue

May 3, 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

Public Hearings:

Presentation:

- Resolutions in Recognition of Service – Debbie Fliss and Sue Bostedt

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 Congratulating Miss Gina Milliacca on Being Selection Miss St. Francis 2016 and Tendering Her the Best Wishes of the City of St. Francis in Her Competition for the Title of Miss Wisconsin for 2016 -[Resolution - Miss St Francis - Gina Miliacca](#)

Minute Approval:

1. Minutes of the Common Council meeting held April 19, 2016 - [4-19-16 CC Minutes - jmd](#)

Reports from Committees/Commissions/Boards:

1. Minutes of the License Committee meeting held April 19, 2016 - [License Minutes 04-19-2016](#)
2. Minutes of the Planning Commission meeting held March 23, 2016 - [minutes of the mar 23 2016 planning commission mtg amended](#)

Action Items from Committees/Commissions/Boards:

Action to be taken from the License Committee meeting held May 3, 2016

- License Committee Agenda dated May 3, 2016 - [5-3-16 License agenda - public version](#)

Action to be taken from the Planning Commission meeting held April 27, 2016

- Proposed Certified Survey Map for 3849 S. Packard Avenue - [packard ave csm review 4-22-2016](#)
 - Recommend to the Common Council to approve the Certified Survey Map for 3849 S.

Packard Ave

- St. Francis Animal Hospital Site – Rezoning Application - [3876 KK rezone application council 3876 KK Animal Hospital plan council](#)
 - Recommend to the Common Council to approve the rezoning 3876 S. Kinnickinnic Avenue from R-3 to M1-SU and set the public hearing.
- 2040 E. St. Francis Avenue – Change in Operation - [Dysland Letter for Change in Operation 2040 st francis ave change in operation 2 site plan](#)
 - Recommend to the Common Council to approve the Change in Operation for 2040 E. St. Francis Avenue to allow Building 1 to be all indoor storage with indoor unit 170 being removed for access to the existing door; and allow Building 3 to have an employee of Darrik Dysland’s company during the hours stated in the Special Use permit

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 –
 - Board of Review – Larry Kortendick and LuAnne Coyne
 - Library Board Clarification and appointment – Jennifer Polinski - [Libary Board Clarification-4-28-2016](#)

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

1. Mayor’s Update #84 - [Mayor Update 84-4-28-2016](#) ; [School Finance Community Presentation 4-20-2016](#); [Vision 2050 SWRPC 2016](#)
2. 04/10/2016 from Memorial Committee re: May 30, 2016 Ceremony - [Memorial Committee Invite 16](#)
3. Comments and Request from Alderwoman Schandel re: Charter Ordinance No. C-14 - [Alderwoman Schandel Statement](#)

Discussion Items with Possible Action:

1. Voucher List dated May 3, 2016 in the amount of \$245,297.56 - [5-3-16 Voucher List](#)

Training/Conference/Seminar Requests:

1. Spring IAAI Seminar – Captain Trost - [Trost 2016 WIIAAI](#)

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
 - Meeting Notes – 04/14/2016 - [notes of april 14 meeting](#)
 - Schedule for Recruitment Process - [St FrancisRecruitmentSchedule16](#)
 - Building Schedule Update
 - Upcoming Public Hearing Dates
 - Mayor’s Ad Hoc Task Force Update
 - Meeting Notes – 03/31/2016 - [Notes Mayors Task-Group-mtg 3-31-2016 -April 2nd](#)
 - Charter Ordinance – Update on Inquiries

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. _____

**RESOLUTION CONGRATULATING MISS GINA MILIACCA
ON BEING SELECTED MISS ST. FRANCIS 2016 AND
TENDERING HER THE BEST WISHES OF THE CITY OF ST.
FRANCIS IN HER COMPETITION FOR THE TITLE OF
MISS WISCONSIN FOR 2016**

WHEREAS, Miss GINA MILIACCA was selected Miss St. Francis 2016 by reason of her talent, beauty, personality and general demeanor; and

WHEREAS, she will be the fifty-second Miss St. Francis title holder to compete in the Miss Wisconsin Pageant for the coveted title of Miss Wisconsin, 2016; and

WHEREAS, it is fitting and proper that she carry with her the best wishes of the entire City of St. Francis for success in such statewide competition;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of St. Francis that it does hereby congratulate Miss GINA MILIACCA for her success in her competition for the title of Miss St. Francis 2016 and it does hereby tender to her the best wishes of all the residents of the City of St. Francis and the official administration of the City for continued success in the Miss Wisconsin Pageant.

PASSED and ADOPTED this 3rd day of May, 2016.

Mayor

ATTEST:

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

Also Present: City Administrator Rhode, City Attorney Alexy, Deputy City Clerk/Treasurer DeMores, Fire Chief Lockwood, Police Chief Dietrich, City Engineer Dejewski, Building Inspector Vretenar, Public Health Administrator Scott and interested citizens

Excused: City Clerk/Treasurer Uecker

Moved by Alderperson Brickner, seconded by Alderperson Klug to take a ten minute recess. Motion carried.

Vote for Council President by paper ballot resulted in four votes for Alderperson Don Brickner, one vote for Alderperson McSweeney, and one vote for Alderperson Wattawa. Alderperson Brickner has been elected by the Council to the position of Council President.

Moved by Alderperson McSweeney, seconded by Alderperson Schandel to destroy the paper ballots for Council President. Motion carried with Deputy City Clerk/Treasurer DeMores destroying the ballots.

Resolutions and Ordinances:

Moved by Alderperson McSweeney, seconded by Alderperson Tutaj to introduce and adopt a Resolution of Recognition of Service as Alderperson to the City of St. Francis by Deborah Fliss. Motion carried. **Resolution No. 2704**

Moved by Alderperson McSweeney, seconded by Alderperson Tutaj to introduce and adopt a Resolution of Recognition of Service as Alderperson to the City of St. Francis by Susan Bostedt. Motion carried. **Resolution No. 2705**

Moved by Alderperson McSweeney, seconded by Alderperson Schandel to introduce and adopt 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. Motion carried. **Ordinance No. 1393**

Minute Approval:

Moved by Alderperson McSweeney, seconded by Alderperson Wattawa to place on file the minutes of the Common Council meeting held April 6, 2016. Motion carried.

Reports from Committees/Commissions/Boards:

Moved by Alderperson Wattawa, seconded by Alderperson Schandel to place on file the minutes of the License Committee meeting held April 6, 2016. Motion carried.

Action Items from Committees/Commissions/Boards:

Moved by Alderperson Brickner, seconded by Alderperson Wattawa to approve a Beverage Operator's License – New for Kellie Doescher, Ashley Hubal, Dawn Kershner, and Lisa Ventimiglia. Motion carried.

Moved by Alderperson Brickner, seconded by Alderperson Wattawa upon the recommendation of City Attorney Alexy to deny a Class "B"/"Class B" License to F.F. III Enterprises, LLC – Fredrick G. Fairbanks III for premise at 2227 East Saint Francis Avenue. Motion Carried.

Moved by Alderperson Wattawa, seconded by Alderperson McSweeney to refer to the CDA for financial review the proposals from Bear and Brinshore Development for 4235 South Nicholson Avenue. Motion carried.

Moved by Alderperson Wattawa, seconded by Alderperson Brickner upon the recommendation of the Bargaining Committee, to establish the salary range for the City Administrator in the amount of \$90,000 - \$110,000. Motion moved.

Moved by Alderperson Brickner, seconded by Alderperson Wattawa to place on file the proposal for recruitment for the position of City Administrator and approve pending City Attorney's review of Public Records language addition. Motion carried.

Appointments to Committees/Commissions/Boards:

Moved by Alderperson Brickner, seconded by Alderperson Wattawa to concur with Mayor's appointments to Committees, Commissions, and Boards as amended on the April 19, 2016 list. Motion carried.

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

Moved by Alderperson McSweeney, seconded by Alderperson Wattawa on file with reference in the minutes the Mayor's Update #83. Motion carried.

Moved by Alderperson McSweeney, seconded by Alderperson Klug to place on file and make part of the record the Certification of the Municipal Board of Canvassers for the election held on April 5, 2016. Motion carried.

Moved by Alderperson Klug, seconded by Alderperson McSweeney to place on file and concur with the City Engineer's recommendation to award the contract to DC Burbach for Watermain Trench Repair in the amount of \$43,529.75. Motion carried.

Moved by Alderperson Brickner, seconded by Alderperson Wattawa to place on file Transparent Listing of Incidents involving Mayor St. Marie-Carls in an Effort to do Due Diligence for the Clarity of the Citizens of the City of St. Francis. Motion carried.

Moved by Alderperson Brickner, seconded Alderperson Schandel to accept and file Mayor CoryAnn St. Marie-Carls response to Transparent Listing of Incidents involving Mayor St. Marie-Carls. Motion carried.

Discussion Items with Possible Action:

Moved by Alderperson Brickner, seconded by Alderperson Wattawa to place on file and approve all vouchers on the Voucher List dated April 7, 2016 through April 19, 2016 in the amount of \$764,060.09. Motion carried.

Training/Conference/Seminar Requests:

Moved by Alderperson McSweeney, seconded by Alderperson Wattawa to place on file with reference in the minutes the Training/Conference/Seminar Requests as listed on the April 19, 2016 Common Council Agenda and to approve the requests with the necessary expenses as they are a budgeted item. Motion carried.

Adjourn to Closed Session:

Moved by Alderperson McSweeney, seconded by Alderperson Klug to adjourn to Closed Session 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. Roll Call Vote: Alderpersons Wattawa, Schandel, Brickner, McSweeney, Klug, and Tutaj voting "aye". Motion carried.

Moved by Alderperson Schandel, seconded by Alderperson Wattawa to take a five minute recess. Motion carried.

Time: 8:38 p.m.

Moved by Alderperson Wattawa, seconded by Alderperson McSweeney to adjourn. Motion carried.

Time: 9:40 p.m.

RESOLUTION NO. 2704

**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 19th 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 19th day of April, 2016.

/s/CoryAnn St. Marie-Carls, Mayor

ATTEST: /s/Anne B. Uecker, MMC/WCPC

City Clerk/Treasurer

RESOLUTION NO. 2705

**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 19th 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 19th day of April, 2016.

/s/ CoryAnn St. Marie-Carls, Mayor

ATTEST: /s/Anne B. Uecker, MMC/WCPC

City Clerk/Treasurer

STATE OF WISCONSIN

CITY OF ST. FRANCIS

MILWAUKEE COUNTY

ORDINANCE NO. 1393

**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 19th day of April 2016.

CITY OF ST. FRANCIS

/s/CoryAnn St. Marie-Carls, Mayor

ATTEST:

/s/Anne B. Uecker, MMC/WCPC

City Clerk/Treasurer

**MINUTES OF THE LICENSE COMMITTEE MEETING HELD
APRIL 19, 2016**

Present: Alderpersons Brickner, Wattawa and Klug

Also Present: Deputy City Clerk/Treasurer DeMores, City Attorney Alexy, City Administrator Rhode, Police Chief Dietrich, Alderperson McSweeney, Alderperson Tutaj, Kimberly Billodeau, Patrick Brhely, Kellie Doescher, Ashley Hubal, Dawn Kershner, Samantha Struck, and Lisa Ventmiglia

Chairman Brickner called the meeting to order at 6:46 p.m.

Moved by Alderperson Wattawa, seconded by Alderperson Klug to place on file the minutes of the License Committee meeting held April 6, 2016. Motion carried.

Moved by Alderperson Klug, seconded by Alderperson to deny Beverage Operator Licenses to Kimberly Billodeau due to failure to comply with conditional "Class B"/Class "B" issued to her and obstructing officer, by approval she would be in charge of sale of alcohol in the absence of the Licensee and the possible return to past dealings at the establishment including the sale of drugs; Patrick Brhely due to habitual criminal offenses; and Samantha Struck for falsification of application. Motion carried.

Moved by Alderperson Klug, seconded by Alderperson Wattawa to recommend approval of Beverage Operator Licenses – New for Kellie Doescher, Ashley Hubal, Dawn Kershner, and Lisa Ventimiglia. Motion carried.

Moved by Alderperson Klug, seconded by Alderperson Wattawa based on the recommendations of City Attorney Alexy and Police Chief Dietrich 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 due to history of bar activity including the sale of illegal drugs by a felon in possession of a fire arm; original application had Mr. Billodeau working as kitchen manager; concerns of previous owner and Licensee being in control of premises due to absence of Mr. Fairbanks; most recent Licensee went missing under suspicious circumstances; facility taking undo share of Police Department attention; and the approval would be detrimental to the community. Motion carried.

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

Time: 6:59 p.m.

**MINUTES OF THE PLANNING COMMISSION MEETING
HELD MARCH 23, 2016, 7:30 PM**

The meeting was called to order by Mayor St. Marie-Carls at 7:30 PM.

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

Members excused: None.

Also present: Alderman Mike McSweeney, Alderman Ray Klug, City Engineer/Director of Public Works Melinda Dejewski, Building Inspector/Zoning Administrator Craig Vretenar, Library Board Member Ann Carter-Drier, Robert Zingara, Richard Adamczewski, Andy Wendt, and other interested citizens.

1. Call to Order

2. Minute Approval

A motion was made by Alderwoman Fliss, seconded by Commissioner Stemwell to approve the minutes of the February 24, 2016 meeting. Motion carried.

3. Public Comment

There was no comment from the public in attendance. Mayor St. Marie-Carls provided an update regarding the possible lakefront development by Sherman Associates. There was an article in a local publication which she handed out copies of to the Commissioners along with a history of the lakefront developments. Mayor St. Marie-Carls informed the Commission that discussions with the Animal Hospital were continuing.

4. Updates for Commission (no action)

A. Landing at Park Shore – Transition Plan Update

Mayor St. Marie-Carls stated that there was an understanding between Bear and the Landing of what maintenance items Thomson Development has agreed to perform to finalize the land transaction with Bear. She wanted to make the Commission aware of the transition study which had been prepared to facilitate the transition of ownership from Thomson Development to the owners of The Landing. There was discussion on some of the items in the study. One item pointed out was that the foundation of the A-wing would remain since it has an access point for the underground parking garages.

B. Bear Development South Lake Drive

Mayor St. Marie-Carls stated that she had a conversation with Dean Fredrick of Thomson Development. He had indicated that the elevator shaft would be removed and that they are working with the Condo Board on how to implement the transition study. There was general discussion about the transition study.

C. Sherman Associated South Lake Drive Proposal

Mayor St. Marie-Carls stated that she had nothing further except the articles which she handed out earlier and that Sherman was working with the financial advisor of the City.

5. Discussion and Possible Action – Comprehensive Plan

A. Page H19 Update

Mayor St. Marie-Carls had City Engineer Dejewski hand out a corrected page. Commissioner Kiepczynski suggested to create an amendment history to track all the amendments. Alderman McSweeney inquired if the Council would receive the updated page. City Engineer Dejewski stated that they would. A motion was made by Alderwoman Fliss, seconded by Commissioner Buechel to place the updated page on file. The motion carried.

B. Other Possible Updates

There were no other updates.

6. Discussion and Possible Action – Applications date February 11, 2016

Re: Rezoning of County Park Land in the City of St. Francis

A. Bay View Park

B. Greene Park

C. Oak Leaf Trail (Sheridan Park) From E. Lunham Ave extended to

E. Howard Ave Extended

Mayor St. Marie-Carls had Building Inspector/Zoning Administrator Vretenar explain the applications. He explained that these applications were to have the parks in the proper zoning classification. A motion was made by Alderwoman Fliss, seconded by Commissioner Grubanowitch to place the application for Bay View Park and Greene Park and to recommend to the Council to change the zoning from IU to IU-SU. The motion carried. A motion was made by Alderwoman Fliss, seconded by commissioner Buechel to place on file the application for the Oak Leaf Trail and recommend to the Council to change the zoning from PUD to IU-SU. The motion carried.

7. Unfinished Business

A. 4235 S. Nicholson Avenue Site – RFP Review

1. RFP Review – Updated Site Plan from Brinshore

2. Library Site and Parking

Mayor St. Marie-Carls gave an update on the portion of the CDA meeting where these projects were discussed. There was a consensus on the CDA that the developers should come back to the CDA with a financial proposal ; essentially a letter from each developer stating what their financial need would be from the City.

City Engineer Dejewski then explained the discussion from the Library Board meeting. She stated that the Library believes it needs additional parking but a part of it needs to be on the same side of the street as the Library. Many of the patrons are elderly and need to have parking in close proximity to the entrance to the Library which is easy to traverse (i.e. no stairs or significant slope). Commissioner Kiepczynski stated that the street gets many parked cars during large events. Library Board Member Carter-Drier stated that they wanted parking on their side of the street for seniors. If the parking is across the street, it defeats the purpose of having it closer. Mayor St. Marie-Carls reminded the Commission that the proposals from the developers include parking for the Library. Library Board Member Carter-Drier stated that the Library wants to do the parking on their side no matter what is decided by the City. Commissioner Stemwell inquired who would be paying for the parking – the Library or the City. Alderwoman Fliss said that would have to go to the Council for direction. Commissioner Stemwell stated that this is an opportunity. The Library needs parking and he does not want to miss the opportunity to have additional parking for the Library if it is needed. This issue needs to be firmed up.

Commissioner Grubanowitch stated that before the discussion gets too far, he wanted to state that now that the former City Hall is completely removed the site looks big and he does not want the City to rush into anything. He is not in favor of WHEDA workforce housing. Commissioner Stemwell thought that to go back now would be unfair to the developers. They had made presentations and invested a lot of time and to reject their proposals was not in good faith. Commissioner Manders stated that the developers stated that market rate housing would not work on the site. Alderwoman Fliss wants development to move forward quickly and both appear to be good developments. Mayor St. Marie-Carls stated that she went back to the Comprehensive Plan and found some statistics: the Plan states that unemployment rates should go down; the City needs newer higher-quality affordable development; 60% of the housing stock is pre-1960; and working people have increased buying power. She stated that there are 4 conditions to review: lakefront view, history and culture, KK corridor – does it fit? She has seen Bay View utilize WHEDA participation on some of their housing. Commissioner Stemwell stated that if the proposed development did not have

WHEDA participation, then the City would have to participate more. There then was general discussion regarding the funding of the development and what type of development would be appropriate for the site including whether TIF funding should be considered by the CDA.

A motion was made by Alderwoman Fliss, seconded by Commissioner Kiepczynski to recommend to the CDA that the Planning Commission recommends that a workforce-type housing development be on the 4235 S. Nicholson Avenue site with a public amenity such as a park, a portion of parking to be shared with the Library, the density of the housing to be 25 units or less and that more detailed financial plans including any TIF assistance requests be submitted to the CDA for their review and recommendation back to the Planning Commission. A roll call vote was requested. Commissioner Manders – yes; Commissioner Grubanowitch – no; Commissioner Stemwell – yes; Commissioner Kiepczynski – yes; Alderwoman Fliss – yes; Commissioner Buechel – yes; Mayor St. Marie-Carls – yes. The motion carried.

8. Adjourn

A motion was made by Commissioner Buechel, seconded by Alderwoman Fliss to adjourn. Motion carried. Meeting adjourned at 8:45pm.



License Committee Agenda

May 3, 2016
6:45 p.m.

NOTICE

There will be a License Committee meeting on **Tuesday, May 3, 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. Election of Chairperson of License Committee
3. Approval of the Minutes of the License Committee Meeting held April 19, 2016
4. Licenses:

Beverage Operator License – New

Christina Becerra
Patrick Brhely (directed to reapply)
Rebecca E. Ryan

Temporary Class “B”/“Class B” Retailer’s License

Parent Engagement Network (PEN)/Downtown Montessori Academy – Elizabeth Becerra,
Representative – DMA Spaghetti Dinner on May 14, 2016 at the Marian Center located at 3195
S. Superior St. in gymnasium, lower level/ground floor

5. Discussion and Possible Action:
6. Correspondence:

Letter of denial for Combination “Class B”/Class “B” License for F.F.III Enterprises LLC, Fredrick
G. Fairbanks III at 2227 E. St. Francis Ave. d/b/a Box Car Inn

7. Unfinished Business:

Ordinance regarding venues with large gatherings
Marian Center – Special Use Ordinances No. 840 and No. 987

8. 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 4/29/16



City of St. Francis

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

April 22, 2016

Honorable Planning Commission
City of St. Francis

Subject: Proposed Certified Survey Map for 3849 S. Packard Avenue

Gentlepersons:

The City of St. Francis has received the proposed Certified Survey Map (CSM) to subdivide the parcel of land at 3849 S. Packard Avenue. This parcel is the lot where the “stucco house” is located. The new owner has been rehabilitating the house into a compliant 3 family home. He is requesting to subdivide the lot to be able to construct a duplex home on the proposed new rear lot. The Comprehensive Plan stated that the urgency for change is high and states that the development should be complementary to #44 (the Triangle) and is suited for a mix of uses. (page ED:42)

Since the existing residential structure has begun to be rehabilitated as a residential use, and there is single and multifamily housing adjacent to the property, a duplex would be consistent with the existing and proposed development in the area. In addition, the CSM is technically correct with only minor corrections that can be done by staff working with the surveyor. I therefore recommend that the Planning Commission recommend to the Common Council to approve the CSM for 3849 S. Packard Avenue.

Respectfully submitted,

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

City of St. Francis

3400 E Howard Ave
St. Francis, WI. 53235

APPLICATION FOR CHANGE OF ZONING ORDINANCE, PLANNED UNIT DEVELOPMENT OR SPECIAL USE

Important: No application for a change of zoning will be given consideration by the City Planning Commission or Common Council, unless made on this form. This application form will be the permanent record in this case. Applicant should use care in setting forth clearly and completely all facts relied upon to support the zoning change applied for. Be sure property description given in petition and on accompanying survey(s) is correct.

Note: All applications must be accompanied by a check or cash in the sum of \$195.00 for regular change of zoning or \$300.00 for Planned Development or Special Use (Plus .00065 per dollar of development cost to be paid at permit application)

To the Honorable Mayor and Common Council of the City of St. Francis,

I (I-We) the under signed owner(s), representative(s) x (check one) of all or part of real property described below, hereby petition your Honorable Body to change, alter, and amend the boundaries of use districts by changing from the R-3 District to the M-1 SU District the following described property, a plat of which, as well as a statement of facts pertaining to the change requested are attached hereto and made part of this petition.

