

CITY OF FRANKLIN
COMMON COUNCIL MEETING**
FRANKLIN CITY HALL COUNCIL CHAMBERS
9229 W. LOOMIS ROAD, FRANKLIN, WISCONSIN
AGENDA*
TUESDAY, FEBRUARY 4, 2014, 6:30 P.M.

- A. Call to Order and Roll Call
- B.
 - 1. Citizen Comment Period
 - 2. Announcements from Mayor Taylor of upcoming community events & news items:
 - a. Letter from Bob Zoelle, VP Construction, United Financial Group, Inc. regarding invasive species control for wetland complex on W. Forest Hill Avenue.
- C. Approval of Minutes
 - 1. Approval of regular meeting of January 21, 2014.
 - 2. Approval of special meeting of January 30, 2014.
- D. Hearings
- E. Organizational Business
 - 1. Boards and Commissions Appointments
 - a. Ann Adamski, Civic Celebrations Commission-Dist. #3.
 - b. Ralph Netzel, Quarry Monitoring Committee-Dist. #3.
- F. Letters and Petitions
- G. Reports and Recommendations
 - 1. Wireless Emergency Network Service (WENS) Contract between the City of Franklin and Inspiron Logistics with appearance by Scott Dettling, President of Inspiron Logistics. The Common Council may enter closed session in accordance with Wis. Stats. 19.85(1)(e) for consideration of deliberating or negotiating a service contract and conducting public business which requires a closed session for competitive or bargaining reasons, in order to consider amendment of the terms of the service contract, up to and including consideration of termination of the contract, and/or in accordance with Wis. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body concerning strategy to be adopted by the body with respect to litigation in which the City is likely to become involved in relation to consideration of said contract termination, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.
 - 2. Donation from Franklin resident Jane Godfroy in the amount of \$100 to the Fire Department.
 - 3. Request Common Council approval of the Franklin Fire Department's revised Statements of Mission, Vision, and Values.
 - 4. Request approval of a lease agreement for a Sharp MX-3140N copier for the Fire Department.
 - 5. Request Common Council approval to allow advance payment of clothing allowance for Fire Department employees.
 - 6. Selection of alternate design for the reconstruction of S. North Cape Road (full length). As per direction of the Common Council as of 1/21/14, staff will report on meeting with State and County transportation officials on meeting held 1/31/14.
 - 7. Change Order No. 1 (final) for sanitary sewer lining on S. 35th & S. 36th Streets south of W. Madison Boulevard.

8. Preliminary resolution declaring intent to exercise special assessment powers granted by Section 207-15 of the Municipal Code and Section 66.0701 of the State Statutes for installation of a water main in W. St. Martins Road from S. Chapel Hill Drive to a point 440 feet southeast of S. Chapel Hill Drive and setting the public hearing date for 3/4/14 at 6:30 p.m.
9. Authorization to pay We Energies for the relocation of eleven street lights on S. 76th Street from W. High Street to W. Carter Boulevard due to Milwaukee County's reconstruction of S. 76th Street.
10. Authorization for payment to AT&T for placing their facilities underground on S. 27th Street from W. College Avenue to W. Drexel Avenue in conjunction with the reconstruction of S. 27th Street.
11. Ordinance to amend Ordinance 2013-2120, an Ordinance adopting the 2014 budgets for the General Fund, Library Fund, Capital Outlay Fund, and Equipment Replacement Fund for the City of Franklin for fiscal year 2014 to approve budget encumbrances from the 2013 budget to the 2014 budget.
12. Ordinance to amend Ordinance 2013-2120, an Ordinance adopting the 2014 budgets for the General Fund, Development Fund, Capital Outlay Fund, Capital Improvement Fund, Street Improvement Fund and Sewer Fund for the City of Franklin for fiscal year 2014 to approve budget amendments to the 2014 budget.
13. Resolution to amend the Civil Service System Personnel Administration Program and the Employee Handbook to remove references to the decertified collective bargaining unit "Teamsters".
14. Resolution to amend the Civil Service System Personnel Administration Program and the Employee Handbook to establish a policy on temporary or interim assignment pay.
15. Reschedule Common Council meeting of April 1, 2014.

H Licenses and Permits

1. Miscellaneous Licenses.

I. Bills

1. Vouchers and Payroll approval.

J. Adjournment

*Supporting documentation and details of these agenda items are available at City hall during normal business hours.