Address(s) 3876 South Kinnickinnic Ave. St. Francis, WI

AMENDED 4-1-2016 CSV
AMENDED 4-27-2016 BY PLAN COMMISSION

8001096 PAID IN FULL CSV

MAR 29 2016

CITY OF ST. FRANCIS

Current use Undeveloped Land

Proposed use Veterinary Clinic

Tax Key Nos.

Signed Kelly Lynn Cronin Date 3/24/16 Title Operations Manager

Print name Kelly Lynn Cronin

State of Wisconsin Milwaukee County SS

NOTE: CC: Applicant - City Engineer Zoning Administrator

ACKNOWLEDGMENT

FEE \$ 300

Personally came before me this 29th day of March, 2016, the above named Kelly Cronin and to me known to be the persons who executed this document, and I hereby acknowledge the same.



Jessica Binkowski Notary Public, Wisconsin

(Signed) My Commission expires (is permanent) 01/28/2020 (Print name) (Strike one) (Date)

STATEMENT OF FACTS PERTAINING TO THE ACCOMPANYING REQUEST FOR A
CHANGE OF
ZONING ORDINANCE

The following deed restrictions are in effect on the above property: (Here set out restrictions or state none exist. If there were ever restrictions and some have expired or have been removed state former restrictions and date of expiration or removal.)

_____None to our knowledge_____

The following deed restrictions are in effect on property immediately opposite above property. (Here set out restrictions or state none exist. If there were ever restrictions and some have expired or have been removed state former restrictions and date of expiration or removal.)

_____None to our knowledge_____

Property in the block in which the above described property is situated is now devoted to the following uses: (Describe fully all existing uses.)

____Veterinary clinic, brewery and restaurant, housing, laundromat.

Petitioner proposes to erect on the above property: (State fully, proposed building, structure or other improvements and accompany with site, grading, parking, landscape and building plans.)

__We propose to erect a 3,000 sq. ft. veterinary facility with applicable parking lot. The lot will require grading as well as foundation addition.

CITY OF ST. FRANCIS

LIST OF DATA AND PLANS REQUIRED

BEFORE SCHEDULING FOR A PLANNING COMMISSION REVIEW

OF

APPLICATION FOR CHANGE OF ZONING

10 SETS OF PLANS AND DATA FOR PLANNING COMMISSION
12 SETS OF PLANS AND DATA FOR PUBLIC HEARING

- ___ 1) Name of owner(s) – (Including proof)
- ___ 2) Option(s) on property – (Including proof)
- ___ 3) Recent plat of Survey – (One year limit) & Legal Property Description(s) of all properties requested to be rezoned.
- ___ 4) Preliminary Site Development Plan(s) – (Showing Structures, Parking & Traffic patterns, Proposed and Present Elevations (including adjacent parcels) and preliminary Landscape plans.
- ___ 5) Building Plan(s) – To include Floor Plans, Elevations and Individual Living Unit Plans
- ___ 6) Estimated Cost of Improvements – (Structure & Land)

NOTE: X denotes information required pending Planning Commission review.

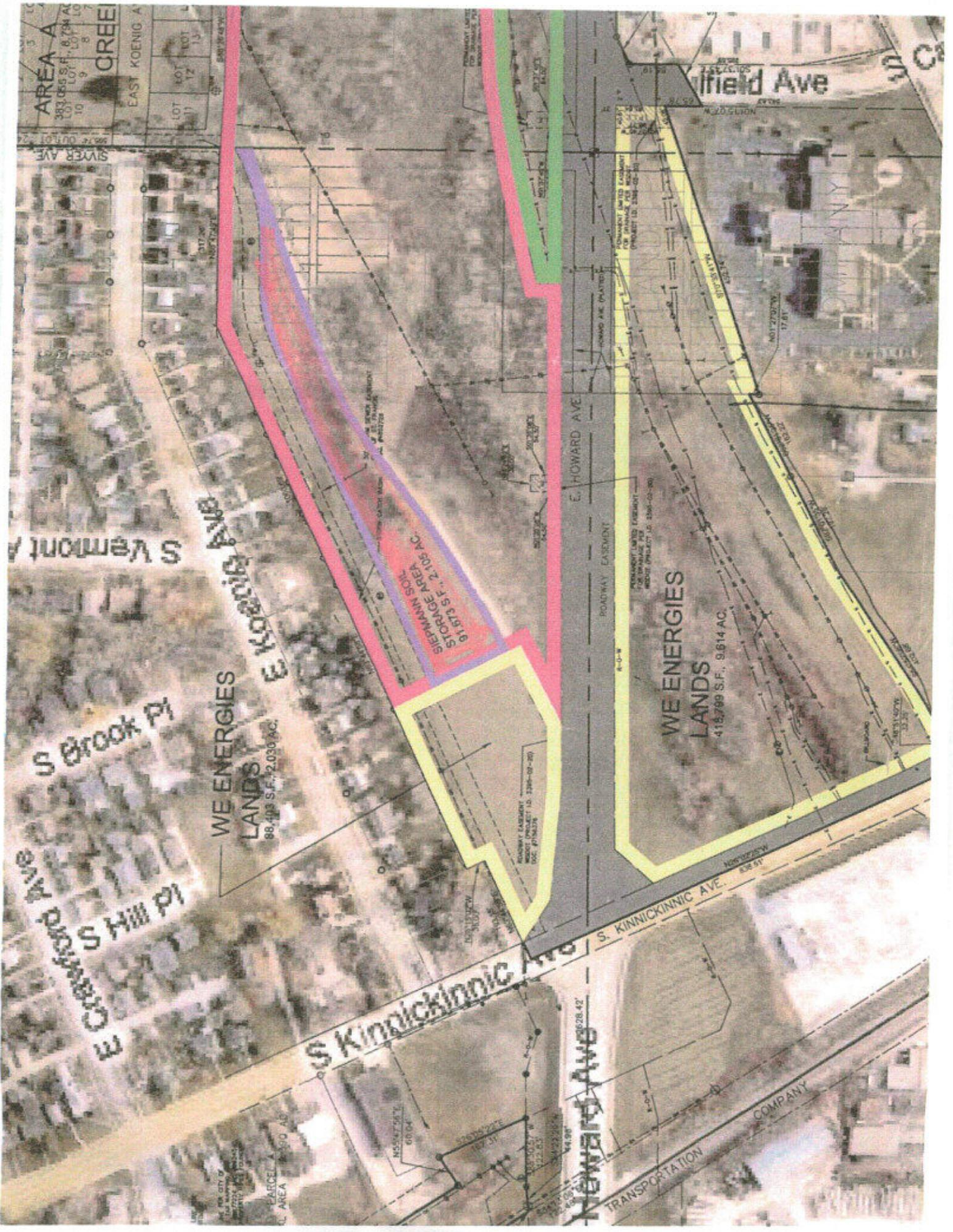
Council Meetings held on Tuesday of the first full week of the month and Tuesday of the third week of every month at 7:00 PM in the Council Chambers, 2nd floor of City Hall.

Planning Commission meetings held the fourth Wednesday of the month (or call of the Chair). 7:00 PM – Committee Room, adjacent to the Council Chambers.

All applications to be reviewed by Zoning Administrator prior to filing with City Clerk. Please make an appointment. Office hours 8 to 9 AM & 1 to 2 PM.

CSV
Zoning Administrator)

3/29/16
(Date)



AREA A
383,065 S.F., 8.734 AC
LOT 9
LOT 10
CREEK

EAST KOENIG AVE
LOT 11
LOT 12
LOT 13

11th St
12th St
13th St
14th St
15th St
16th St
17th St
18th St
19th St
20th St
21st St
22nd St
23rd St
24th St
25th St
26th St
27th St
28th St
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30th St
31st St
32nd St
33rd St
34th St
35th St
36th St
37th St
38th St
39th St
40th St
41st St
42nd St
43rd St
44th St
45th St
46th St
47th St
48th St
49th St
50th St

S Vermont Ave

WE ENERGIES LANDS
88,403 S.F., 2.030 AC

S Brook Pl

S Kinnickinnic Ave
S Hill Pl

WE ENERGIES LANDS
88,403 S.F., 2.030 AC

SEWANN SOIL STORAGE AREA
91,873 S.F. 2.105 AC

E HOWARD AVE

WE ENERGIES LANDS
415,780 S.F., 9.614 AC

S Kinnickinnic Ave

HOWARD AVE

TRANSPORTATION COMPANY

WE ENERGIES LANDS
88,403 S.F., 2.030 AC

SEWANN SOIL STORAGE AREA
91,873 S.F. 2.105 AC

WE ENERGIES LANDS
415,780 S.F., 9.614 AC

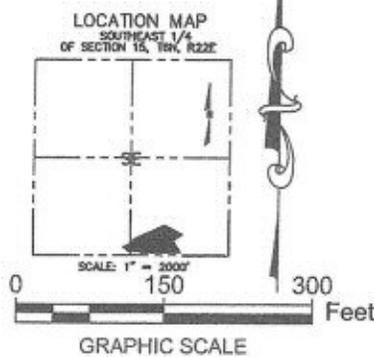
CERTIFIED SURVEY MAP NO. _____

A parcel of Land, being a part of the Southwest 1/4 and Southeast 1/4 of the Southeast 1/4 of Section 15, Town 6 North, Range 22 East, in the City of St. Francis, Milwaukee County, Wisconsin.

PRELIMINARY

- INDICATES 1" IRON PIPE (FOUND), UNLESS NOTED
- INDICATES SET 1.315" O.D. IRON PIPE AT LEAST 18" IN LENGTH, 1.68 LBS. PER LINEAL FOOT.

ALL DIMENSIONS SHOWN ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.
 ALL BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SE 1/4 OF SECTION 15, T 6 N, R 22 E, WHICH BEARS S88°51'29"W. WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.



R.A. Smith National, Inc.
Bestial Surveying and Engineering
 16745 W. Bluemound Road, Brookfield WI 53005
 262-781-1000 Fax 262-787-7373 www.rosmithnational.com
 Appleton, WI Irvine, CA Pittsburgh, PA
 2/16/07/12/20/1
 166713 20 4x10 SHEET 1

Written Use Description

We are looking to create a two and a half doctor veterinary practice with medical facilities sufficient to allow for digital radiography, in house pharmacy, laboratory, surgery and veterinary treatment.

Operator Information

Operator Name: Vikramjit Dhillon, DVM

Mailing Address: 13100 W. National Ave. New Berlin, WI 53151

Point of contact: Kelly Cronin

Phone Number (Contact Cell): 414-248-8891

This facility will be the only veterinary facility in the City of St. Francis.

Traffic Impact- We anticipate 4-6 clients and 5-7 employees entering and leaving per hour during business hours. No traffic will be directed away from the main roads of Howard and Kinnickinnic by the business. Adequate ingress and egress will be provided from Howard Ave.

Storm Drainage- We do not anticipate additional storm drainage issues from the business.

Sewage Disposal-Operations should not create an undue amount of sewage. Initial plans will assess the ability of the city sewage to handle additional generated sewage. No harmful chemicals of any kinds will be disposed of via the sewage system.

Potable Water Supply-No impact shall be made on the water supply as a result of our operations.

Hours of Operation- Hours of operation are to stay the same as those currently filled by the St. Francis Animal Hospital. Monday-Friday 8a-6p, Saturday 8:30-2p. Additional hours may be added to facilitate additional boarding and day care on Saturday afternoons and on Sundays. No later hours are anticipated.

Environmental character-Noise will be mitigated with the use of noise abating materials as well as with indoor only care and boarding. Veterinary and boarding facilities will both be equipped with ventilation systems to control

any odors associated with the pets. We operate very clean and updated facilities to ensure no additional dirt, dust or debris from our facilities.

Undue adverse impact-Veterinary facilities average at 30 years of business existence in the United States. We provide quality medical care and comply with veterinary regulations. We anticipate contributing to the community for decades to come. We provide indoor care or very limited, fenced outdoor time (only under the observation and control of a trained veterinary team member). We seek to control all aspects of our property and our patients to ensure that no one on our property or near it is put in harms way. We provide building and grounds upkeep, as can be seen at our other Milwaukee clinics to ensure that nearby property values are not negatively impacted by the visual appearance of our facility.

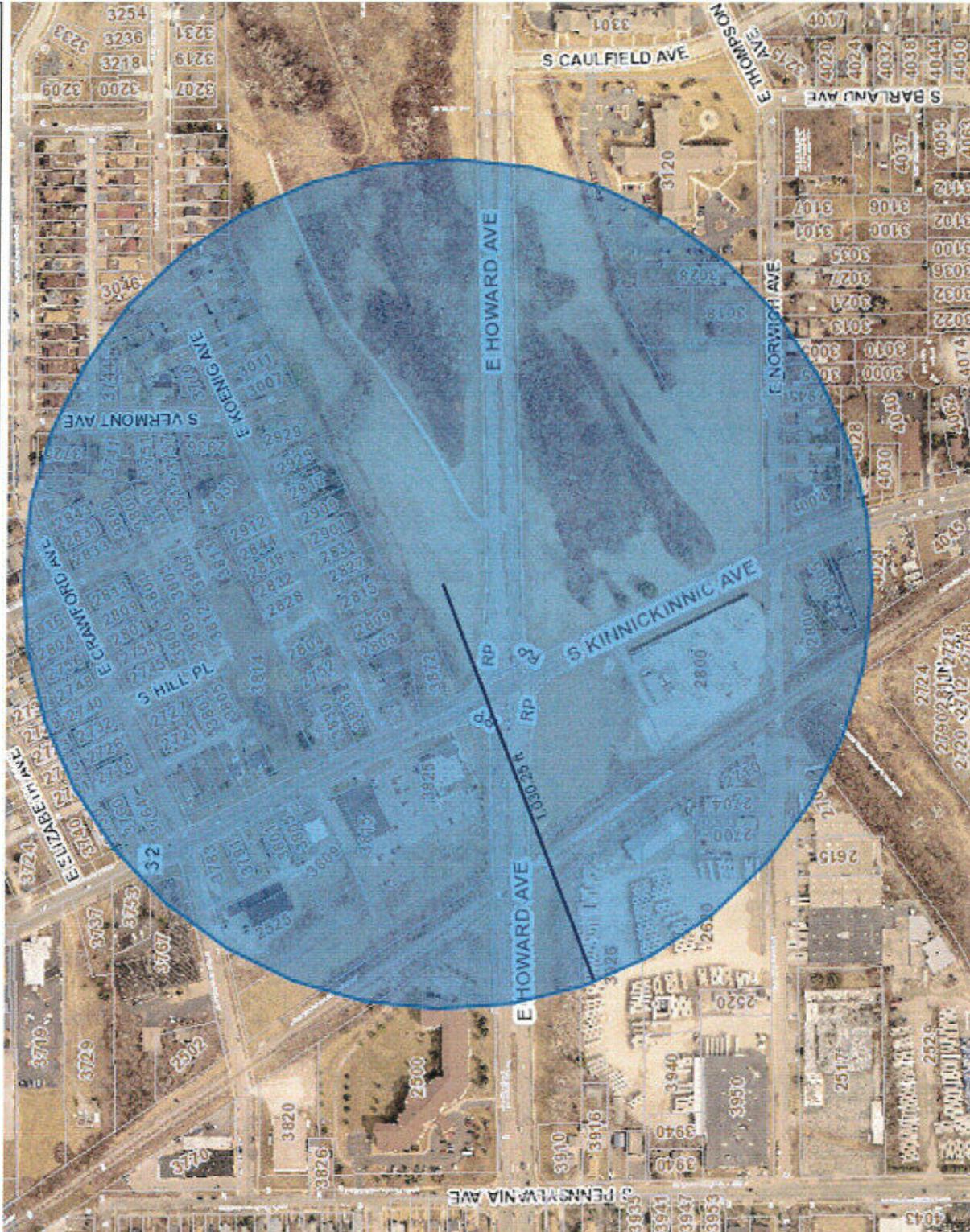
No interference with surrounding development- We will be constructing the building in such a way as to contain all construction materials within our premises. We will limit all use to that within our land boundaries.

Adequate public facilities- We will seek to construct the facility within all codes set forth by the city including those of transportation, including public water supply system and sanitary sewer, police and fire protection, public parks, libraries, schools, and other public facilities and utilities. We will provide for refuse disposal dumpsters and recycling at our facility.

No destruction of significant features- Given that we are building on a vacant lot, the proposed use and development will not result in the destruction, loss, or damage of any natural, scenic, or historic feature of significant importance.



MILWAUKEE COUNTY INTERACTIVE MAPPING SERVICE



720

0

360

720 Feet

NAD_1927_StatePlane_Wisconsin_South_FIPS_4803
 © MCAMILIS

THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is a user generated static output from the Milwaukee County Land Information Office Interactive Mapping Service website. The contents herein are for reference purposes only and may or may not be accurate, current or otherwise reliable. No liability is assumed for the data delineated herein either expressed or implied by Milwaukee County or its employees.

Legend

- Tax Parcels
- Taxparcel Boundary
- ParcelLine
- ExpParcelLine
- Subdivision Docs
- Condo Docs
- CSM Docs
- 2015 COLOR
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3
- County Boundary
- City Limits Outline
- Streets
 - Primary
 - Secondary
 - Freeway
 - Primary Ramp
 - Freeway Ramp
 - A71
- Railroad 8k
- Transportation Poly
- Bridge Structure
- Structure
- Structure Large Shadow
- Transportation Poly
- <all other values>
- Paved Road
- Paved Airport Runway
- Paved Driveway
- Paved Parking
- Paved Shoulder
- Sidewalk
- Unpaved Driveway
- Unpaved Parking
- Unpaved Shoulder
- Open Water Gradient
- Open Water
- Stream
- Hillshade
 - High : 180

1: 4,321



Notes



MILWAUKEE COUNTY INTERACTIVE MAPPING SERVICE



Legend

- Tax Parcels
- Taxparcel Boundary
- ParcelLine
- ExitParcelLine
- Subdivision Docs
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- CSM Docs
- 2015 COLOR**
 - Red: Band_1
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- County Boundary
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 - Paved Shoulder
 - Sidewalk
 - Unpaved Driveway
 - Unpaved Parking
 - Unpaved Shoulder
- Open Water Gradient
- Open Water
- Stream
- Hillshade
- High : 160

1:1,080



Notes

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180 Feet

0 90 180 Feet

NAD_1927_StatePlane_Wisconsin_South_FIPS_4803

© MCAMLIS

THIS MAP IS NOT TO BE USED FOR NAVIGATION

**ACKNOWLEDGEMENT AND CERTIFICATE OF THE APPLICANT'S
RESPONSIBILITY FOR ALL CITY'S COSTS AND EXPENSES**

Applicant, Dr. Vikramjit Dhillon hereby acknowledges the applicants responsibility for all City's costs and expenses directly or indirectly related to the applicant's request under Article IV 455- 31 and Article VIII 455-48

455-9 FEES

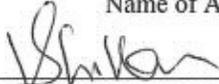
- D. Costs recoverable. All costs incurred by the City in the consideration of any requests by an applicant related to this chapter or Chapter 402, Subdivision of Land, shall be recoverable, including, without limitation by enumeration, the following:
- (1) All professional and technical consultant services and fees retained by the City and rendered in review of any application, including but not limited to the City Engineer, Planner, City Attorney or any other professional or expert hired by the City for purposes of review of the application or presubmission request.
 - (2) Legal publication costs.
 - (3) Court reporter costs, as deemed necessary by the City Planning Commission.
 - (4) Copy reproduction.
 - (5) Postage.
 - (6) Inspection fees incurred by the City Building Inspector.
 - (7) Document recording (if required).
- E. Billing of costs. The City Clerk shall, on a monthly basis, bill all costs recoverable, other than all professional City Attorney fees, including fees of any designee of the City Attorney, pursuant to this chapter to the applicant, which said costs shall be paid by the applicant within 10 days of receipt of the City's billing. The Common Council may require an applicant to submit an advance deposit against future billings by the City for the recovery of costs provided by this chapter. Surplus deposit shall be returned to the applicant at the conclusion of the project if such deposit exceeds the amount of billings for recoverable costs. Any billed costs from the City unpaid at the expiration of said ten-day period shall bear interest at the rate of 18% per annum.
- F. Billing of attorney fees. The City Attorney shall, on a monthly or quarterly basis, bill all costs recoverable pursuant to this chapter to the applicant, which said costs shall be paid by the applicant within 10 days of receipt of the City Attorney's billing. Any billed costs from the City Attorney unpaid at the expiration of said ten-day period shall bear interest at the rate of 18% per annum.
- G. Conditions of all applications. Notwithstanding anything in the City Code to the contrary, payment in full of all recoverable costs pursuant to this chapter shall be a precondition to the final approval of any application. This precondition shall extend to any City board request for an advance deposit against future billings for recoverable costs as called for herein.

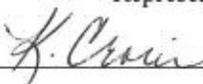
Applicant shall be provided with a signed copy of this document.