**Notice is given that a majority of the Forward Franklin Economic Development Commission and Plan Commission may attend this meeting to gather information about an agenda item over which the Forward Franklin Economic Development Commission and Plan Commission has decision-making responsibility. This may constitute a meeting of the Forward Franklin Economic Development Commission and Plan Commission per State ex rel. Badke v. Greendale Village Board, even though the Forward Franklin Economic Development Commission and Plan Commission will not take formal action at this meeting.

[Note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, contact the City Clerk's office at (414) 425-7500.]

REMINDERS:

February 6	Plan Commission	7:00 p.m.
February 18	Common Council	6:30 p.m.
	Spring Primary Election	7:00 a.m.-8:00 p.m.



B.2.a.

660 W. Ridgeview Drive
Appleton, WI 54911-1254
Telephone (920) 968-8100
Facsimile (920) 731-1696

City of Franklin, Clerk of Records
C/o Sandi Wesolowski
9229 W. Loomis Road
Franklin, WI 53132

Dear Mayor Taylor,

As a representative of United Financial Group (UFG), I write to request that the City Council take action in support of invasive species control for the wetland complex situated along Forest Hill Avenue. This parcel is held under a conservation easement by the City of Franklin.

During the development of our senior housing complex, we worked diligently to maintain the wetland's aesthetic view for our complex and to protect the public's interest. Recently, the very aggressive Japanese knotweed began displacing habitat that is offering water quality protection of the large open-water wetland along Forest Hill Avenue. This invasive plant began in the City's right-of-way and is very aggressively spreading into the City-held conservation easement. It has come to our attention that assistance for removal of aquatic invasive weed species is available through the *Great Lakes Restoration Initiative, Partners in Preservation Project*. The Ozaukee Washington Land Trust (OWLT) is the lead organization.

As a partner organization with OWLT, the Milwaukee Area Land Conservancy (MALC) has agreed to assist with the projects application, coordination, consultant management, grant reporting and fiscal oversight. As a project partner, UFG is willing to contribute \$150.00 toward herbicide. The remaining funds will come from the GLRI.

There is no cost to the City.

For this project to move forward, a resolution stating that the City of Franklin is a willing "partner in preservation" is needed, along with permission for a licensed/insured contractor to perform targeted herbicide application and/or cutting within both the City right-of-way and the City-held conservation easement area.

We hope that you have come to realize the pride UFG takes in our properties. Therefore, we are asking for your assistance, partnership, and approval that will lead to the continued protection of this natural open-water wetland for the public's continued enjoyment.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Zoelle", is written over a faint, circular official stamp.

Bob Zoelle
VP Construction, UFG

C: Donald Dorsan, MALC President

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CITY OF FRANKLIN
2014 JAN 22 PM 1:00

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CITY OF FRANKLIN
COMMON COUNCIL MEETING
JANUARY 21, 2014
MINUTES

C.1.

- ROLL CALL A. The regular meeting of the Common Council was held on January 21, 2014 and called to order at 6:30 p.m. by Mayor Tom Taylor in the Franklin City Hall Council Chambers, 9229 W. Loomis Road, Franklin, Wisconsin. On roll call, the following were in attendance: Aldermen Mark Dandrea, Daniel M. Mayer, Kristen Wilhelm, Steve Taylor, and Doug Schmidt. Excused was Ken Skowronski. Also present were City Engineer John M. Bennett, Director of Administration Mark Luberd, City Attorney Jesse Wesolowski and City Clerk Sandi Wesolowski.
- CITIZEN COMMENT B.1. Citizen comment period was opened at 6:31 p.m. and closed at 7:15 p.m.
- LETTER FROM SCHOOL SUPT. REGARDING IMPACT FEE ORD. B.2.a. Mayor Taylor noted a letter from Dr. Steve Patz, Superintendent Franklin Public Schools, requesting that the Common Council approve ordinance relating to impact fees.
- APPROVAL OF MINUTES-1/7/14 C.1. Alderman Mayer moved to approve the minutes of the regular meeting of January 7, 2014. Seconded by Alderman Schmidt. All voted Aye; motion carried.
- WENS CONTRACT WITH INSPIRON LOGISTICS G.1. Alderman Mayer moved to refer the matter of the Wireless Emergency Network Service (WENS) Contract between the City of Franklin and Inspiron Logistics with appearance by Scott Dettling, President of Inspiron Logistics, to the Common Council meeting on February 4, 2014. Seconded by Alderman Dandrea. All voted Aye; motion carried.
- ORD. 2014-2130 AMEND UDO TO ALLOW FOR SPECIAL USE (STORAGE MASTER, LLC, APPLICANT) G.2. Alderman Taylor moved to adopt Ordinance No. 2014-2130, AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE TEXT AT TABLE 15-3.0603 STANDARD INDUSTRIAL CLASSIFICATION TITLE NO. 4225 "GENERAL WAREHOUSING AND STORAGE" TO ALLOW FOR SUCH USE AS A SPECIAL USE IN THE B-5 HIGHWAY BUSINESS DISTRICT (STORAGE MASTER, LLC, APPLICANT), as amended by the City Attorney. Seconded by Alderman Mayer. All voted Aye; motion carried.
- RES. 2014-6957 APPROVAL OF SPECIAL USE AT 6951 S. LOVERS LANE ROAD (STORAGE MASTER, LLC, APPLICANT) G.3. Alderman Taylor moved to adopt Resolution No. 2014-6957, A RESOLUTION IMPOSING CONDITIONS AND RESTRICTIONS FOR THE APPROVAL OF A SPECIAL USE FOR A SELF STORAGE FACILITY USE UPON PROPERTY LOCATED AT 6951 SOUTH LOVERS LANE ROAD (STORAGE MASTER, LLC, APPLICANT), as amended by the City Attorney. Seconded by Alderman Mayer. All voted Aye; motion carried.