Dated this 29th day of March, 2016

Vikramjit Dhillon, DVM
Name of Applicant

Kelly Cronin, Operations Manager
Representative of Applicant


Confirmation of Receipt Of
Original Acknowledgement And Certificate



ANNE B. UECKER, CMC CITY CLERK



Proposed New Animal Hospital
At:
3876 South Kinnickinnic
St Francis, WI

DATE: April 08, 2016

BMR PROJECT NO.: 2016-24

PROJECT INFORMATION

PROJECT OWNER:	Dr. Vic Dhillon 13100 W. National Ave New Berlin, WI 53151 262-789-1954
PROJECT ADDRESS:	3876 S. Kinnickinnic St. Francis, WI
PRINCIPAL IN CHARGE:	Luis Barbosa
PROJECT ARCHITECT:	Maria Nororis

PROJECT
 Proposed animal
 Hospital At:
 3876 South
 Kinnickinnic
 Milwaukee, WI

PROJECT NO. 16-24

DATE 04/08/16

REVISIONS

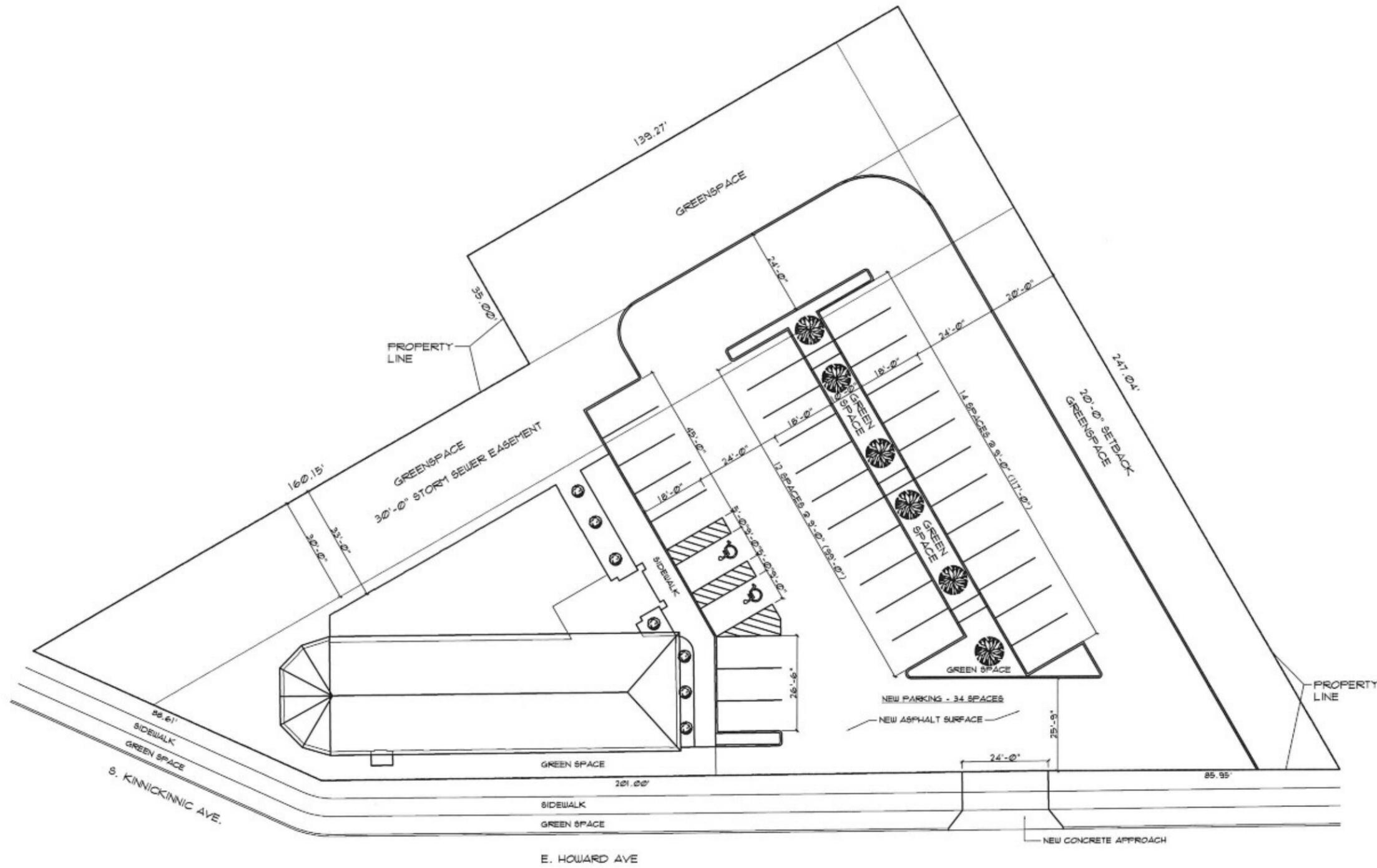
CHECKED BY L.B.

DRAWN BY M.N.

SCALE as noted

SHEET NO. A-1

SHEET TITLE



1 New Site Plan
 A-1 Scale: 1/32" = 1'-0"
 NEW BUILDING: 5,000 SQ. FT.



PROJECT
 Proposed animal
 Hospital At:
 3876 South
 Kinnickinnic
 Milwaukee, WI

PROJECT NO. 16-24

DATE 04/08/16

REVISIONS

NO.	DESCRIPTION

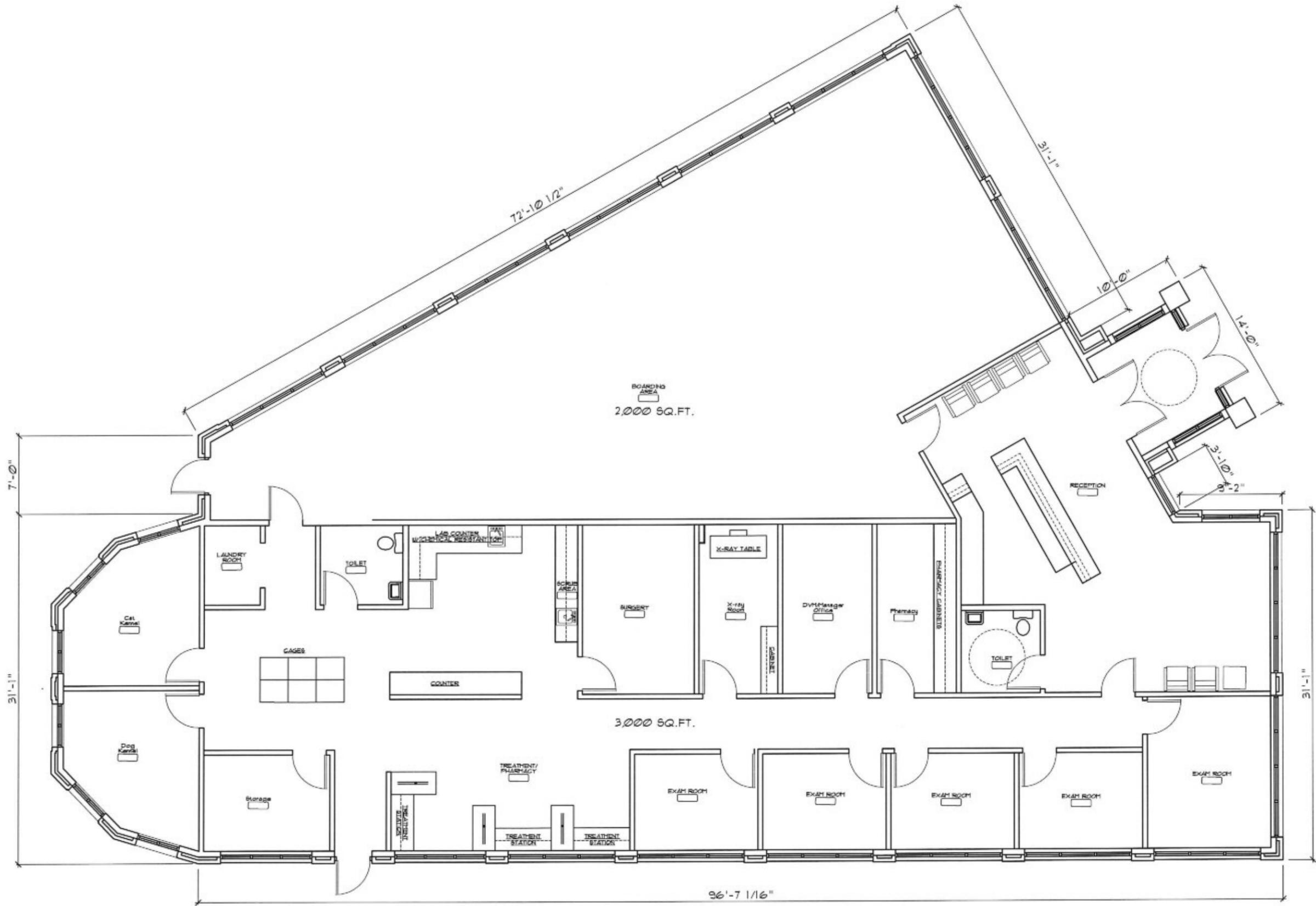
CHECKED BY L.B.

DRAWN BY M.N.

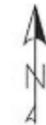
SCALE as noted

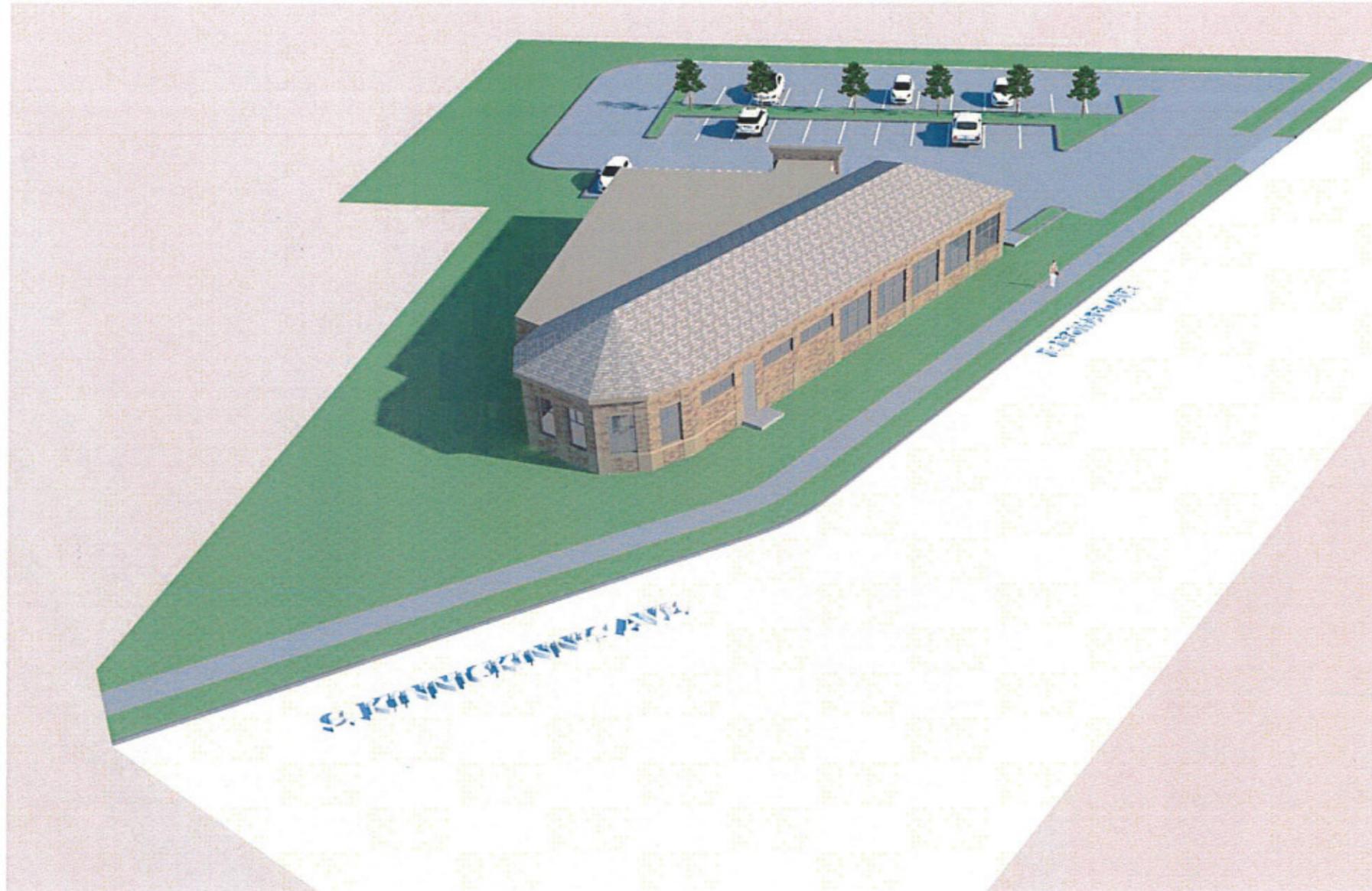
SHEET NO. A-2

SHEET TITLE



1 New Floor Plan
 A-2 Scale: n.t.e.

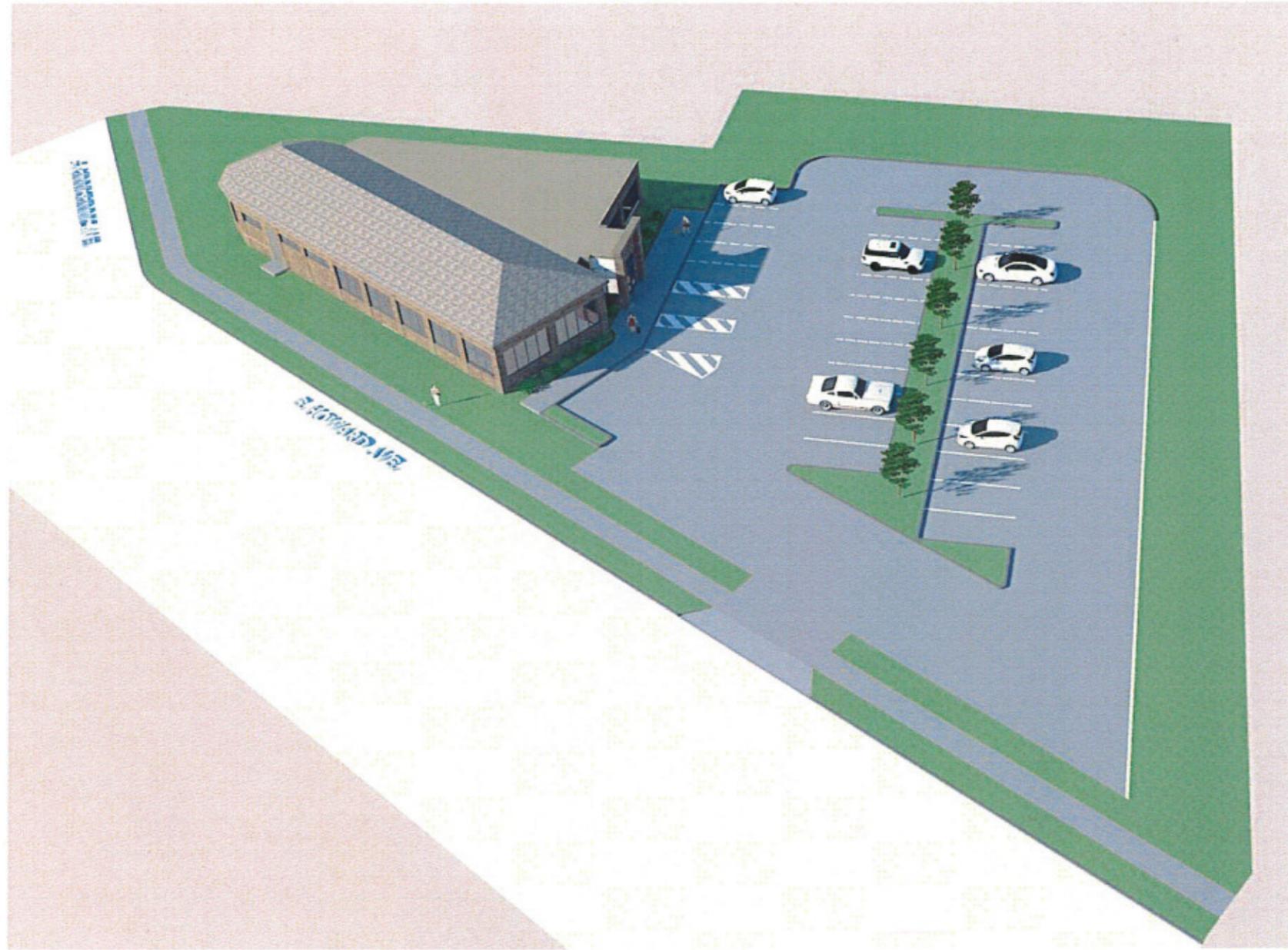




Proposed New Animal Hospital
At: 3876 S. Kinnickinnic Ave
Milwaukee WI

Project # 2016-24
April 09, 2016

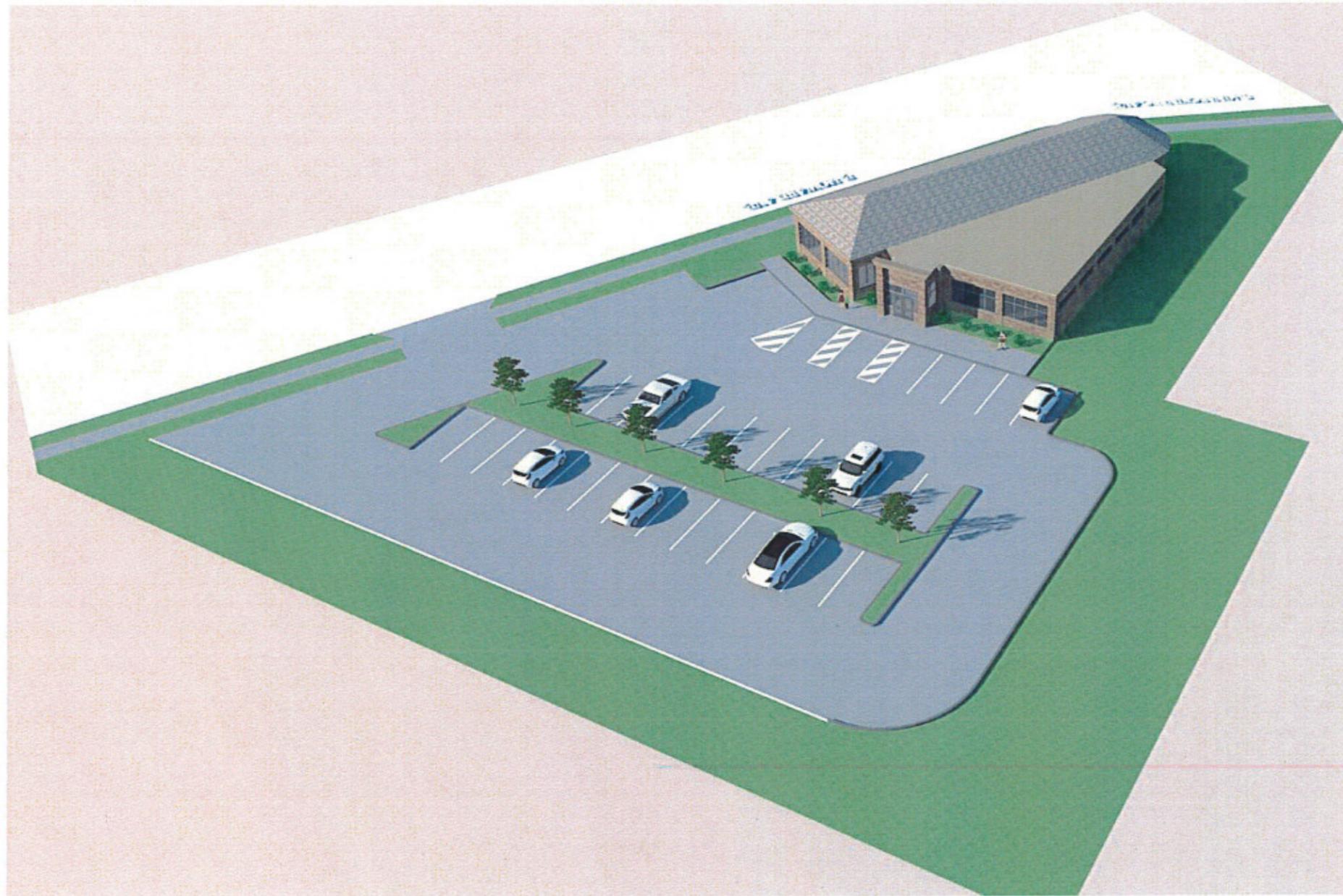




Proposed New Animal Hospital
At: 3876 S. Kinnickinnic Ave
Milwaukee WI

Project # 2016-24
April 09, 2016





Proposed New Animal Hospital
At: 3876 S. Kinnickinnic Ave
Milwaukee WI

Project # 2016-24
April 09, 2016





Proposed New Animal Hospital
At: 3876 S. Kinnickinnic Ave
Milwaukee WI

Project # 2016-24
April 09, 2016





Proposed New Animal Hospital
At: 3876 S. Kinnickinnic Ave
Milwaukee WI

Project # 2016-24
April 09, 2016





Proposed New Animal Hospital
At: 3876 S. Kinnickinnic Ave
Milwaukee WI

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April 09, 2016

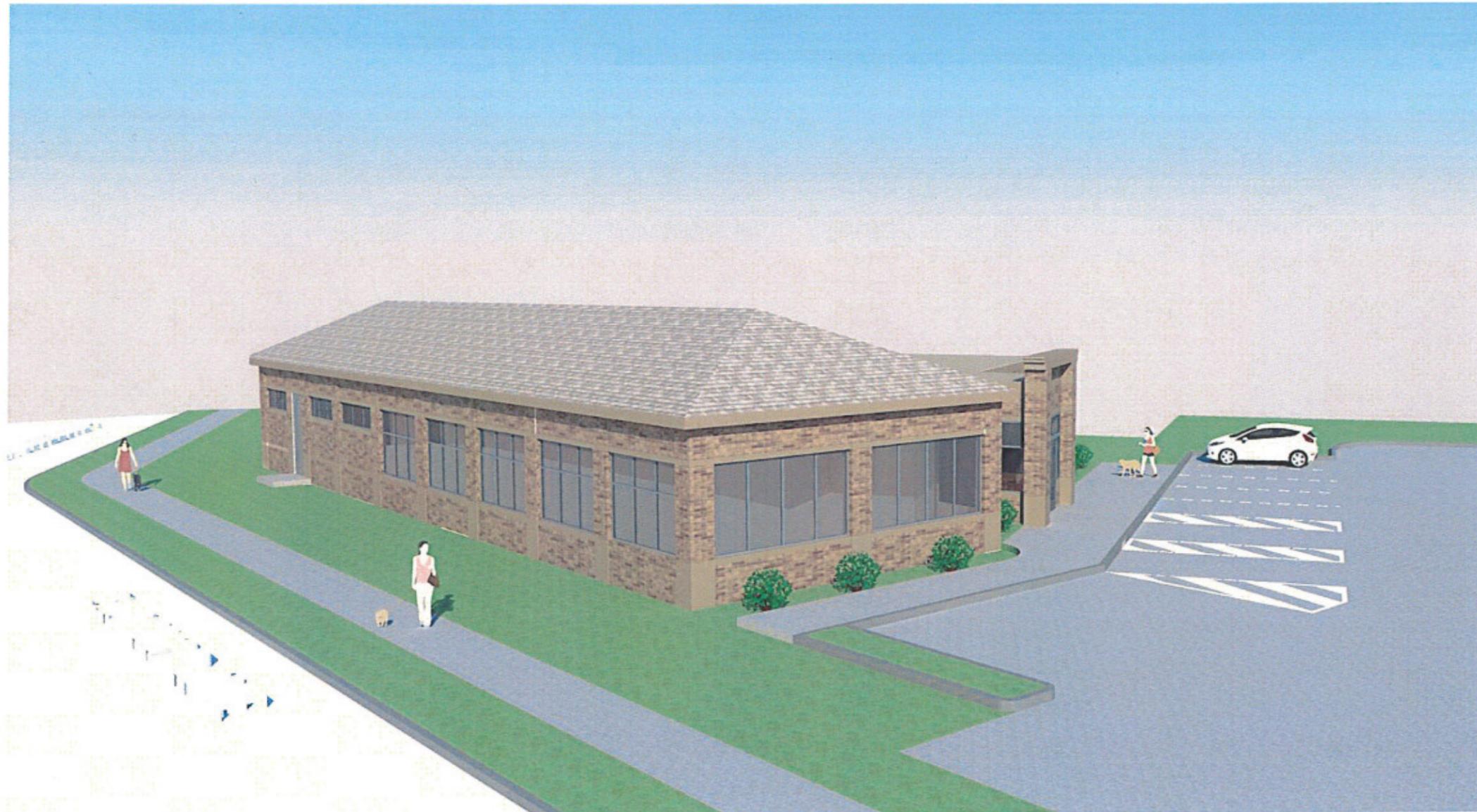




Proposed New Animal Hospital
At: 3876 S. Kinnickinnic Ave
Milwaukee WI

Project # 2016-24
April 09, 2016





Proposed New Animal Hospital
At: 3876 S. Kinnickinnic Ave
Milwaukee WI

Project # 2016-24
April 09, 2016



April 20, 2016

RE: Neighborhood Storage Solutions/Certified Environmental Services, Inc.
2040 East St. Francis Avenue
St. Francis, Wisconsin 53235

Dear Planning Commission Members:

First of all, I would like to thank all of the past and current Commission and Council members for their continued assistance and support over the last year in the rezoning and redevelopment of 2040 E St. Francis Avenue. In so doing, you have all helped me realize a longtime dream of developing a very unique, locally owned, neighborhood centric storage complex while also expanding our operating facility for my company, Certified Environmental Services Inc.