- ORD. TO AMEND MUNICIPAL CODE EXEMPTING PUBLIC SCHOOLS FROM IMPACT FEES
- G.4. Alderman Schmidt moved to adopt AN ORDINANCE TO AMEND §92-9 OF THE MUNICIPAL CODE PERTAINING TO IMPACT FEES FOR THE PURPOSE OF EXEMPTING PUBLIC SCHOOLS FROM APPLICATION OF EACH OF THE VARIOUS IMPACT FEES. Motion failed due to the lack of a second.
- SITE PLAN PLEASANT VIEW PARK
- G.5. Alderman Wilhelm moved to direct the Engineering Department to prepare a site plan, to scale, for Pleasant View Neighborhood Park showing the actual location of park facilities, ball fields, trails, etc., based on the site concept plan as detailed in the Comprehensive Outdoor Recreation Plan 2025 and/or to request assistance from a engineering consultant as necessary, and to provide the concept plan at the previously approved meeting and return the item to the Common Council for review of the design. Seconded by Alderman Dandrea. All voted Aye; motion carried.
- AGREEMENTS WITH FRANKLIN HISTORICAL SOCIETY
- G.6. Alderman Taylor moved to direct staff to work with the Franklin Historical Society to prepare an Ownership Agreement, an Operating and Maintenance Agreement, and a Capital Projects Agreement for the Barn Project in a form acceptable to the City Attorney and, further, to authorize Engineering prepare, in conjunction with the FHS, bid documents for the Barn Project. Seconded by Alderman Mayer. All voted Aye; motion carried.
- RECONSTRUCTION OF S. NORTH CAPE RD.
- G.7. Alderman Wilhelm moved that the subject of reconstruction of S. North Cape Road be referred to the Common Council meeting of February 4, 2014. Seconded by Alderman Mayer.
Alderman Wilhelm moved to amend the motion to table reconstruction of S. North Cape Road to February 4, 2014, to include direction that staff and legal counsel review Trans75 for possible alternatives for exemptions. Seconded by Alderman Schmidt. On roll call, all voted Aye. Motion carried.
Alderman Taylor moved to suspend regular order of business to allow three residents to speak. Seconded by Alderman Mayer. All voted Aye; motion carried.
Alderman Taylor moved to return to the regular order of business. Seconded by Alderman Dandrea. All voted Aye; motion carried.
On the vote for the main motion as amended to table the reconstruction of S. North Cape Road to February 4, 2014, and to direct staff and legal counsel to review Trans75 for possible alternatives for exemptions, all voted Aye; motion carried.
- RES. 2014-6958 AGREEMENT WITH MILW. COUNTY RECONSTRUCTION OF S. 76TH ST.
- G.8. Alderman Dandrea moved to adopt Resolution No. 2014-6958, A RESOLUTION AUTHORIZING CERTAIN OFFICIALS TO EXECUTE A LOCAL/MUNICIPAL AGREEMENT (LMA) FOR A HIGHWAY IMPROVEMENT PROJECT WITH MILWAUKEE COUNTY FOR THE RECONSTRUCTION OF SOUTH 76TH STREET FROM 600' NORTH OF HIGH

RECONSTRUCTION OF
S. 76TH ST.-
CONTINUED

STREET TO CARTER BOULEVARD with instructions for the Engineering Department and the Mayor to contact the State for an answer to the Common Council regarding the controlled intersection on W. Forest Hill Avenue. Seconded by Alderman Mayer.

Alderman Taylor, seconded by Alderman Wilhelm, moved to suspend the regular order of business to allow Steve Olson to speak. All voted Aye; motion carried.

Alderman Taylor moved to return to the regular order of business. Seconded by Alderman Mayer. All voted Aye; motion carried.

On the vote to adopt Resolution No. 2014-6958 as stated above, all voted Aye. Motion carried.

RES. NO. 2014-6959
MAINTENANCE OF NEW
TRAFFIC SIGNAL WITH
MILW. COUNTY, S. 76TH
ST. AND W. IMPERIAL
DR/W. BRUNN DR.

G.9. Alderman Taylor moved to adopt Resolution No. 2014-6959, A RESOLUTION AUTHORIZING CERTAIN OFFICIALS TO APPROVE AN AGREEMENT WITH MILWAUKEE COUNTY FOR THE MAINTENANCE OF A NEW TRAFFIC SIGNAL RESULTING FROM THE RECONSTRUCTION OF S. 76TH STREET AT THE INTERSECTION OF S. 76TH STREET AND W. IMPERIAL DRIVE/W. BRUNN DRIVE. Seconded by Alderman Mayer. All voted Aye; motion carried.

RES. NO. 2014-6960
MAINTENANCE OF NEW
TRAFFIC SIGNAL WITH
MILW. COUNTY, S. 76TH
ST. AND W. DREXEL
AVE.

G.10. Alderman Taylor moved to adopt Resolution No. 2014-6960, A RESOLUTION AUTHORIZING CERTAIN OFFICIALS TO APPROVE AN AGREEMENT WITH MILWAUKEE COUNTY FOR THE MAINTENANCE OF A NEW TRAFFIC SIGNAL RESULTING FROM THE RECONSTRUCTION OF S. 76TH STREET AT THE INTERSECTION OF S. 76TH STREET AND W. DREXEL AVENUE. Seconded by Alderman Dandrea. All voted Aye; motion carried.

RES. NO. 2014-6961
MAINTENANCE OF NEW
TRAFFIC SIGNAL WITH
MILW. COUNTY, S. 76TH
ST. AND W. PUETZ RD.

G.11. Alderman Mayer moved to adopt Resolution No. 2014-6961, A RESOLUTION AUTHORIZING CERTAIN OFFICIALS TO APPROVE AN AGREEMENT WITH MILWAUKEE COUNTY FOR THE MAINTENANCE OF A NEW TRAFFIC SIGNAL RESULTING FROM THE RECONSTRUCTION OF S. 76TH STREET AT THE INTERSECTION OF S. 76TH STREET AND W. PUETZ ROAD. Seconded by Alderman Schmidt. All voted Aye; motion carried.

RES. 2014-6962
ENGINEERING
SERVICES PROPOSAL
FOR A NEW WATER
AND WASTEWATER
FACILITY

G.12. Alderman Mayer moved to adopt Resolution No. 2014-6962, A RESOLUTION AUTHORIZING CERTAIN OFFICIALS TO EXECUTE AN ENGINEERING SERVICES AGREEMENT FOR THE PROPOSED CONSTRUCTION OF A NEW WATER AND WASTEWATER FACILITY, as amended by the City Attorney. Seconded by Alderman Taylor. All voted Aye; motion carried.