I am grateful for the trust you have placed in me to redevelop another property in St. Francis in a manner that continues to enhance the immediate neighborhood, and entire St. Francis community. In turn, I have spared no expense, have held my team to the strictest accountability with regard to neighborhood preferences and sensitivities and, now, am being proactive in soliciting Committee and Council support in, what I hope will be viewed as, an even greater enhancement to the neighborhood.

In the beginning, it was my intention to not only develop a unique neighborhood storage complex that is attractive and easily accessible to the community, but also house the office and shop space for (my business, of 21 years) Certified Environmental Services, Inc. in the west corner of Building #1 and southeast corner of Building #3.

As required, retail space was also to be incorporated into the overall design of the development as well. This was to be accommodated by utilizing a small area housed in Building #1. Since the inception of the original design, however, I have come to see that these spaces could be better utilized, and in so doing, perhaps enhance a much larger footprint in St. Francis.

As construction continues to move forward, I am pleased to share that the support of the neighboring properties has continued to grow exponentially and brought to the project an even stronger sense of community. As mentioned, St. Francis based Certified Environmental Services, Inc., continues to grow rapidly as well. Since the initial development design, sales at CES, Inc. have increased by nearly 40%. As a result, we have grown to require additional traffic to more frequently replenish supplies and materials and have also seen an increase need for parking at times when additional temporary staff are brought in for support. In addition, within the last 30 days, CES has also been certified by the Wisconsin Department of Administration as a Disabled Veteran Owned Business (DVB) and become a part of the Wisconsin Supplier Diversity Program. We anticipate this will grow our market and services exponentially. Although, at the current time, 2040 East St. Francis offers ample space to meet our current needs, I am now, concerned that CES will quickly outgrow this space as well. The concern for quickly outgrowing the space, coupled with additional vehicle traffic that could be brought to the neighborhood as a result of a continued increase in sales, has caused me to reevaluate the use of some of the space at 2040 E St. Francis Ave.

In anticipation of any committee, council or community member suggesting that my request to make a change to the existing development plan is (in any way) a form of "bait and switch", let me reassure you.

It always was, until recently, my intention to utilize 2040 East St. Francis as my operating facility for CES Inc, and quite frankly, this overall change in design will come at a substantial expense to me. Major mechanical and some structural changes will need to be made, and some materials that were recently installed, will need to be removed and replaced. On the front end, this will not be a cost effective alteration, but rather a pure expense to me.

That being said I also want to be clear in saying that I am committed to keeping Certified Environmental Services, Inc. in St. Francis and am actively seeking opportunities for, at a minimum, a long term lease and/or lease with option to purchase property(s) in and only in St. Francis.

In addition, in an effort to meet the retail space requirements and utilize the space originally designed for CES, Inc. most effectively, we are moving forward with a plan to incorporate an expanded retail element in the intended space located in Building #3. Identical, additional climate controlled storage units will be incorporated into the intended space located in Building #1. (See attached)

I would also like to make it very clear, that with regard to the on-site management that I assured the community I would offer in my original presentation, I will own and operate the proposed retail component as well.

I am currently in discussions with Goin' Postal, a nationwide franchised pack and ship walk-up/counter service (www.goinpostal.com) which would share the expanded retail space with the Neighborhood Storage Solutions counter service as well. In researching viable, sustainable retail outlets to occupy the intended space, I was careful to select a retailer that would complement Neighborhood Storage Solutions, LLC. and maintain, or potentially, reduce the traffic count and parking needs.

Thank you, in advance, for your consideration of the modification to our originally intended use of space within this development. I look forward to continuing to work together towards our shared vision and enhancement of the St. Francis community. I am available to meet with any or all Council and/or Commission members personally and/or look forward to seeing those present at next week's Planning Commission meeting to further address any additional questions and or concerns.

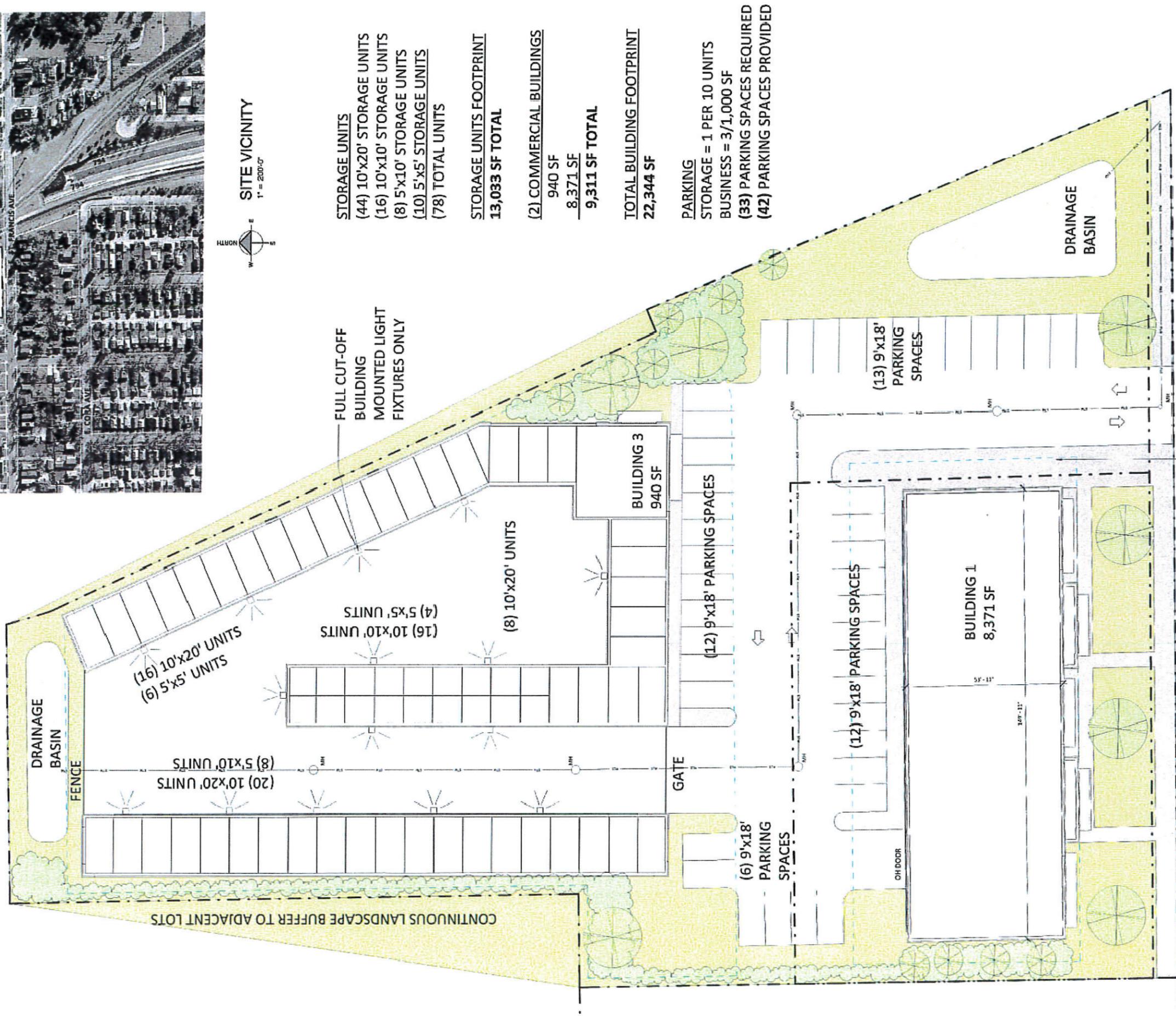
Thank you,

A handwritten signature in black ink, appearing to read "Darrick Dysland", written over a horizontal line.

Darrick Dysland



SITE VICINITY
1" = 200'-0"



NO DIRECT
VIEW OF
STORAGE
BUILDINGS

SITE PLAN
1/16" = 1'-0"

FULL CUT-OFF
BUILDING
MOUNTED LIGHT
FIXTURES ONLY

STORAGE UNITS
(44) 10'x20' STORAGE UNITS
(16) 10'x10' STORAGE UNITS
(8) 5'x10' STORAGE UNITS
(10) 5'x5' STORAGE UNITS
(78) TOTAL UNITS

STORAGE UNITS FOOTPRINT
13,033 SF TOTAL

(2) COMMERCIAL BUILDINGS
940 SF
8,371 SF
9,311 SF TOTAL

TOTAL BUILDING FOOTPRINT
22,344 SF

PARKING
STORAGE = 1 PER 10 UNITS
BUSINESS = 3/1,000 SF
(33) PARKING SPACES REQUIRED
(42) PARKING SPACES PROVIDED

CONTINUOUS LANDSCAPE BUFFER TO ADJACENT LOTS

EXTERIOR STORAGE UNITS
 (31) 10'x20' STORAGE UNITS
 (12) 10'x10' STORAGE UNITS
 (45) 5'x10' STORAGE UNITS
 (32) 5'x5' STORAGE UNITS
 (120) TOTAL UNITS

INTERIOR STORAGE UNITS
 (19) 10'x10' STORAGE UNITS
 (8) 10'x7.5' STORAGE UNITS
 (40) 5'x10' STORAGE UNITS
 (1) 6'x7.5' STORAGE UNITS
 (23) 5'x7.5' STORAGE UNITS
 (2) 5'x5' STORAGE UNITS
 (93) TOTAL UNITS

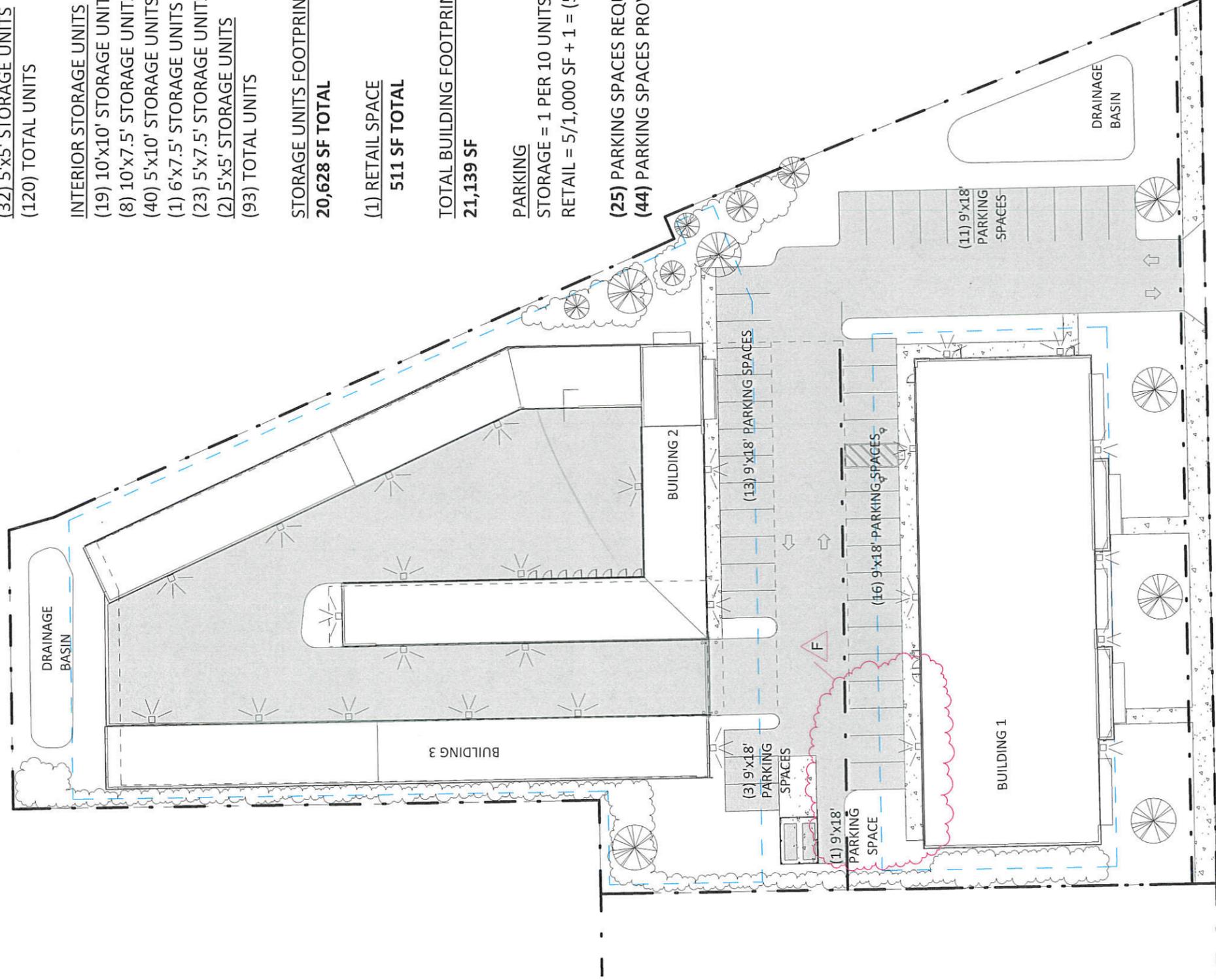
STORAGE UNITS FOOTPRINT
20,628 SF TOTAL

(1) RETAIL SPACE
511 SF TOTAL

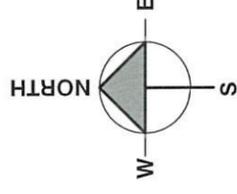
TOTAL BUILDING FOOTPRINT
21,139 SF

PARKING
 STORAGE = 1 PER 10 UNITS = 213/10 = 22 SPACES
 RETAIL = 5/1,000 SF + 1 = (511/1000) + 1 = 3 SPACES

(25) PARKING SPACES REQUIRED
(44) PARKING SPACES PROVIDED



1 SITE PLAN
 A0.2
 1" = 40'-0"





BRI 2040 LLC
2040 E. ST. FRANCIS AVE.
ST. FRANCIS, WI

PAS

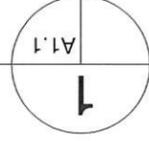
A1.1

SHEET:

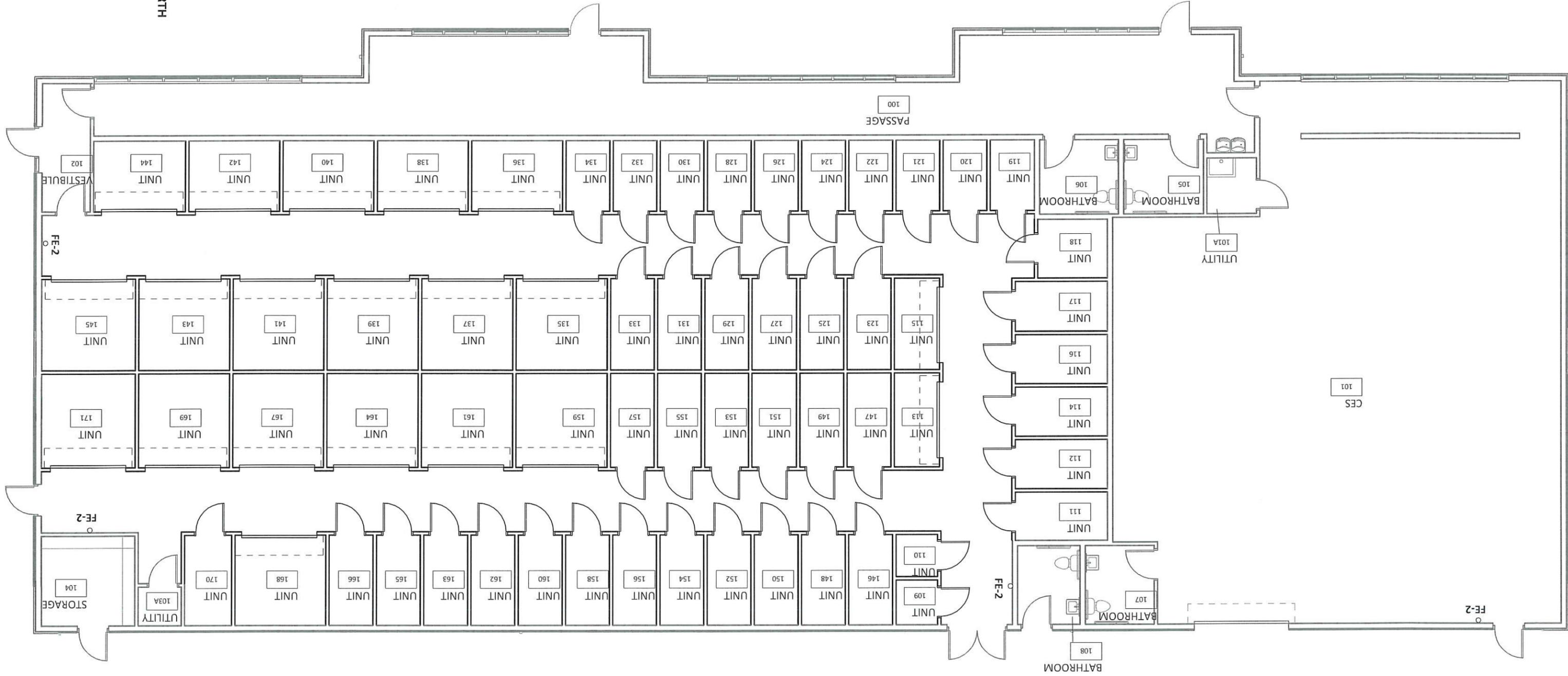
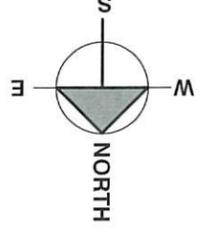
PREVIOUS BUILDING 1 FLOOR PLAN

Date 04.19.2016

1" = 10'-0"



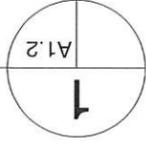
PREVIOUS BUILDING 1 FLOOR PLAN



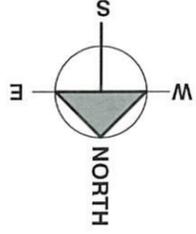


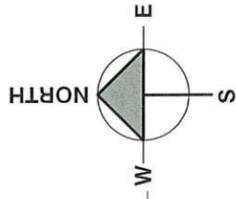
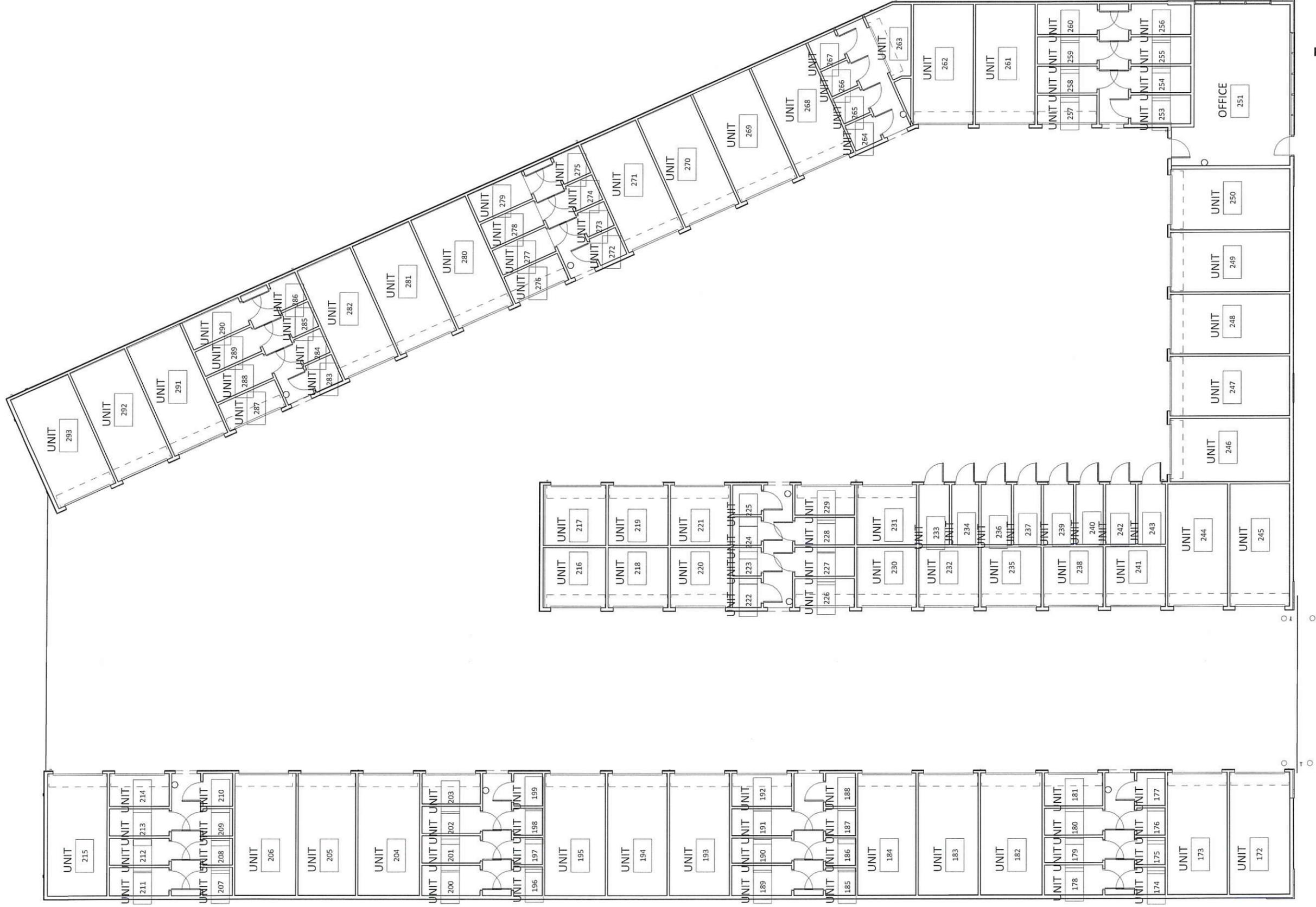
BRI 2040 LLC
2040 E. ST. FRANCIS AVE.
ST. FRANCIS, WI

1" = 10'-0"



BUILDING 1 PROPOSED STORAGE PLAN





1 PREVIOUS BUILDING 2 & 3 PLAN

1
A2.1

1/16" = 1'-0"



BRI 2040 LLC
 2040 E. ST. FRANCIS AVE.
 ST. FRANCIS, WI

Date

04.19.2016

PREVIOUS BUILDING 2 & 3 PLAN

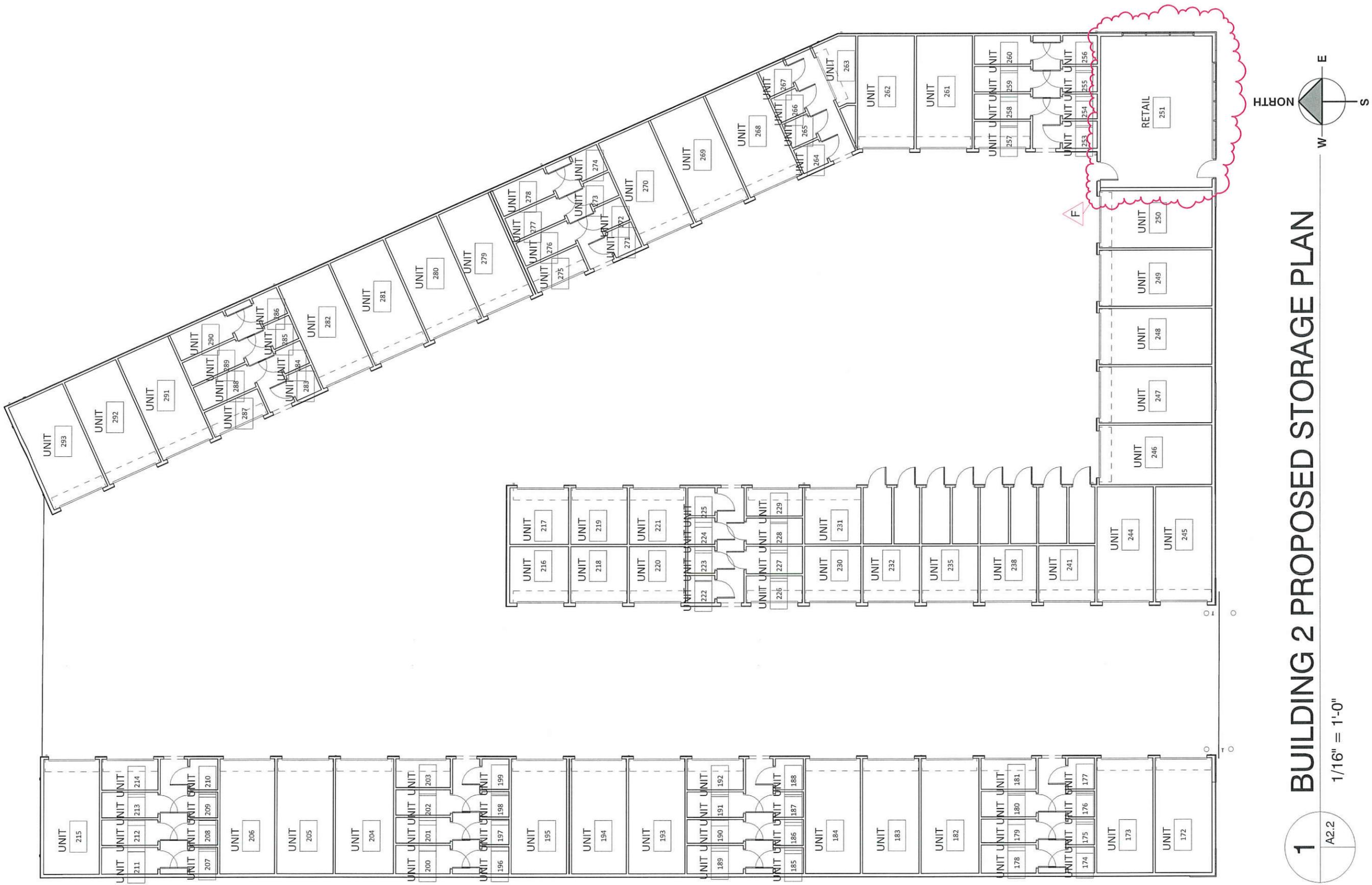
SHEET:

Project No.

15.020

PAS

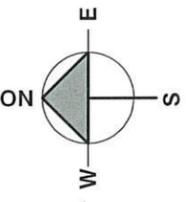
A2.1



1
A2.2

BUILDING 2 PROPOSED STORAGE PLAN

1/16" = 1'-0"



BRI 2040 LLC
 2040 E. ST. FRANCIS AVE.
 ST. FRANCIS, WI

Date 04.19.2016

REVISED BUILDING 2 & 3 PLAN

SHEET: _____

Project No. 15.020

PAS

A2.2

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



4/28/2016

Memo:

To: Honorable Common Council, Staff & Citizens
From: Mayor St. Marie-Carls
Re: Library Board Appointment Replacement and Clarification

I originally on April 19th put forward Fran Snowden for a Library Board Appointment. Since Fran has decided to stay as President of the Friends of the Library, her position needs to be replaced.

Library Director, Amy Krahn pointed out that Friends of the Library officers are not recommended by United for Libraries guidelines to be on governing Boards, so I consulted with Fran on her preference. As a result of Fran's choice, I conferred with Amy on the new appointment. I submitted a copy of the guidelines to our City Clerk for the Board and Commission file.

I did get confirmation to add Jennifer Polinski to replace Fran Snowden on the Library Board. Amy Krahn is aware and has spoken to Jennifer and I submit her name for confirmation. Jennifer Polinski.

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



4/28/2016

Memo:

To: Honorable Common Council, Staff & Citizens

From: Mayor St. Marie-Carls

Re: Info Sharing Update #84 - from Mayor

ITEMS IN THIS UPDATE:

1. The Southeastern Wisconsin Regional Planning Commission is hosting a Vision 2050 meeting Thursday, May 5th 5-7p.m. at the Global Water Center, Milwaukee, 247 W. Freshwater Way, Milwaukee Wisconsin. (see attached for details and website for further info)
2. The St. Francis School District introduced Finance information at a meeting on April 20th. I have attached the presentation for your information.
3. Next Mayor's task Group meeting is scheduled for May 11th – 7p.m. in the banquet room of the 42 Ale House. A guest speaker from the Department of Revenue will be at the meeting.
4. The Veterans Memorial Committee has invited the Council to participate in the ceremony they are planning at 8:30a.m. on May 30th - see attached.

School Finance 101

St. Francis School District



Before We Begin

Please share what information or topics you wish to learn more about through this presentation.

Funding - Revenue Limit

In Fall, 1993, the Wisconsin legislature (s. 120.90) instituted a limit or control on the revenue a school district is entitled to receive each year. The control applies to revenue received from two sources:

- General state aid (equalization, special adjustment, and integration aids)
- Select local levies (General Operations-Fund 10, Capital Projects-Fund 41, and Non-Referendum Debt-Fund 38)

Funding - Revenue Limit

- General State Aid comes mainly in the form of Equalization Aid. This is impacted by two factors:
 1. Number of Resident Students Enrolled the Previous Year
 2. Property Valuation via Department of Revenue
 - A. For 2015-16 the average number of resident full-time students is 854.
 - B. For 2015-16 the total property valuation is \$572,586,600 or \$670,476 per full-time student.

Funding - Revenue Limit

St. Francis School District Property Valuation per Full Time Student: \$670,476

State Guarantee is \$546,173

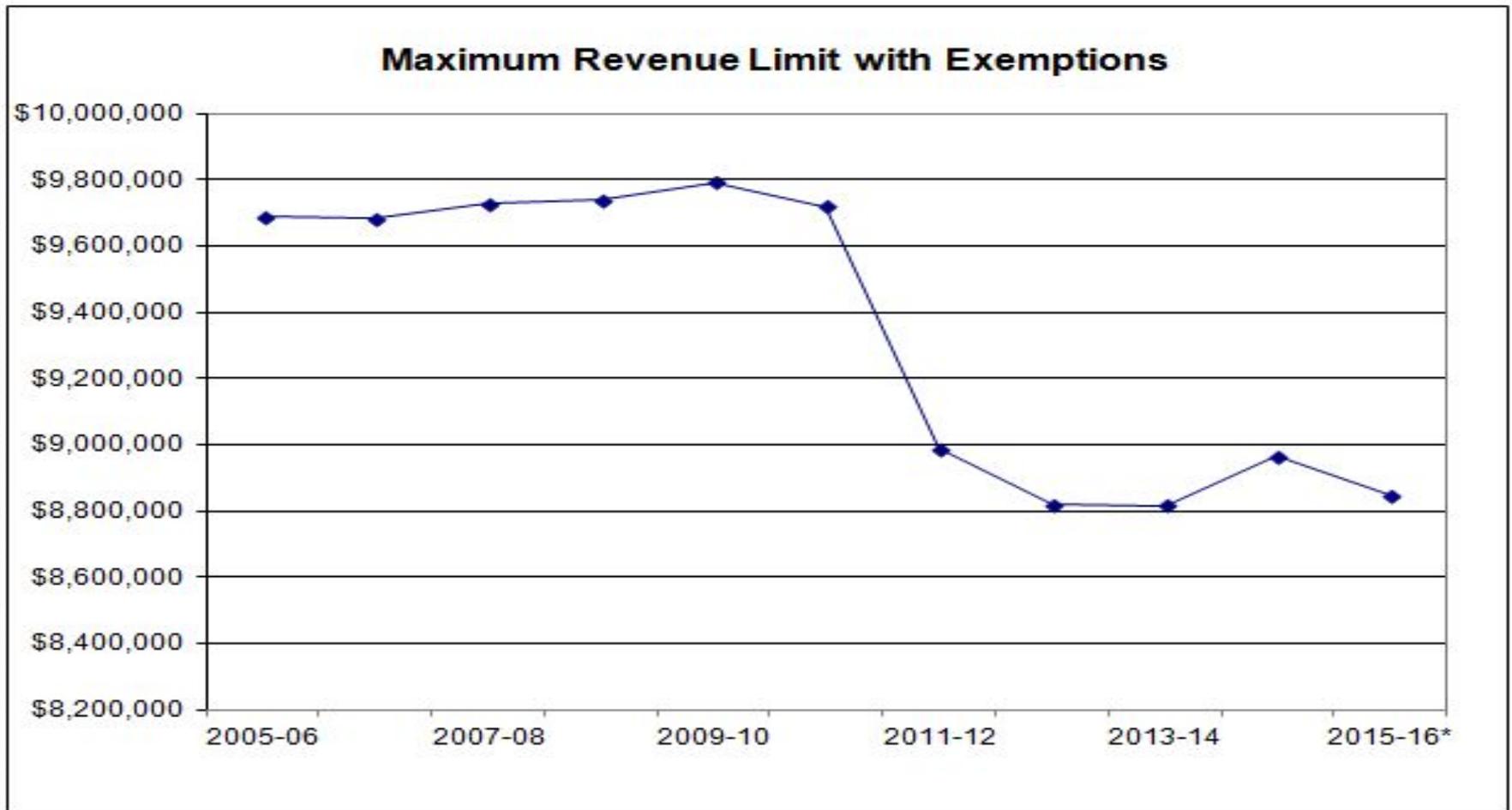
Based on the enrollment and overall property valuation for the St. Francis School District, the school is negatively aided for the difference between the local valuation and state guarantee.

This gap results in negative aid of \$291,181 in 15-16.

Revenue Limit

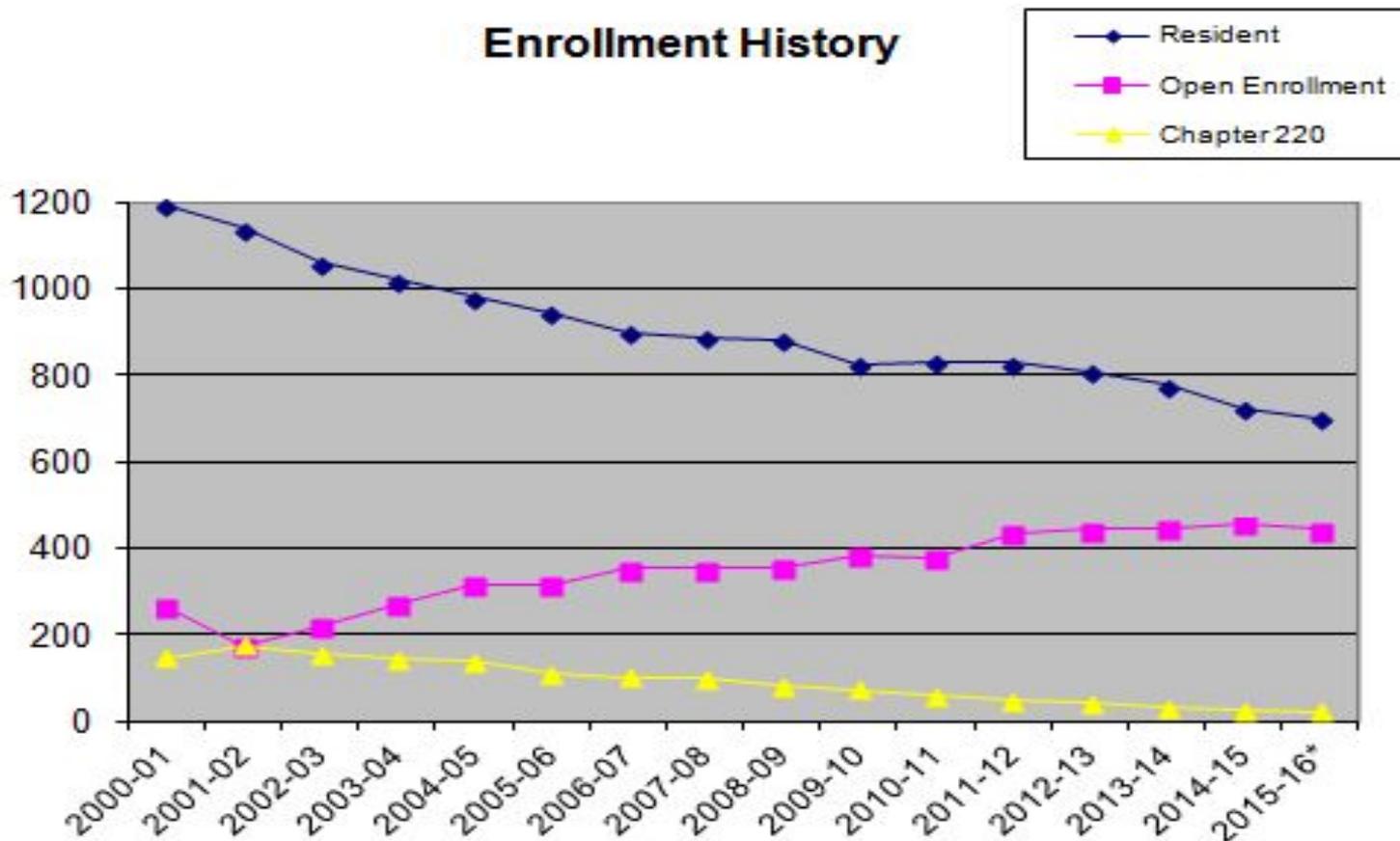
- The revenue limit is stable to declining over time due in large part to declining resident enrollment population.