- REVISED JOB DESCRIPTION FOR ASSISTANT MECHANIC G.13. Alderman Schmidt moved to approve the revision to the job description for Assistant Mechanic. Seconded by Alderman Mayer. All voted Aye; motion carried.
- LEASE AGREEMENT FOR INSPECTION DEPT. COPIER G.14. Alderman Mayer moved to authorize the Director of Administration to enter into a 4-year lease agreement for a copier for the Inspection Department with Sharp through Office Copying Equipment, LTD., using the State bid. Seconded by Alderman Schmidt. All voted Aye; motion carried.
- 2013 FRANKLIN SENIOR CITIZENS TRAVEL PROGRAM G.15. Alderman Schmidt moved to place on file the Franklin Senior Citizens Travel Program Update for 2013 Year End. Seconded by Alderman Mayer. All voted Aye; motion carried.
- MISCELLANEOUS LICENSES H.1. Alderman Taylor moved to grant the following licenses:
- Class "B" License to Oyagi Asian Bistro LLC, 6509 S. 27th St., Unit B, Danny Lin, Agent subject to compliance with building inspection;
- Operator License to Doucette, Casey J., W191 S7216 Luehring Dr., Muskego; Sauer, Jessica Rae, 8869 W. Lake Pointe Cir.; Sauer, Stephanie K., 8869 W. Lake Pointe Cir. and Steinmetz, Alicia L., 12921 6 ½ Mile Road, Caledonia;
- Temporary Entertainment & Amusement and Temporary Class B Beer & Wine License to St. Paul Evan. Lutheran Church, Person in Charge: Jaime N. Petricek, 6881 S. 51st St., Midnight in Parish-live & silent auction on 2/15/14;
- Temporary Class B Beer License to St. Martin of Tours Parish School, Person in Charge: Jeanne Johnson, 7933 S. 116th St., spaghetti dinner on 2/15/14;
- No action was taken on review of Police Incident Reports from July 1, 2013 thru January 1, 2014 for Class A and B Establishments. Seconded by Alderman Dandrea. All voted Aye; motion carried.
- VOUCHERS AND PAYROLL I.1. Alderman Mayer moved to approve net general checking account City vouchers in the range of Nos. 150676 through 150875 in the amount of \$843,007.39 dated January 8, 2014 through January 16, 2014. Seconded by Alderman Dandrea. On roll call, all voted Aye. Motion carried.
- Alderman Dandrea moved to approve net payroll dated January 24, 2014 in the amount of \$350,544.75 and payroll deductions and City matching payments of \$377,683.59. Seconded by Alderman Mayer. On roll call, all voted Aye. Motion carried.

VOUCHERS AND
PAYROLL-
CONTINUED

Alderman Schmidt moved to approve property tax refunds in the range of Nos. 12212 through Nos. 12649 in the amount of \$198,408.36 dated January 8, 2014 through January 14, 2014. Seconded by Alderman Mayer. On roll call, all voted Aye. Motion carried.

Alderman Mayer moved to approve property tax refunds in the range of Nos. 12650 through Nos. 13036 in the amount of \$169,249.26 dated January 17, 2014 through January 21, 2014. Seconded by Alderman Dandrea. On roll call, all voted Aye. Motion carried.

ADJOURNMENT

J. Alderman Taylor moved to adjourn the meeting at 8:54 p.m. Seconded by Alderman Mayer. All voted Aye; motion carried.

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CITY OF FRANKLIN
SPECIAL COMMON COUNCIL MEETING
JANUARY 30, 2014
MINUTES

C.2.

ROLL CALL

I. The special meeting of the Common Council was held on January 30, 2014 and called to order at 4:00 p.m. by Mayor Tom Taylor in the Franklin City Hall Council Chambers, 9229 W. Loomis Road, Franklin, Wisconsin. On roll call, the following were in attendance: Aldermen Mark Dandrea (arrived at 4:05 p.m.), Daniel M. Mayer, Kristen Wilhelm, Steve Taylor, Doug Schmidt, and Ken Skowronski. Also present were Planning Manager Joel Dietl, City Attorney Jesse Wesolowski and City Clerk Sandi Wesolowski.

III. Mr. Mike Zimmerman (Zimmerman Ventures: the Rock Sports Complex) presented a concept review for a proposed professional baseball stadium at the Rock Sports Complex (Planned Development District No. 37), located at approximately 7900 West Crystal Ridge Drive (The Rock Sports Complex, LLC, applicant).

Mayor Taylor assigned Aldermen Dandrea, Alderman Mayer, and Alderman Taylor to a Task Force for this project, along with Director of Administration Luberda, Director of Finance and Treasurer Rotzenberg, with assistance from City Attorney Wesolowski. The Task Force will also include representatives from the Village of Greendale and Milwaukee County.

Alderman Wilhelm moved to direct the Planning Department to look into possibilities of connections and possible use connections between the proposed development and the West Rawson Avenue corridor. Seconded by Alderman Mayer. All voted Aye; motion carried.