Revenue Limit



Enrollment

Enrollment History

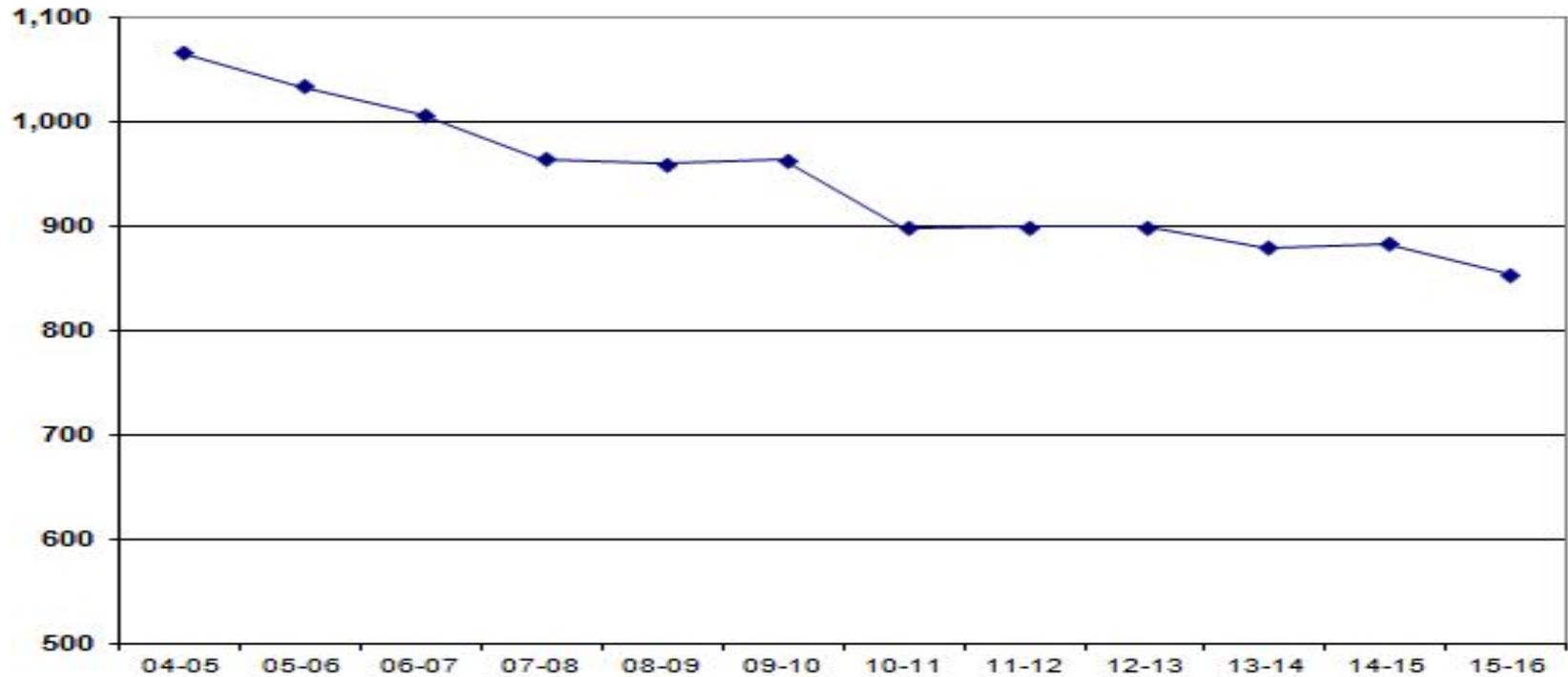


3-Year Membership Average

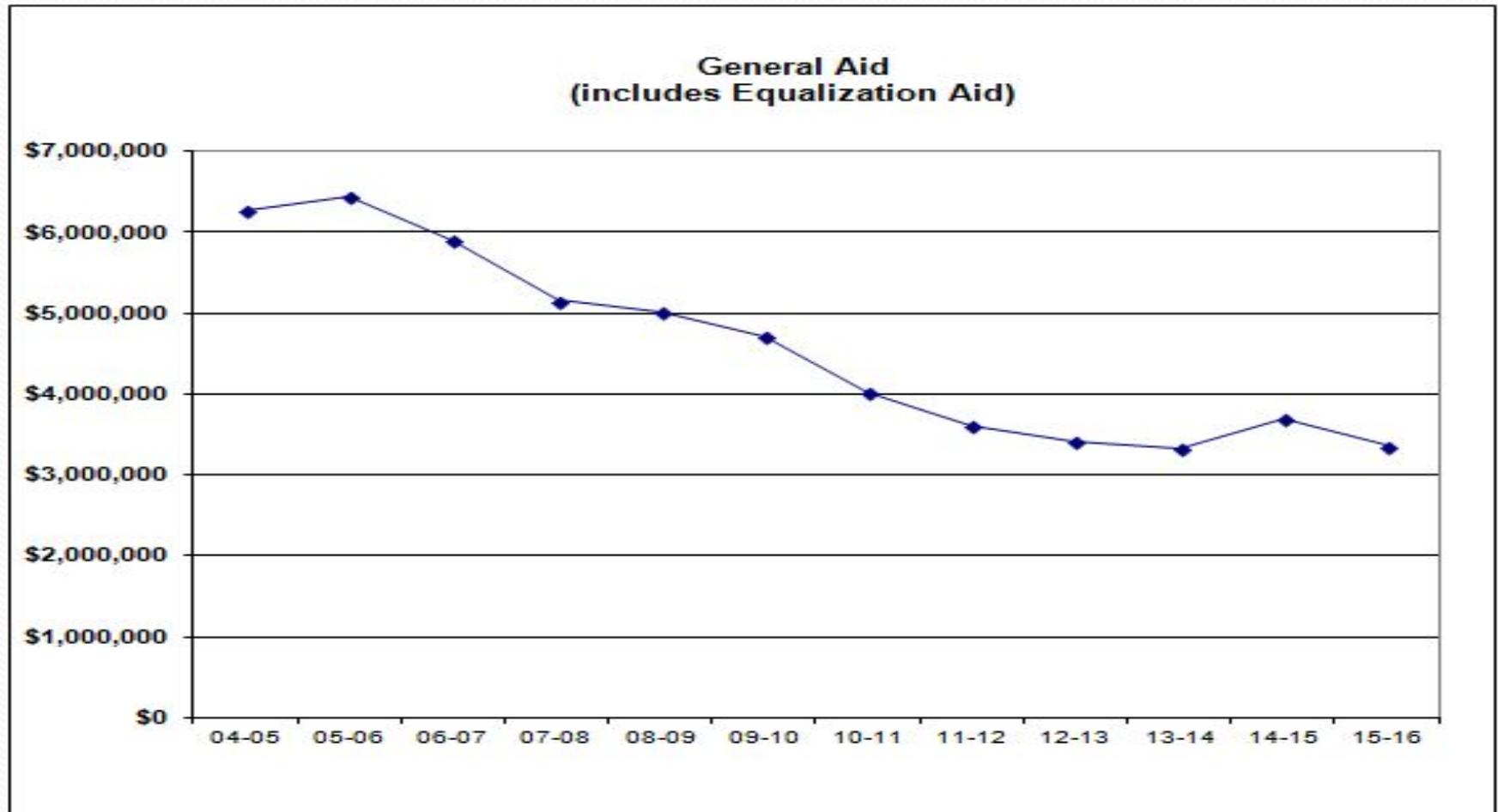


Aid Membership

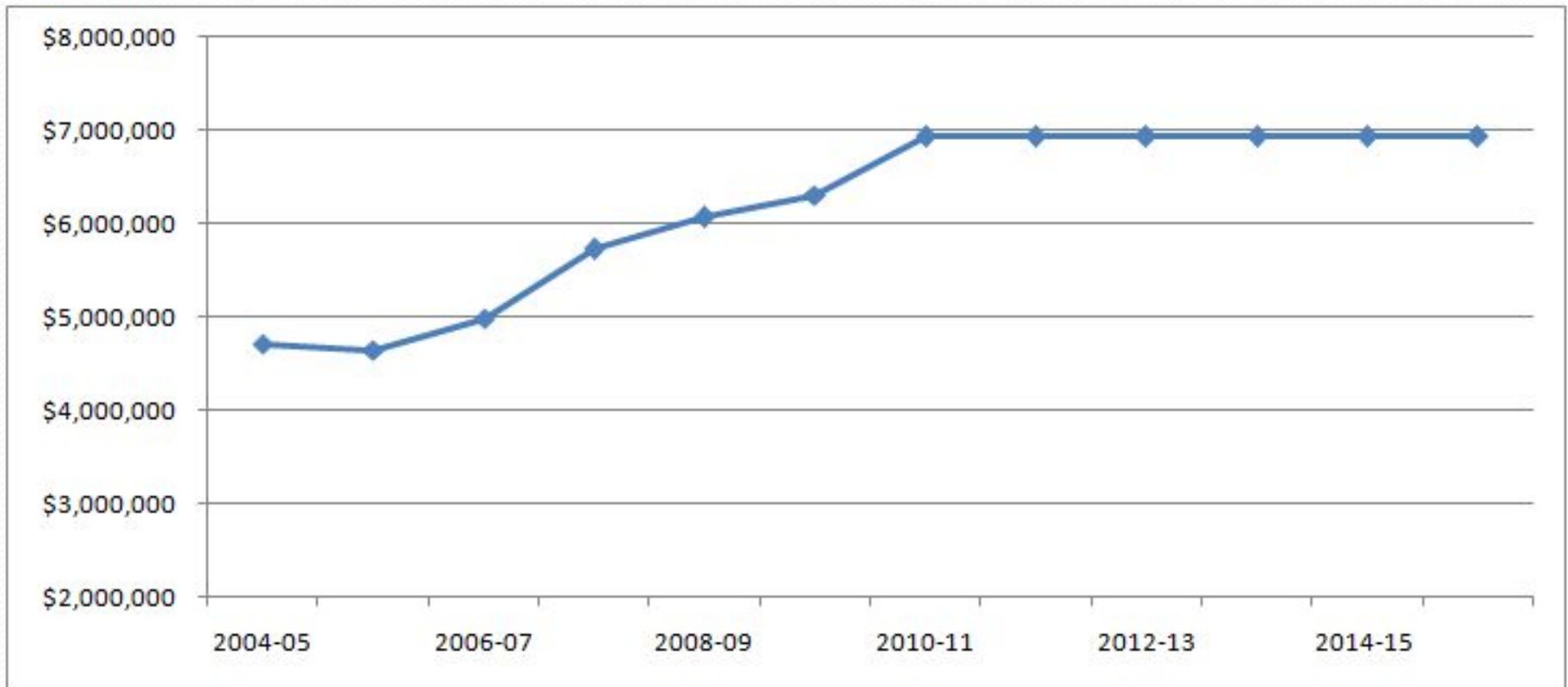
Aid Membership



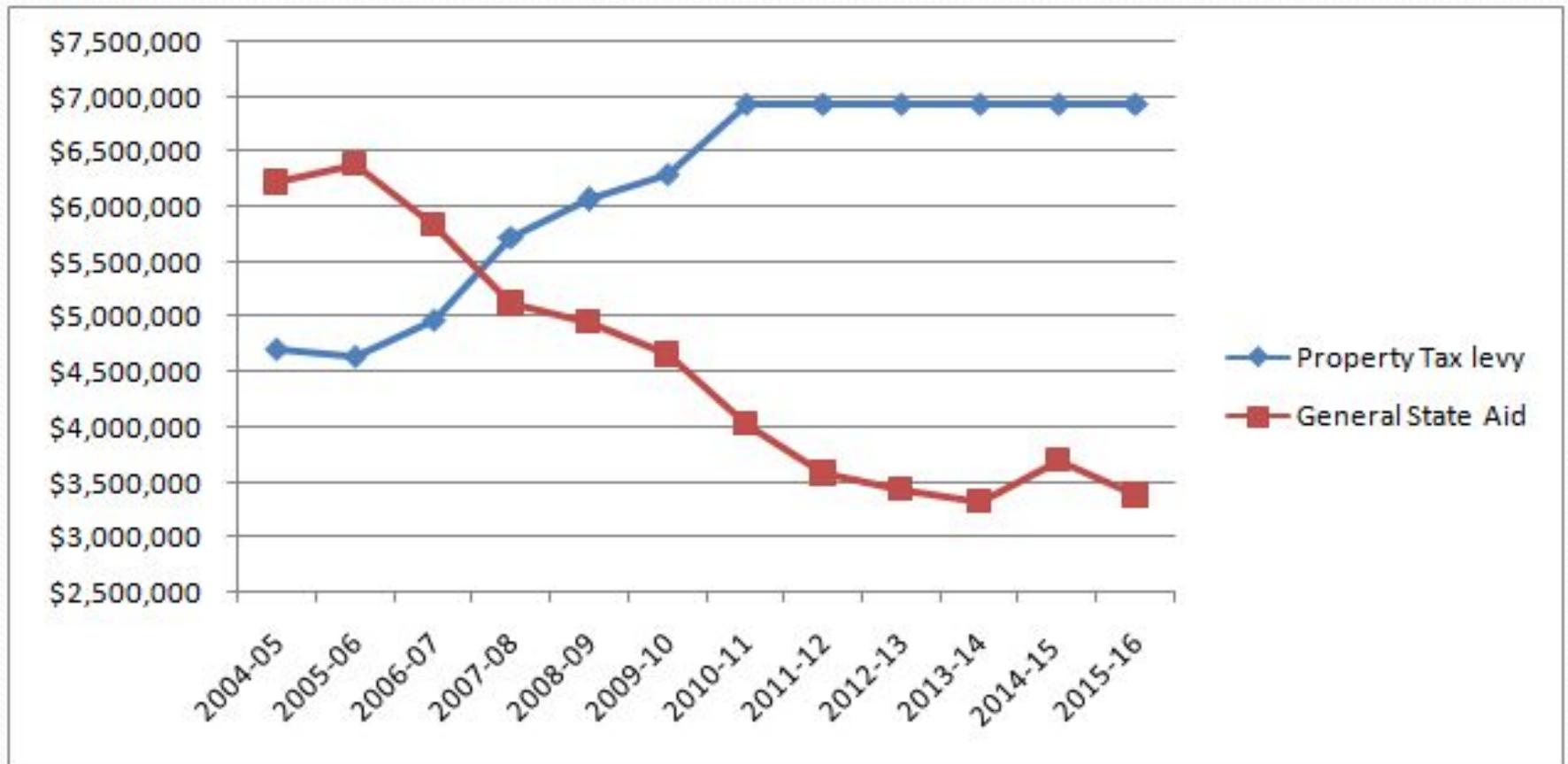
State General Aid



Local Property Tax Levy



Property Tax Levy and General Aid



St. Francis School District (SFSD)



SCHOOLS

Willow Glen Primary
Deer Creek Intermediate
St. Francis High School

GRADES SERVED

K4 – 3
4 – 8
9 – 12

ENROLLMENT

289
341
566

District Mission

To prepare students to be literate and responsible world citizens.

The St. Francis School District mission targets seven outcomes for student learning. These targets include:

- a. Proficiency in academic knowledge and skills;
- b. Proficiency in complex thinking;
- c. Proficiency in applications of information technology;
- d. Global perspective;
- e. Social competence;
- f. Ethical disposition;
- g. Self-confidence.

SFSD District Goals



Nurturing Kinder and More Compassionate Schools;



College, Career and Life Readiness;



Literacy and Math Excellence;



Technology Facilitated Learning;



Performance Feedback for Effectiveness & Accountability;



Systemic Continuous Improvement.

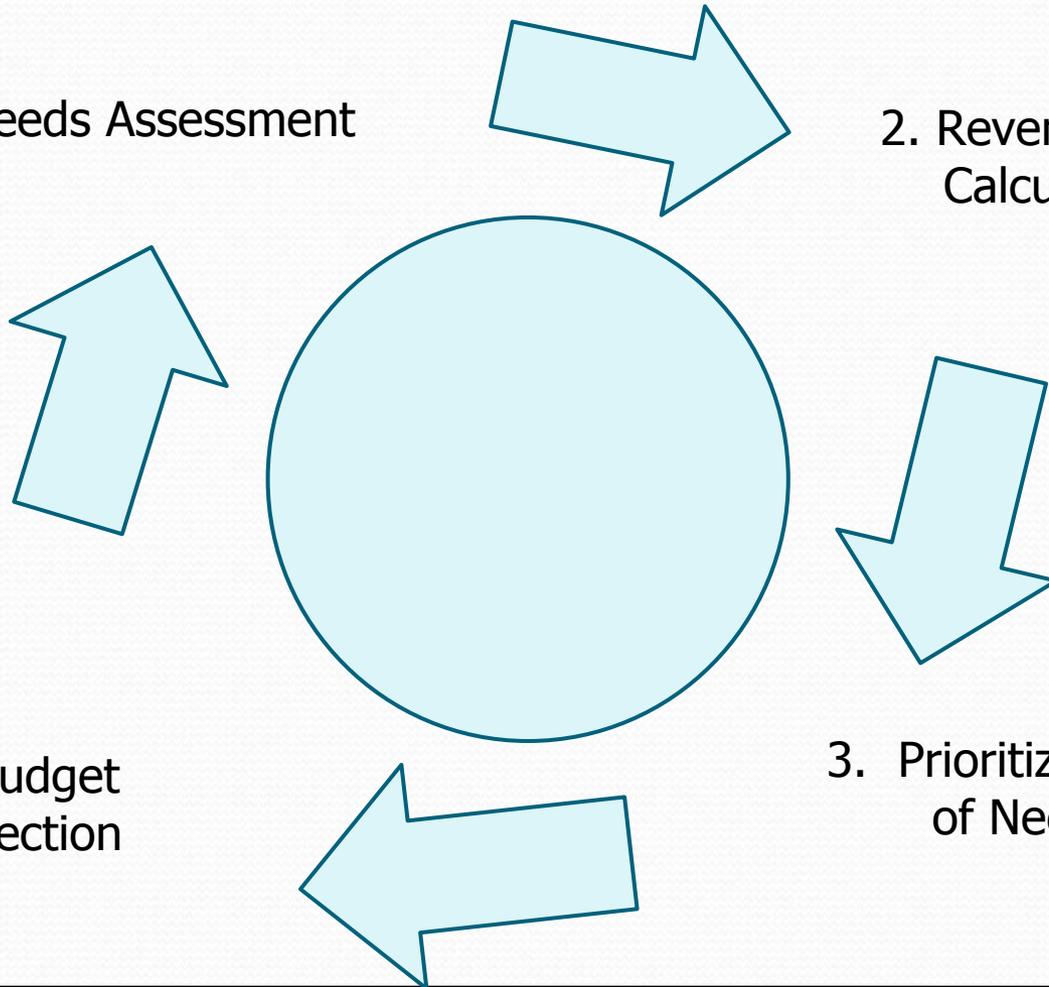
Budgeting Process for Schools

1. Needs Assessment

2. Revenue Limit Calculation

3. Prioritization of Needs

4. Budget Projection



School District Budgeting

Like a Family Budget, there are essentials which must be built-in:

Family

- Food
- Mortgage/Rent
- Car/Transportation
- Insurance
- Electric/Water
- Clothing
- Repairs

School

- Staffing
- Insurance
- Utilities
- Supplies
- Repairs / Upgrades
- Debt Service

School District Budgeting

There are additional items we purchase in order to provide high quality education within limited resources:

- Curriculum - Align to Standards for High Quality Curriculum
- Technology - High engagement for students, connection to the learning.
- Facility Projects - Safe, Warm, Secure and Well-Kept

Budget Alignment

Aligning our human resources (people, time, compensation) and our physical resources (technology, curriculum, classrooms) into priority areas to drive increased student achievement.

Budget Alignment

Resources have to be aligned in the District in order to stretch every dollar.

Operating Budget is	\$12,306,037
Number of School Days	180
Cost Per Day of School	\$68,367
Number of Students	1,188
Per Student Per Day	\$57.55

Our work outside of those 180 school days supports our effectiveness for the school year.

Budget Alignment

We have a due diligence to manage the budget we have available through the state revenue limit of \$57.55 per day per student.

Thus, we must set priorities on the spending of the funds, as you do, to keep within the family budget.

Budget Alignment

We ask our staff members to align all purchases to goal areas.

2015-2016
ST FRANCIS SCHOOL DISTRICT
BUSINESS OFFICE
BUDGET REQUEST FORM - Submit to Principal by June 12th

Budget requests should be made when the item(s) are not immediately needed, but will be needed during the next school year and ordered in the future. Please call the business office at ext. 3912 if you have any questions.

Priority:

<input type="checkbox"/> Literacy/Math Excellence	<input type="checkbox"/> RtI / Tier I & Tier II	<input type="checkbox"/> Special Education/ Tier III
<input type="checkbox"/> ELL	<input type="checkbox"/> Human Growth & Development	<input type="checkbox"/> Kinder/Compassionate Schools
<input type="checkbox"/> Gifted & Talented	<input type="checkbox"/> Advanced Placement	<input type="checkbox"/> College Career/Life Readiness
<input type="checkbox"/> Balanced Assessment	<input type="checkbox"/> Student Engagement/High Interest	<input type="checkbox"/> Technology Facilitated Learning

REQUESTED BY: _____ **DATE:** _____
(Staff Member Name Required)

(Grade, Department, Program)

REASON : _____

FROM: (Vendor) _____ **TELEPHONE #:** _____

Budget Alignment

- Review Curriculum Expenditures as an ALT Team
- Require Staff to identify connection to priority area(s), such as District Goals, Response to Intervention (RtI), Gifted and Talented, Literacy/Math Excellence, to name a few, when requesting purchases.
- Reassign funds during the year when available for targeted items which can leverage high quality teaching and learning (ex. Foss Science Curriculum, Additional Technology)

Budget Alignment

- **Advocate for quality education while being fiscally responsible.**
- **Direct monetary requests toward priority needs.** The budget must reflect the vision and mission of our organization in meeting the goals of our programs.
- **Track dollars to educational programs.** Ensure that the funds budgeted will make a difference in the quality of education.
- **Balance the Budget.** Quality program administration mandates fiscal responsibility. We cannot spend more money than the allowable revenue cap.



Budget Alignment

Nurturing Kinder and More Compassionate Schools

- Early Release Time - Reviewing PBIS Data, developing and reviewing school SIP, ensuring full implementation of the anti-bullying curriculum
- Subscription to Anonymous Alerts
- Programming related to Positive Behavior and Intervention Supports (PBIS) and continuation of PBIS Teams at each building



Budget Alignment

College, Career and Life Readiness

- Implementation of a the Forward statewide assessment and continuation of ACT and ACT Aspire.
- Early Release Time - Developing and refining “I Can” statements and aligning curriculum and assessments.
- 2015–16 Curriculum Revisions:
 - Social Studies Curriculum K–12
 - High School Science 9–12
 - Technology system capable of supporting a variety of student assessments and interventions to measure student growth.



Budget Alignment

Literacy and Math Excellence

- Early Release - School SIPs, triangulation of intervention and assessment data, development of more rigorous programs, assessments and screening tools.
- Examples Across District:
 - Daily 5 Reading Framework
 - Everyday Math and Accelerated Math Options
 - Reading Plus



Budget Alignment

Technology Facilitated Learning

- Early Release - Unpacking Technology I Can Statements and Aligning K-12
- Google Chrome Devices - Currently 709 (60% Student Ratio)
- Wireless Internet - Deer Creek and Willow Glen
- SMARTBoard/Chrome Equity Plan
- Device and bandwidth capacity for success with student assessment/intervention systems



Budget Alignment

Performance Feedback for Effectiveness & Accountability

- Early Release - Clarifying and facilitating development of Student/School Learning Outcomes (SLO's) and Personal Professional Goals (PPG's) in alignment with District Goals and Student Achievement levels.
- Continued and ongoing supervision and evaluation of staff to create performance feedback loops, ensuring that the adult learning precedes student learning.



Budget Alignment

Systemic Continuous Improvement

- Early Release - Allows targeted and regular professional learning across the district on Early Dismissal Wednesdays.
- District Accreditation Next Steps through AdvancED
- Feedback - PAC, PTO, Staff, Student and Parent Survey Data
- Plan, Do, Study, Act (PDSA) - Data-driven, student voice in the improvement process.

Budget Alignment

Other Areas:

- Shared Curriculum & Instruction Spend Planning
- Budget Request Form Aligned to Goals
- Purchasing Internal Controls
- Budgetary Refinement Process
- Staffing Plan Review

St. Francis Schools Fiscal Landscape

Budgetary Refinement in the St. Francis School District

Budgeting Planning for 16-17

Budget Unknowns

- Final State Equalization Aid Amount – Oct. 15th
- Equalized Valuation – Sept. 30th (or later)
- Pupil Count – 3rd Friday, Sept. 16th

Teacher Contracts must be offered by May 15th even though revenue limit is not finalized until October 15th

16-17 Budgeting Process

Budget Planning and Refinement:

- Stable to Declining Student Enrollment
- Stable Staffing Model
- Focused resources at High School on high leverage programming. (Academic Career Planning, Biology/AP Bio, AP Computer Science, Advanced Level Math, Honors English 9)
- Opportunities for Advanced Level Middle School English Language Arts
- Maintain 4 sections for incoming 4th Grade

Major Maintenance Technology Projects Completed 2013-15

- Deer Creek Recreation Boilers - Summer 2013
(\$207,663 - Split between Operating and Comm Serv)
- Deer Creek Recreation Air Handling Units - Summer
2014 (\$105,733)
- High School South Wing Roof - Summer 2015
(\$180,911)
- High School Parking Lot - Summer 2015 (\$236,956)
- High School Gym Floor - Summer 2015 (\$80,508)
- Willow Glen/Deer Creek Wireless - Summer 2015 -
\$81,120 (60% Federal Funded)



Thank you for your
attendance!

VISIONING WORKSHOPS #5 - APRIL/MAY 2016

REVIEW AND COMMENT ON THE DRAFT PLAN!

The **fifth and final round of interactive workshops begins on April 25** (see schedule on next page). All seven workshops are open to the general public. Attendees of the first four sets of workshops are encouraged to attend, and newcomers to the VISION 2050 process are welcome as well. If you cannot attend a workshop, you can review and comment on the Draft Plan on the VISION 2050 website—www.vision2050sewis.org—through May 6, 2016.

THE DRAFT PLAN FOR VISION 2050

The Draft Plan represents the culmination of the VISION 2050 process. It includes recommendations to local and State government to shape and guide land use development and transportation improvement, including public transit, arterial streets and highways, and bicycle and pedestrian facilities, to the year 2050. The following provides a brief preview, with much more information to be available at the workshops and on the website.