Alderman Taylor moved to suspend the regular order of business to allow Greendale Village President John Hermes to speak. Seconded by Alderman Mayer. All voted Aye; motion carried.

Alderman Taylor moved to return to the regular order of business. Seconded by Alderman Mayer. All voted Aye; motion carried.

CITIZEN COMMENT

II. Citizen comment period was opened at 4:55 p.m. and closed at 5:08 p.m.

ADJOURNMENT

IV. Alderman Mayer moved to adjourn the meeting at 5:10 p.m. Seconded by Alderman Dandrea. All voted Aye; motion carried.

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 02/04/14
ORGANIZATIONAL BUSINESS	Boards and Commissions Appointments	ITEM NUMBER <i>E.I.</i>

Several terms of offices on various Boards and Commissions have or will be expiring. The Mayor may have appointments for Council confirmation:

Civic Celebrations Commission

Ann Adamski, term expires 07/01/16

Quarry Monitoring Committee

Ralph Netzel, term expires 5/31/14

Name: Ann Adamski
PhoneNumber: 414-423-7340
EmailAddress: Aadamski1@wi.rr.com
YearsasResident: 14 yhears
Alderman: Alderperson Kristen Wilhelm district
ArchitecturalBoard: 0
CivicCelebrations: 1
CommunityDevelopmentAuthority: 0
FinanceCommittee: 0
EnvironmentalCommission: 0
ForwardFranklinEconomicDevelopComm: 0
FairCommission: 0
BoardofHealth: 0
FirePoliceCommission: 0
ParksCommission: 0
LibraryBoard: 0
PlanCommission: 0
PersonnelCommittee: 0
BoardofReview: 0
BoardofPublicWorks: 0
BoardofWaterCommissioners: 0
TechnologyCommission: 0
WasteFacilitySitingCommittee: 0
BoardofZoning: 0
WasteFacilitiesMonitoringCommittee: 0
CompleteStreetsandConnectivityCommittee: 0
CompanyNameJob1: BMO Harris Bank
TelephoneJob1: 414-266-5487
StartDateandPositionJob1: 11/2013 Real Estate Apprasial Specialist
EndDateandPositionJob1: Current
CompanyNameJob2: Mortgage Guaranty Insurance Corporation
TelephoneJob2: 414-347-2598
StartDateandPositionJob2: March 2004 to October 2013
EndDateandPositionJob2: Job Elimination
CompanyNameJob3:

TelephoneJob3:

StartDateandPositionJob3:

EndDateandPositionJob3:

Signature:

Ann M. Adamski

Date:

12/16/2013

Signature2:

Ann M Adamski

Date2:

12/16/2013

Address:

7825 S Stonebrook Ct Franklin

PriorityListing:

WhyInterested:

I have attended many of the Civic days celebrations and enjoyed many of the activities. I would like to help out with the coordinating and many of the activities as they seems to be running short staffed on many occasions. Would just like to volunteer to be of assistance in any way

CompanyAddressJob1:

151 Theo Trecker Way West Allis, WI

DescriptionofDutiesJob1:

Evaluate and appraisal of properties int he Wisconsin market as well as other states which we do lending.

AddressJob2:

270 E Kilbourn Ave Milwaukee WI

DescriptionofDutiesJob2:

Quality assurance and training of new employees. Check Insurance Claims for dollar erros as well as grammer and spelling errors that go out to the customers

AddressJob3:

DescriptionofDutiesJob3:

I volunteered for many years at St Martin of Tours Parish. I do there annual Christmas Craft fair for the last 10 years as well as Casino Night. I called Bingo for many years at Mary Queen of Heaven Parish. I am on call as well for the Polish Center for Caller as well. I have chaired many volunteer and fundraising activites over the last 20 years from food to flowers to various other services.

AdditionalExperience:

ClientIP:

207.250.52.225

SessionID:

cdbtv45awyrxrzyjqv2quz

See Current Results

VOLUNTEER FACT SHEET

Thank-you for your interest in serving on a City Board, Commission, or Committee. In order that consistent information be provided to the Common Council, you are asked to complete the following:

PERSONAL:

Name Ralph Netzel
Address 3836 W. Drexel
Phone Number 423-5829
E-Mail _____
Length of Time a Franklin Resident 16 years
Alderman or District Number 3

AREA OF INTEREST: Please check the line next to the Board, Commission or Committee or area of greatest interest. If listing more than one, please prioritize your top three choices (3 being least priority).