- **Sustainably Developing Our Region:** The Draft Plan presents a development pattern and recommendations that accommodate projected growth in regional population, households, and employment in a sustainable manner. It proposes the preservation of the Region's prime (most productive) farmland, and primary environmental corridors, which encompass the best remaining features of the Region's natural landscape. It encourages more compact development, ranging from high-density transit-oriented development, to neighborhoods in smaller communities with single-family homes within walking distance of neighborhood amenities such as businesses, parks, and schools.
- **Addressing Traffic Congestion and Providing Transit, Bicycling, and Walking Options:** The Draft Plan proposes significant improvement and expansion of public transit, including adding commuter rail and rapid transit, while improving local and express transit services. It proposes a well-connected bicycle and pedestrian network that improves access to activity centers, neighborhoods, and other destinations in the Region. It proposes ways to maximize the capacity and efficiency of existing arterial streets and highways, and incorporating "complete streets" roadway design concepts to provide for the safe and convenient travel of all roadway users. Lastly, the Draft Plan proposes preserving the condition of existing arterial facilities, strategically adding capacity on highly congested facilities, and addressing key issues related to moving goods into and through the Region.
- **Financial Considerations:** An important aspect related to implementing the Draft Plan relates to funding. Comparing costs and expected revenues indicates a funding gap for the proposed public transit element. Therefore, the Federally recognized "fiscally constrained" version of the Draft Plan includes a reduction in transit service rather than the significant improvement proposed under the Draft Plan. The Draft Plan identifies possible ways to address the transit funding gap.

WHAT TO EXPECT AT A PUBLIC WORKSHOP

Each workshop will be held in an **interactive open house format (no need to register in advance, arrive at any time in the two-hour timeframe)**, with snacks and refreshments provided.

- **Review and learn about the Draft Plan:** Each workshop will be set up with "stations" that guide you through the key elements of the Draft Plan and its recommendations, allowing you to interact with staff and other attendees.
- **Provide feedback:** Tell us whether you think we "got it right" and provide us with any comments (either written or oral) that you want us to consider as we prepare a final recommended plan in mid-2016.

WAYS TO COMMENT ON THE DRAFT PLAN

In addition to providing feedback at a public workshop, or on the VISION 2050 website, you can also send us written comments on the Draft Plan via U.S. mail, fax, or email through May 6, 2016:

Southeastern Wisconsin
Regional Planning Commission
P.O. Box 1607
W239 N1812 Rockwood Drive
Waukesha, Wisconsin 53187-1607
Phone: 262-547-6721 Fax: 262-547-1103
Email: vision2050@sewrpc.org

NEED SPECIAL ACCOMMODATIONS?

Meeting locations are wheelchair-accessible. People needing disability-related accommodations are asked to contact the SEWRPC office at (262) 547-6721 a minimum of three business days before the meeting so that appropriate arrangements can be made regarding access or mobility, review or interpretation of materials, active participation, or submission of comments.

April 10, 2016

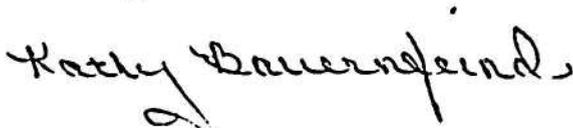
Mayor CoryAnn St. Marie-Carls
City of St. Francis
3400 E. Howard Avenue
St. Francis, WI 53235

Dear Mayor:

The St. Francis Memorial Day Committee formally requests your and the Council Members' presence at this year's ceremony on Monday, May 30, 2016. The ceremony will be from 8:30-9:00am at the St. Francis Veterans Memorial located on Nicholson next to the Library. As you are aware, the service honors those who made the ultimate sacrifice for our Nation. Their sacrifices must not be forgotten and this ceremony is a humble but important effort to remember them.

Thank you for your continued support and allegiance to the City of St. Francis and the Ceremony.

Sincerely,



Kathy Bauernfeind
On Behalf of the Memorial Day Committee
414-232-1605/bauerka@att.net

Cc: St. Francis Common Council

April 27, 2016

As a newly elected Alderperson, this is not based on my opinion or for benefit on my behalf. The information below is being brought forward for the general concern and well-being of our City.

For intermediate and financial benefit for our City, I make a motion to have current Council Members rescind or pull back on the Charter Ordinance C-14 enactment at this time. Timing on this issue is important as there have been new changes and developments since the passing of the Charter Ordinance C-14 as follows:

There is a good possibility that the City may be subject to the expense of a Referendum Vote along with the voting expenses it would also involve additional related staff salaries and time. I believe all Council Members are aware of this situation.

Our current City Administrator has given his notice after the passing of the Ordinance and the time table to replace his position will be beyond his physical departure date. This leaves an open gap in this area.

At this time it is not known when or who the replacement for the vacant position will be. Not knowing the background, experience or skill set would also leave the City vulnerable, as it leaves an open and unclear direction. It may also be overwhelming to the new incoming Administrator in its contents or if becomes a political item by Referendum.

When the Ordinance was voted in, the Council Members at that time had worked with Tim Rhode (our present City Administrator) for years and knew facts for their consideration of his work experience and leadership qualities. This is now an unknown factor.

This would also allow our Citizens to be able to see the new Council work together by putting it on the "back burner".

By rescinding the Ordinance at this time, also allows the Council to be able to address it again as deemed necessary at any time in the future, as all the work and related expenses have already occurred and can very easily and readily be placed back on the agenda.

Janis Schandel
Alderwoman 1st District

Check No	Per	Date	Payee	Description	Inv Amount	V/M
67740	04/16	04/25/2016	WE ENERGIES	RESTITUTION:HAY, JAMIE	50.00-	V
68351	04/16	04/26/2016	ST FRANCIS FIREFIGHTERS ASSN	UNION DUES	840.00-	V
68365	04/16	04/25/2016	WE ENERGIES	RESTITUTION:HAY, JAMIE	50.00-	V
68784	04/16	04/20/2016	BONTEMPO, REBECCA	REFUND-GARBAGE CAN	65.00	
68785	04/16	04/20/2016	CINTAS FIRE 636525	EXT INSPECTION/RECHARGE	1,140.35	
68786	04/16	04/20/2016	GUARDIAN	RETIREEES	379.09	
	04/16	04/20/2016	GUARDIAN	CLERK/TREASURER	61.65	
	04/16	04/20/2016	GUARDIAN	INSPECTION	61.65	
	04/16	04/20/2016	GUARDIAN	COURT	29.34	
	04/16	04/20/2016	GUARDIAN	POLICE	955.29	
	04/16	04/20/2016	GUARDIAN	FIRE	608.51	
	04/16	04/20/2016	GUARDIAN	HEALTH	29.34	
	04/16	04/20/2016	GUARDIAN	ENGINEERING	229.42	
	04/16	04/20/2016	GUARDIAN	HIGHWAY	144.05	
	04/16	04/20/2016	GUARDIAN	LIBRARY	29.34	
68787	04/16	04/20/2016	ICMA-RC	PLAN NUMBER 301536	1,190.00	
68788	04/16	04/20/2016	KALAHARI RESORT & CONVENTION	LODGING/HARCUS	246.00	
68789	04/16	04/20/2016	MILW CO TREASURER	WEED CUTTING	192.94	
68790	04/16	04/20/2016	REGISTRATION FEE TRUST	TRANSFER PLATES	1.00	
68791	04/16	04/20/2016	WI SCTF	CASE IDENTIFIER 3998990	121.46	
	04/16	04/20/2016	WI SCTF	CASE IDENTIFIER 1302486	46.15	
68792	04/16	04/28/2016	AT&T/SBC	CIVIC CENTER	180.64	
	04/16	04/28/2016	AT&T/SBC	PARK SECURITY	195.38	
68793	04/16	04/28/2016	GUARDIAN	RETIREEES	379.09	
	04/16	04/28/2016	GUARDIAN	CLERK/TREAS	61.65	
	04/16	04/28/2016	GUARDIAN	COURT	29.34	
	04/16	04/28/2016	GUARDIAN	POLICE	955.29	
	04/16	04/28/2016	GUARDIAN	FIRE	608.51	
	04/16	04/28/2016	GUARDIAN	HEALTH	29.34	
	04/16	04/28/2016	GUARDIAN	ENGINEERING	229.42	
	04/16	04/28/2016	GUARDIAN	INSPECTION	61.65	
	04/16	04/28/2016	GUARDIAN	HWY	144.05	
	04/16	04/28/2016	GUARDIAN	LIBRARY	29.34	
68794	04/16	04/28/2016	MILW METRO SEWERAGE DIST	RESIDENTIAL	26,410.15	
	04/16	04/28/2016	MILW METRO SEWERAGE DIST	COMMERCIAL	19,434.45	
	04/16	04/28/2016	MILW METRO SEWERAGE DIST	INDUSTRIAL	2,744.77	
	04/16	04/28/2016	MILW METRO SEWERAGE DIST	INDUSTRIAL PROGRAM CHARGE	134.18	
68795	04/16	04/28/2016	NORTH SHORE BANK FSB	MISC DEDUCTION	6,072.00	
68796	04/16	04/28/2016	ST FRANCIS TREASURER	2517 E NORWICH AVE	215.64	
	04/16	04/28/2016	ST FRANCIS TREASURER	2517 E NORWICH AVE	27.24	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
	04/16	04/28/2016	ST FRANCIS TREASURER	2517 E NORWICH AVE	207.95	
	04/16	04/28/2016	ST FRANCIS TREASURER	2125 E BOLIVAR AVE	164.36	
	04/16	04/28/2016	ST FRANCIS TREASURER	2125 E BOLIVAR AVE	475.37	
	04/16	04/28/2016	ST FRANCIS TREASURER	2914 E LAYTON AVE	25.74	
	04/16	04/28/2016	ST FRANCIS TREASURER	4235 S NICHOLSON AVE	80.04	
	04/16	04/28/2016	ST FRANCIS TREASURER	4230 S NICHOLSON AVE	212.24	
	04/16	04/28/2016	ST FRANCIS TREASURER	3400 E HOWARD AVE	124.60	
	04/16	04/28/2016	ST FRANCIS TREASURER	3400 E HOWARD AVE	138.00	
	04/16	04/28/2016	ST FRANCIS TREASURER	3400 E HOWARD AVE	7.69	
	04/16	04/28/2016	ST FRANCIS TREASURER	3400 E HOWARD AVE	11.53	
	04/16	04/28/2016	ST FRANCIS TREASURER	4224/4230 S KIRKWOOD AVE	15.24	
	04/16	04/28/2016	ST FRANCIS TREASURER	4224/4230 S KIRKWOOD AVE	64.80	
	04/16	04/28/2016	ST FRANCIS TREASURER	3825 S PACKARD AVE	30.43	
	04/16	04/28/2016	ST FRANCIS TREASURER	3601 S LAKE DR	107.65	
	04/16	04/28/2016	ST FRANCIS TREASURER	4235 S NICHOLSON AVE	243.60	
	04/16	04/28/2016	ST FRANCIS TREASURER	3018 E NORWICH AVE	31.13	
	04/16	04/28/2016	ST FRANCIS TREASURER	3018 E NORWICH AVE	5.77	
	04/16	04/28/2016	ST FRANCIS TREASURER	4235 S NICHOLSON AVE	19.07	
	04/16	04/28/2016	ST FRANCIS TREASURER	4168 S PACKARD AVE	117.57	
68797						
	04/16	04/28/2016	WE ENERGIES	SIGNALS	636.40	
	04/16	04/28/2016	WE ENERGIES	PARKS	338.16	
	04/16	04/28/2016	WE ENERGIES	LIGHTS	14,458.37	
	04/16	04/28/2016	WE ENERGIES	GARAGE	458.92	
	04/16	04/28/2016	WE ENERGIES	4235 S NICHOLSON AVE	118.93	
	04/16	04/28/2016	WE ENERGIES	SIREN	19.24	
	04/16	04/28/2016	WE ENERGIES	4235 S NICHOLSON AVE	26.35	
	04/16	04/28/2016	WE ENERGIES	GARAGE	741.61	
	04/16	04/28/2016	WE ENERGIES	CIVIC CENTER	3,213.24	
	04/16	04/28/2016	WE ENERGIES	CIVIC CENTER	1,527.40	
	04/16	04/28/2016	WE ENERGIES	LIBRARY	1,406.60	
68798						
	04/16	04/28/2016	WE ENERGIES	RESTITUTION:HAY, JAMIE	50.00	
	04/16	04/28/2016	WE ENERGIES	RESTITUTION:HAY, JAMIE	50.00	
68799						
	05/16	05/03/2016	A F L A C	MISC DEDUCTIONS	2,442.42	
68800						
	05/16	05/03/2016	ALLIED BUSINESS MACHINES	TIME EQUIPMENT MAINTENANCE	96.00	
68801						
	05/16	05/03/2016	ALSCO	CLOTHING NEW/REPLACE	35.62	
	05/16	05/03/2016	ALSCO	CLOTHING NEW/REPLACE	35.62	
68802						
	05/16	05/03/2016	ARENZ MOLTER MACY	CONTRACTED LEGAL FEES	9,628.00	
	05/16	05/03/2016	ARENZ MOLTER MACY	TIF #4 LEGAL FEES	52.00	
	05/16	05/03/2016	ARENZ MOLTER MACY	TIF #5 LEGAL FEES	247.60	
68803						
	05/16	05/03/2016	ASSOC APPRAISAL CONSULTANTS	MONTHLY PROFESSIONAL FEES/ASSESSOR	1,929.25	
68804						
	05/16	05/03/2016	BADGER TRUCK CENTER INC	SQUAD 10	31.94	
68805						
	05/16	05/03/2016	BAKER & TAYLOR	ANF	44.59	
	05/16	05/03/2016	BAKER & TAYLOR	ANF	41.33	
	05/16	05/03/2016	BAKER & TAYLOR	REC BORR AD GN	7.53	
	05/16	05/03/2016	BAKER & TAYLOR	AD FIC	216.23	
	05/16	05/03/2016	BAKER & TAYLOR	REC BORR AD FIC	15.40	
	05/16	05/03/2016	BAKER & TAYLOR	AD FIC	42.91	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
	05/16	05/03/2016	BAKER & TAYLOR	AD FIC	39.85	
	05/16	05/03/2016	BAKER & TAYLOR	AD AUDIO	176.77	
	05/16	05/03/2016	BAKER & TAYLOR	Y BOOKS	198.50	
	05/16	05/03/2016	BAKER & TAYLOR	LIBRARY	128.02	
	05/16	05/03/2016	BAKER & TAYLOR	REC BORR AD FIC	14.87	
	05/16	05/03/2016	BAKER & TAYLOR	CH CD	11.88	
	05/16	05/03/2016	BAKER & TAYLOR	CH CD	15.73	
68806						
	05/16	05/03/2016	BATZNER PEST CONTROL	PEST CONTROL	81.00	
68807						
	05/16	05/03/2016	BENDLIN FIRE EQUIPMENT INC	FIRE DEPT	2,636.00	
	05/16	05/03/2016	BENDLIN FIRE EQUIPMENT INC	FIRE DEPT	1,256.60	
68808						
	05/16	05/03/2016	CARTRIDGE WORLD	HEALTH DEPT CARTRIDGE	284.95	
68809						
	05/16	05/03/2016	CENTER POINT PUBLISHING	AD FIC	188.26	
	05/16	05/03/2016	CENTER POINT PUBLISHING	AD FIC	23.37	
68810						
	05/16	05/03/2016	CENTRAL OFFICE SYSTEMS	LIBRARY	690.95	
68811						
	05/16	05/03/2016	CINTAS CORPORATION NO 2	POLICE FIRST AID ITEMS	105.07	
68812						
	05/16	05/03/2016	COMMUNICATIONS ENGINEERING C	CHAMBERS AUDIO/VISUAL SYSTEM	30,295.65	
68813						
	05/16	05/03/2016	COMPASS MINERALS	SALT	20,042.70	
68814						
	05/16	05/03/2016	COMPLETE OFFICE OF WISCONSIN	LIBRARY	33.12	
68815						
	05/16	05/03/2016	CREAM CITY WRECKING & DISMANT	DEMO:4235 S NICHOLSON AVE	33,168.00	
	05/16	05/03/2016	CREAM CITY WRECKING & DISMANT	DEMO:4235 S NICHOLSON AVE	7,525.00	
68816						
	05/16	05/03/2016	D J PRINTING	BUSINESS CARDS - CC	127.00	
68817						
	05/16	05/03/2016	DEMORES, JEAN	CONF EXPENSES	129.39	
68818						
	05/16	05/03/2016	DEPT OF ADMINISTRATION	MARCH FINES	6,366.52	
68819						
	05/16	05/03/2016	DIGITAL ALLY INC	POLICE DEPT	540.00	
68820						
	05/16	05/03/2016	DIVERSIFIED BENEFIT SERVICES	FSA ADMINISTRATIVE SERVICES	181.35	
68821						
	05/16	05/03/2016	FABCO EQUIPMENT INC.	HWY #7	477.64	
	05/16	05/03/2016	FABCO EQUIPMENT INC.	HWY #7	204.70	
68822						
	05/16	05/03/2016	FEDEX	ENGINEERING	25.77	
68823						
	05/16	05/03/2016	FIVE ALARM	HWY #23	247.50	
	05/16	05/03/2016	FIVE ALARM	HWY #23	577.50	
68824						
	05/16	05/03/2016	GALE/CENGAGE LEARNING	AD FIC	199.93	
	05/16	05/03/2016	GALE/CENGAGE LEARNING	AD FIC	22.39	
68825						
	05/16	05/03/2016	GENUINE PARTS COMP - MILWAUKE	HWY #7	2.12	
	05/16	05/03/2016	GENUINE PARTS COMP - MILWAUKE	HWY #7	4.93	
	05/16	05/03/2016	GENUINE PARTS COMP - MILWAUKE	HWY #35	6.76	
	05/16	05/03/2016	GENUINE PARTS COMP - MILWAUKE	HWY #33 & SHOP SUPPLY	9.80	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
	05/16	05/03/2016	GENUINE PARTS COMP - MILWAUKE	HWY #27	100.91	
	05/16	05/03/2016	GENUINE PARTS COMP - MILWAUKE	HWY #107	43.99	
	05/16	05/03/2016	GENUINE PARTS COMP - MILWAUKE	SQUAD #6	51.06	
68826						
	05/16	05/03/2016	GRAEF	TIF #4 - SIGN PROJECT	4,839.00	
68827						
	05/16	05/03/2016	GRAINGER INCORPORATED	HWY #34B	75.73	
	05/16	05/03/2016	GRAINGER INCORPORATED	HWY #34B	8.42	
	05/16	05/03/2016	GRAINGER INCORPORATED	HWY #34B	27.39	
	05/16	05/03/2016	GRAINGER INCORPORATED	HWY #34B	246.51	
	05/16	05/03/2016	GRAINGER INCORPORATED	SUPPLIES	10.34	
68828						
	05/16	05/03/2016	GRIFFIN'S HUB CHRYSLER	SQUAD #5	54.14	
68829						
	05/16	05/03/2016	HARTFORD POLICE DEPT	HARCUS 3/7/15 & 3/8/15	140.00	
68830						
	05/16	05/03/2016	IMPERIAL SUPPLIES HOLDINGS INC	SHOP SUPPLIES	302.22	
	05/16	05/03/2016	IMPERIAL SUPPLIES HOLDINGS INC	SHOP TOOLS/EQUIP	256.32	
	05/16	05/03/2016	IMPERIAL SUPPLIES HOLDINGS INC	SHOP EQUIPMENT	253.43	
68831						
	05/16	05/03/2016	JANWAY COMPANY USA INC	PUBLIC RELATIONS	268.91	
68832						
	05/16	05/03/2016	JOHN PAUL'S GMC	SET UP NEW SQUAD	4,191.33	
	05/16	05/03/2016	JOHN PAUL'S GMC	SET UP NEW SQUAD	1,975.00	
	05/16	05/03/2016	JOHN PAUL'S GMC	POLICE	560.25	
68833						
	05/16	05/03/2016	LOCATE PLUS CORPORATION	LOCATE PLUS WEBSITE USAGE	29.95	
68834						
	05/16	05/03/2016	M & M TREE SERVICE	TREE STUMPING	4,457.30	
68835						
	05/16	05/03/2016	MAILCOM CONSULTING LLC	SEWER BILLING	235.12	
68836						
	05/16	05/03/2016	MCMANUS, HOLLY	TRAINING	75.50	
68837						
	05/16	05/03/2016	MENARDS	VET MEMORIAL	19.61	
	05/16	05/03/2016	MENARDS	HWY	46.97	
	05/16	05/03/2016	MENARDS	BEAUTIFILCATION	73.95	
	05/16	05/03/2016	MENARDS	VET MEMORIAL	21.53	
	05/16	05/03/2016	MENARDS	HWY	30.17	
68838						
	05/16	05/03/2016	MIDWEST FIBER NETWORKS LLC	1GB DEDICATED TRANSPORT LINE	549.21	
	05/16	05/03/2016	MIDWEST FIBER NETWORKS LLC	INTERNET SERVICE	800.00	
68839						
	05/16	05/03/2016	MILW CO TREASURER	MARCH FINES	1,779.00	
68840						
	05/16	05/03/2016	MILW CO DEPT OF TRANSP	LAYTON/HOWELL/PENNSYLVANIA	4,933.05	
68841						
	05/16	05/03/2016	MILW PAPER COMPANY	GENERAL OFFICE	5.99	
	05/16	05/03/2016	MILW PAPER COMPANY	ENGINEERING	68.99	
	05/16	05/03/2016	MILW PAPER COMPANY	ENGINEERING	14.97	
	05/16	05/03/2016	MILW PAPER COMPANY	GENERAL OFFICE	178.17	
	05/16	05/03/2016	MILW PAPER COMPANY	COURT	8.27	
68842						
	05/16	05/03/2016	MILW POWER EQUIPMENT LLC	HIGHWAY	475.90	
	05/16	05/03/2016	MILW POWER EQUIPMENT LLC	GARDENING	198.74	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
68843						
	05/16	05/03/2016	NASSCO INCORPORATED	CIVIC CENTER	272.92	
68844						
	05/16	05/03/2016	NAT'L SPRING INC	HWY #9	225.78	
68845						
	05/16	05/03/2016	PERSONALIZED AWARDS LLC	K-9 SPONSOR PLAQUES	103.20	
68846						
	05/16	05/03/2016	POLYLINE LLC	LIBRARY SUPPLIES	128.18	
68847						
	05/16	05/03/2016	RED THE UNIFORM TAILOR	CLOTHING	363.00	
68848						
	05/16	05/03/2016	RUSSEL METALS-WILLIAM BAHCALL	HWY STOCK	41.82	
	05/16	05/03/2016	RUSSEL METALS-WILLIAM BAHCALL	HWY STOCK	918.04	
	05/16	05/03/2016	RUSSEL METALS-WILLIAM BAHCALL	HWY STOCK	23.46	
68849						
	05/16	05/03/2016	SCHOOF'S PLUMBING	PARK STARTUP	833.50	
68850						
	05/16	05/03/2016	SELECTIVE INSURANCE CO OF AME	POLICY S 2177547	60.00	
68851						
	05/16	05/03/2016	SHERWIN INDUSTRIES INC	FIBER MIX	680.83	
68852						
	05/16	05/03/2016	AIRPORT ANIMAL HOSPITAL	K-9:BANE	22.00	
68853						
	05/16	05/03/2016	SKRIVANEK, JEFFREY M	REIMBURSEMENT	36.00	
68854						
	05/16	05/03/2016	ST FRANCIS FIREFIGHTERS ASSN	REPLACEMENT UNION DUE CHECK	840.00	
68855						
	05/16	05/03/2016	STATE OF WI-DSPS	INSPECTOR CERTIFICATION #70490	40.00	
68856						
	05/16	05/03/2016	T H STEMPER COMPANY INC	NAME PLATES	27.80	
68857						
	05/16	05/03/2016	TAPCO	SIGNS	805.00	
	05/16	05/03/2016	TAPCO	794 & HOWARD	485.00	
68858						
	05/16	05/03/2016	TIME WARNER CABLE	10404-705943701-2001 INTERNET/GARAGE	105.59	
68859						
	05/16	05/03/2016	TRUCK COUNTRY OF WISCONSIN	HWY #6	17.77	
	05/16	05/03/2016	TRUCK COUNTRY OF WISCONSIN	HWY #6	7.62	
68860						
	05/16	05/03/2016	TYCO FIRE & SECURITY	KEY FOBS	722.00	
68861						
	05/16	05/03/2016	UNUM LIFE INSURANCE	LIBRARY	64.96	
	05/16	05/03/2016	UNUM LIFE INSURANCE	MECHANIC	21.88	
	05/16	05/03/2016	UNUM LIFE INSURANCE	HWY	187.56	
	05/16	05/03/2016	UNUM LIFE INSURANCE	ENGINEERING	98.04	
	05/16	05/03/2016	UNUM LIFE INSURANCE	HEALTH	30.85	
	05/16	05/03/2016	UNUM LIFE INSURANCE	FIRE	41.49	
	05/16	05/03/2016	UNUM LIFE INSURANCE	CIVIC CENTER	10.73	
	05/16	05/03/2016	UNUM LIFE INSURANCE	INSPECTION	30.08	
	05/16	05/03/2016	UNUM LIFE INSURANCE	CLERK/TRES	58.21	
	05/16	05/03/2016	UNUM LIFE INSURANCE	ADMINISTRATOR	43.23	
	05/16	05/03/2016	UNUM LIFE INSURANCE	POLICE	607.72	
68862						
	05/16	05/03/2016	US HEALTHWORKS	DRUG TEST	52.00	
68863						
	05/16	05/03/2016	WAUKESHA COUNTY TREASURER	RADIO PROGRAMMING	362.70	

Check No	Per	Date	Payee	Description	Inv Amount	V/M
68864	05/16	05/03/2016	WI DEPT OF JUSTICE - TIME	TIME SYSTEM	360.00	
68865	05/16	05/03/2016	WI IAAI	REGISTRATION:DUANE MAZUR	200.00	
68866	05/16	05/03/2016	WIL KIL PEST CONTROL	PEST CONTROL	90.00	
68867	05/16	05/03/2016	WILNET ENGINEERING LLC	MCAFEE	200.25	
	05/16	05/03/2016	WILNET ENGINEERING LLC	FAXING	104.27	
Grand Totals:					<u>245,297.56</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

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

FIRE DEPARTMENT

Franklin E. Lockwood
Fire Chief

April 15, 2016

Mayor CoryAnn St. Marie Carls and Council Members
City of St. Francis
3400 East Howard Avenue
St. Francis, WI 53235

RE: Spring IAAI Seminar

Mayor and Alderpersons,

I respectfully request your support in sending Captain Peter Trost to the Spring IAAI Seminar in Stevens Point. This year's seminar is being held June 7-9 and will touch on Electrical fires, Open source investigations and Lithium battery fires.

Under state statute, we are required to investigate any fires resulting in \$500 in damage, which in reality, is all fires. The knowledge needed to correctly process a fire scene is ever changing. Our attendance at these seminars assures that those who are directed can do a thorough scene exam meeting all NFPA recommendations.

This is a budgeted item.

Account 5220-358

Respectfully,

Franklin E. Lockwood

Franklin E. Lockwood, Fire Chief

“Sprinklers and Smoke Detectors Save Lives”

ST. FRANCIS FIRE DEPARTMENT

TRAVEL AUTHORIZATION



NAME	Pete Trost	DEPARTMENT	Fire Department
TITLE	Captain	DESTINATION	Stevens Point Holiday Inn
DEPARTURE DATE	June 6, 2016	RETURN DATE	June 9, 2016
PURPOSE OF TRIP	To attend the WIAAI Spring Seminar		

EXPENSE SUMMARY

TRANSPORTATION <input type="checkbox"/> CITY <input checked="" type="checkbox"/> PRIVATE MILES	<u>314</u> Miles x \$0.54* = \$169.56 <small>*Source: www.gsa.gov/mileage January 1, 2016</small>
LODGING	(Three (3) nights x \$82.00 per night) \$246.00
MEALS <input checked="" type="checkbox"/> BREAKFAST <input checked="" type="checkbox"/> LUNCH <input type="checkbox"/> DINNER	\$70.00 <input checked="" type="checkbox"/> (Receipts Attached)
REGISTRATION FEE	\$250.00
PARKING & TAXI FEES	\$
MISCELLANEOUS <input type="checkbox"/> RECEIPTS ATTACHED	\$
TOTAL	\$735.56

SUBMIT ACTUAL RECEIPTS / COPIES TO CLERKS OFFICE FOR REIMBURSEMENT

IS THIS A BUDGETED ITEM? YES NO

TO BE COMPLETED BY DEPARTMENT HEAD

- TRAVEL WILL REQUIRE OVERTIME? YES NO
IF REQUIRED, COST OF OVERTIME FOR EMPLOYEE: \$ _____
- OVERTIME REPLACEMENT REQUIRED? YES NO
IF REQUIRED, COST OF REPLACEMENT: \$ _____
- ACCOUNT NUMBER 5220-358

DEPARTMENT HEAD	<i>[Signature]</i>	DATE	4/13/16
CITY ADMINISTRATOR		DATE	

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

Monday, June 6th

6:00PM – Early Registration

Tuesday, June 7th

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 8th

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 9th

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

11:45AM – Test

YOUR TRIP TO:



1001 Amber Ave, Stevens Point, WI 54482

2 HR 56 MIN | 156.8 MI

Trip time based on traffic conditions as of 4:46 PM on March 14, 2016. Current Traffic: Moderate

1. Start out going **west** on E Howard Ave toward S Lipton Ave.

Then 0.78 miles 0.78 total miles

2. Merge onto I-794 W.

Then 6.19 miles 6.97 total miles

3. I-794 W becomes I-94 W.

Then 5.01 miles 11.97 total miles

4. Merge onto I-41 N/US-45 N/US-41 N via EXIT 305B toward Fond du Lac.

Then 19.97 miles 31.94 total miles

5. Keep **left** to take I-41 N/US-41 N toward Fond du Lac.

Then 61.56 miles 93.50 total miles

6. Take the **US-45/Algoma Blvd** exit, EXIT 120, toward **US-10 W**.

Then 0.23 miles 93.73 total miles

7. Merge onto US-45 N via the ramp on the **left** toward **US-10 W/New London**.

Then 12.63 miles 106.37 total miles

8. Merge onto US-10 W via the exit on the **left** toward **Stevens Point/New London**.

Then 50.30 miles 156.66 total miles

9. Turn **right** onto Amber Ave.

Then 0.11 miles 156.77 total miles

10. 1001 AMBER AVE.

**NOTES OF THE SPECIAL SEARCH COMMITTEE MEETING
HELD APRIL 14, 2016, 6:30 PM**

The meeting was called to order by Mayor St. Marie-Carls at 6:34 PM.

Members present: Mayor St. Marie-Carls, Alderman-elect Ken Tutaj, Alderwoman-elect Janis Schandel, John Vugrinovich, Sue Shafer, Stan Raclaw, Russ Rutkowski, Amanda Bednarski, and Larry Kortendick.

Excused: Alderman Don Brickner, Roberta Anderson-Smith, Shawn Feirer, and LuAnne Coyne.

Also present: City Engineer/Director of Public Works Melinda Dejewski, City Clerk/Treasurer Anne Uecker, Special Projects and Code Compliance Officer Todd Willis.

1. Citizen Comments:

None

2. Minute Approval:

This is the first meeting of the committee therefore there are no minutes to approve.

3. Items for Discussion with Possible Action:

1. Discussion regarding functions, organization and scheduling.

(Reference and review of Search Committee guideline document from UW-Parkside – in packet)

The Mayor began the meeting with committee members introducing themselves. She then indicated that Committee Member Kortendick would be the secretary for the citizen side of the Committee while City Engineer Dejewski is the transition liaison for the committee. Also, citizens have expressed concerns about continuity after the Administrator is gone. Alderwoman-elect Schandel stated that she is also concerned about the transition. Administrator Rhode will have vacated the position prior to the new administrator being hired. She inquired about who would be trained on the responsibilities of the administrator. He should pass on the projects he has been working. Committee Member Vugrinovich stated that the new administrator would be experienced and would have the appropriate background to continue the job. City Engineer Dejewski stated that the staff works together to keep the City and the projects underway moving forward. As it was when former City Administrator Voltner retired, the staff will work as a team to make sure everything gets done.

Mayor St. Marie-Carls then discussed the information from UW-Parkside. She stated that before PAA was retained to perform the search for the new administrator, she had worked with UW-Parkside and knew that they had resource material on the protocol for interviews including discrimination and labor laws. She also stated that the Bargaining Committee was concerned with the committee understanding the need for complete confidentiality during the search. She has a confidentiality form which she will forward to all the members to sign. She emphasized that the consultant has a very delineated job which does not educating the citizen committee on interviewing. She is not meaning to insult anyone on the committee by implying that they do not know how to interview, but it is very important to follow the guidelines and maintain complete confidentiality.

Mayor St. Marie-Carls asked if any of the committee members had any questions or issues about the information in the UW-Parkside packet. A number of the items are not applicable any more since PAA is performing the search and assisting in the evaluation of the candidates.

Committee Member Vugrinovich inquired if the position had been advertised yet. The response was not yet. PAA was gathering information for the advertisement. Alderman-elect Tutaj asked who vets the candidates and who performs the background checks. Mayor St. Marie-Carls stated that there also is a credit check on the candidate. City Clerk/Treasurer Uecker stated that the St. Francis Police Department

performs the background check including the credit check. The City can also have one of the financial institutions that works with the City perform an additional credit check.

Alderwoman-elect Schandel asked if anyone had check the references of PAA. City Engineer Dejewski stated she talked with Fox Point who had used the firm 4 times and they were satisfied with the people that PAA helped them retain. There had been one administrator in the Village who just left under mutual agreement who was not placed by PAA. City Clerk/Treasurer Uecker stated Greendale has used PAA and Special Projects Coordinator Willis stated that the City of Bellville had just successfully used the services of PAA to hire an administrator. Alderwoman-elect Schandel was encouraged to hear that the firm had been researched.

Committee Member Vugrinovich inquired if Administrator Rhode ever took residency in the City as he indicated he would do. Mayor St. Marie-Carls stated that his requirement was extended shortly after she took office the first time and then Act 10 removed communities ability to require residency as a condition of employment. She continued that she had a conversation with the City Attorney who indicated that he had seen statements such as “residency preferred” or “relocation costs provided” as part of job advertisements in the past. City Engineer Dejewski clarified that relocation was different than residency and the costs associated with relocation often are an item negotiated in a contract or job offer.

Committee Member Bednarski asked what roll the committee would have in the interview process. She had read the proposal from PAA and the committee was not included. Mayor St. Marie-Carls explained that at the Bargaining Committee meeting, PAA stated that they would work with the community to involve citizens.

Mayor St. Marie-Carls then explained the attribute sheet that she handed out. It is from PAA and they are requesting input on what the 5 most important qualities in both experience and personal traits are for the City. The sheets need to be completed that same night so they can be forwarded to PAA Friday to get the job advertisement ready for publication. Committee Member Rutkowski asked if PAA had commented on the residency issue. Committee Member Kortendick stated that obviously if a candidate from out-of-state is chosen, relocation would be required.

Mayor St. Marie-Carls then explained the process that PAA had presented to the Bargaining Committee. PAA performs a national search and all the resumes/applications are returned to their office. They review the resumes/applications and create “mini-resumes” of every candidate and categorize them into qualified, wild card, and not qualified. All of these are presented to the full Council for review. The full Council selects 8-10 final candidates. PAA contacts these semi-finalists who then get the same set of questions to answer in a short video. These video presentations are again presented to the full Council. The full Council then selects 4 finalists. The 4 finalists have a 2 day interview. On a Friday, the finalists meet with Department Heads, tour the City and attend a social gathering where the Special Search Committee and the full Common Council get to know the finalists in an informal setting. The next day being Saturday, the finalists are then interviewed by the full Council and separately by the Special Search Committee. Once a finalist is chosen, PAA can help with the negotiation of the contract based upon parameters set by the Council.

Alderwoman-elect Schandel inquired about the differences between a City Administrator, City Manager, Comptroller, and the other titles that relate to the position. City Clerk/Treasurer Uecker stated that a City Manager is a position in a different form of government structure. The City of St. Francis does not have a Comptroller position. The City Administrator position is also the Finance Director, Human Resources Director, Economic Development Director, and the other positions listed in Chapter 105 and Charter Ordinance 14 of the City Municipal Code. Committee Vugrinovich added that there is a bridge between the City Administrator and the City Clerk position on the financial parts of the position. Mayor St. Marie-Carls also added that more checks and balances have been added to the financial area by the City Auditors.

Committee Member Raclaw asked about the title that Administrator Rhode had in the Village of Butler which was Village Administrator/Clerk. Mayor St. Marie-Carls explained that the St. Francis Administrator position works with all the departments but in St. Francis, the Council has placed an emphasis on having the Administrator perform the duties of an Economic Development Director and monies were budgeted from the TIF districts in the City to cover some of the salary of the position to reflect that responsibility.

Committee Member Kortendick inquired if PAA had a copy of the new ordinance to help with the job description. City Clerk/Treasurer Uecker stated that PAA was provided the draft job description developed by the Bargaining Committee and Chapter 105 and Charter Ordinance 14. Mayor St. Marie-Carls added that a copy of the current administrator contract would also be provided to PAA.

Mayor St. Marie-Carls was concerned that the City was giving up its negotiating power to PAA. City Clerk/Treasurer Uecker clarified that PAA would only be assisting the City with the contract negotiations which would be based upon the parameters set by the Common Council. Mayor St. Marie-Carls continued that she had some concerns about the videos of the semi-finalists. City Engineer Dejewski clarified that all the semi-finalists would be asked the same questions and that the videos are actually a cost savings measure since it is a nationwide search. The videos allow the Council to see the candidates without the cost of bringing all 8-10 of them to St. Francis.

Mayor St. Marie-Carls stated that the cost to retain PAA is in their contract. It is \$8000 plus expenses. She also stated that the Bargaining Committee recommended the pay range for the City Administrator position to be \$90,000-\$110,000. Alderwoman-elect Schandel stated that there are lots of open positions in the area. Also, other department heads in the City are at a high level and Milwaukee County demands a high level as well. Committee Member Rutkowski stated that other cities may have multiple people performing all the duties listed for the City Administrator which would cost more. The schedule of the interviews was again gone over.

Committee Member Rutkowski inquired who the Mayor was envisioning getting feedback from – the Committee or the Council. Mayor St. Marie-Carls stated that the questions should be consistent and that the Committee is paralleling the PAA process. By utilizing the Parkside model, the Committee can ask all the same questions and can rate the responses to the questions quantitatively. There was discussion on what the best method to rank the candidates would be – rating each candidate or discuss and come to a consensus. It was thought that maybe a hybrid model would work where each candidate's response to each question would be rated and then the Committee would discuss the scores and determine a ranking of the candidates. Committee Member Vugrinovich reminded the committee that they would be picking 2 candidates in case the first choice declines the offer. The question was asked about who was on the committee that chose Administrator Rhode. City Engineer Dejewski responded that committee consisted of Mayor Richards, Sandy Jaskulski, then Council President/Alderwoman Sue Bostedt and Chris Swartz, Village Manager for the Village of Shorewood.

There was discussion on the next date for a meeting and it was decided that the date would need to be reviewed.

Adjourn

A motion was made by Committee Member Vugrinovich, seconded by Committee Member Raclaw to adjourn. Motion carried. Meeting adjourned at 7:54pm.



PAA

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SCHEDULE FOR ST. FRANCIS CITY ADMINISTRATOR RECRUITMENT PROCESS

4/13-City Committee Meeting w/Mayor to Review Position Attributes and Position Announcement Outline

4/14-Ad Hoc Mayoral Search Committee Reviews Position Attributes and Provides Input

4/19-City Council Approval of CA Pay Range for Position Announcement

4/25-Position Announcement Finalized

4/25-Position Announcement Postings Made

4/25-5/20-Applications for Position Accepted

5/25-Applicant Mini-Resumes Sent to Mayor and City Council and 3-4 Members of Ad Hoc Mayoral Search Committee for Review

6/6-Mayor and City Council Review of Mini-Resumes and Selection of 8-10 Semi-Finalists (Closed Session held either before or after regularly scheduled CC meeting)

6/7-6/16-Semi-Finalists Prepare Video Interviews

6/20 (or Special CC Meeting)-Mayor and City Council Review (3-4 Members of Ad Hoc Mayoral Search Committee to Participate) Video Interviews and Select Finalists (Closed Session)

6/21 (or Day after Mayor/City Council Select Finalists)-Finalists Notified

7/15-7/16-Finalists Come to St. Francis for Interviews with Mayor and CC/Other Scheduled Activities (Ad Hoc Mayoral Search Committee Members will participate in Interview Process)

7/18-City Council Approves Contract with New City Administrator

8/15-Approximate Start Date for New City Administrator

Mayor's Ad Hoc Task Group

Mayor CoryAnn St. Marie-Carls (began Jan. 2016, first meeting Feb. 3, 2016)

NEXT MEETING: –

42 Ale House, 3807 S. Packard Ave. – Wednesday, May 11th – 7:00p.m.

The Task Group is an opportunity for citizens to work together on reviewing and advising on the re-evaluation of the City of St. Francis that occurred in 2015. The group meets and looks over our assessment process, total assessed values, & discusses future City needs as well as gathers ideas and provides information on various topics. Guest speakers bring further perspective and citizens can suggest topics and bring them forward for further exploration or discussion. I invite everyone who lives, works, volunteers, or has a sincere interest in St. Francis to participate in this task group.

Mayor CoryAnn can be reached at 414-255-8555 and emailed at coryann.stmc@gmail.com

BELOW – Review of Task Group Meeting March 31st, 7p.m. - 42 Ale House

Note: Aldermanic Candidates on the ballot for City Council attended: Janis Schandel, LuAnne Coyne, Ken Tutaj, and Shawn Feirer. Task Group notes have been regularly submitted “for the record” – for City Council Agendas

Brainstorming session:

March 31st, 2016 – 7p.m. 42 Ale House

RE-EVALUATION - APPRAISAL ISSUES: (items with ** also brought up Previous Meetings)

- **Review Board of Review process was asked about – Objection Form – handed out to those who wanted it.
- NOTE BOARD OF REVIEW WILL BE HELD LAST PART OF JUNE OR BEGINNING OF JULY
- Group asked to get presentation from a Department of Revenue Representative
- **Group was asking for a spreadsheet of assessment data, last 5 years. (STILL PENDING)
- **Group looking to review NEW contract and the actual Re-evaluation Contract with Associated Appraisal (New CONTRACT AVAILABLE – RE-EVAL CONTRACT HAS BEEN REQUESTED - PENDING)

NO Special Guest:

Continued Discussion on Development and Handed out Comprehensive Plan summaries – 7p.m.

GENERAL DISCUSSION-

- A resident from District 1 described his high tax increase for the group and discussion continued on “next steps” as far as moving forward with further steps. He also expressed his concern over properties around him that were not as well maintained as his.
- Next Steps for ongoing re-assessment and coordination with City permitting and keeping “up to date” with all improvements and property maintenance in the City were mentioned.
- Questions were asked about the St. Francis Civic Center and what was the Budget, the total budget was 11.5 million – including a 1 million dollar donation for the Historical Society portion. Each taxpayer pays 42cents per 1,000 or assessed value per years for the next 20 years as part of the financing plan the Council approved.
- Group asked for a new Assessment Firm moving forward.
- The Comprehensive Plan Excerpts were again made available for people to look at and take with.
- Demographics and statistics were discussed – mention was made of median income and median Age.
- The again discussed Development specifics
- Group asked questions about the Mandel Triangle and why development was not happening and what is the status. The debt payment the City Pays yearly on the improvements that were made 8-10 year ago is 420,000. TIF 5 overlay District was established in 2015 to help bring new Lakefront development such as Bear to offset the Debt in TIF #3 – the Mandel Triangle. With new people on the lakefront it is thought Mandel could have more interest to develop.
- Again - the new FBI Office was brought up and citizens expressed enthusiasm as far as bringing new workers to the Community. NOTE: The property will be on the tax rolls since Molasky Group will own the property and the FBI will have a 20 year lease.
- Questions came up about the BEAR development and details on the 310 luxury apartments and the incentive from the City
- Discussion on the potential Sherman lakefront development proposal directly across from the High School also came up.
- Again those at the meeting - mentioned the need to preserve views and access to the Oak Leaf trail, many residents also agreed with this that a balance was needed as the City works with Lake Drive developers, since the FBI development does limit access in many respects.

-NOTE: Mayor's Task Group Session was held on April 2nd at Superior Equipment Supply – main discussion was with individual residents and their concerns with higher taxes. Candidates running for Alderman discussed issues with individuals that attended.

NOTE: April 20th – the St. Francis School District held a session on School Finance. Questions have come from the Task Group on this subject. This information is available in detail on the School District Website at www.stfrancissschools.org