- | | |
|---|--|
| <input type="checkbox"/> Architectural Review Board | <input type="checkbox"/> Civic Celebrations Commission |
| <input type="checkbox"/> Community Development Authority | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> Environmental Commission | <input type="checkbox"/> Forward Franklin Economic Development Comm. |
| <input type="checkbox"/> Fair Commission | <input type="checkbox"/> Board of Health |
| <input type="checkbox"/> Fire and Police Commission | <input type="checkbox"/> Parks Commission |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Plan Commission |
| <input type="checkbox"/> Personnel Committee | <input type="checkbox"/> Board of Review |
| <input type="checkbox"/> Board of Public Works | <input type="checkbox"/> Board of Water Commissioners |
| <input type="checkbox"/> Technology Commission | <input type="checkbox"/> Waste Facility Siting Committee |
| <input type="checkbox"/> Board of Zoning and Building Appeals | <input type="checkbox"/> Waste Facilities Monitoring Committee |
- Quarry Monitoring Committee*

Why are you interested in joining this (these) particular Board and/or Commission?

I have been interested in this Quarry since I moved here & as an Alderman -

VOLUNTEER OR WORK EXPERIENCE

(Begin with your most recent employment and continue with all past 10 years of employment. Please attach additional paper or include resume, if available.)

Company Name: <i>City of Franciscus</i>	Address:	Telephone:
Date started:	Starting Position: <i>ALDERMAN</i>	
Date left: <i>ELECTION 2004</i>	Position upon leaving: <i>ALDERMAN</i>	
Description of duties:		

Company Name:	Address:	Telephone:
Date started:	Starting Position:	
Date left:	Position upon leaving:	
Description of duties:		

Company Name:	Address:	Telephone:
Date started:	Starting Position:	
Date left:	Position upon leaving:	
Description of duties:		

ADDITIONAL EXPERIENCE OR QUALIFICATIONS: List any other experience, skills, or other qualifications, including hobbies, which you believe should be considered in evaluating your qualifications for volunteering.

I am aware that all of the information provided and this document itself is a public record which will be released to a requestor; that I authorize such release and that I waive any right to any notice of such release and/or any right of notice to augment the information provided upon this document upon such request or release.

Signature: *Ralph Witzel*

Date: *9/20/14*

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<p style="text-align: center;">APPROVAL</p> <p><i>Slw</i> </p>	<p style="text-align: center;">REQUEST FOR COUNCIL ACTION</p>	<p style="text-align: center;">MEETING DATE</p> <p style="text-align: center;">02/04/2014</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">Wireless Emergency Network Service (WENS) Contract between the City of Franklin and Inspiron Logistics with Appearance by Mr. Scott Dettling, President of Inspiron Logistics</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>G. I.</i></p>

At their December 3, 2013 meeting, the Common Council moved to direct the Director of Administration to contact Inspiron Logistics chief executive and/or designee to request that he appear in person to explain and provide assurances that the Emergency Alert System is working properly and to guarantee in writing that there will never be a future failure of the emergency alert system for Franklin.

Mr. Scott Dettling, Founder and President of Inspiron Logistics, will be in attendance at the February 4, 2014 Common Council meeting to discuss this matter. Below is the previous backup information for this item that was provided at the December 2, 2013 Committee of the Whole Meeting.

The City of Franklin contracts with Inspiron Logistics for the provision of a wireless emergency network service (WENS) with the primary function of providing tornado alerts to residents who sign up for the notification. The City provides other notifications as well, but the tornado watch and warning notifications are the only ones that are scheduled to automatically go off in response to the issuance of the alert by the National Weather Service.

On the morning of Sunday, November 17th, the National Weather Service issued a Tornado Watch and later that morning a Tornado Warning. The National Weather Service indicated that the Tornado Warning was "radar indicated" and that no funnel cloud was, in fact, witnessed. On Monday morning, November 18th, I became aware that the WENS system did not function as intended. My investigation revealed that an operator error by the service provider caused the prepared alerts for the emergency weather notification to be in "inactive" status. The immediate issue has been resolved and the system is now "active" and functioning. Additionally, a programming correction has been instituted to ensure the same operator error could not be repeated.

The Common Council may go into closed session in accordance with Wis. Stats. 19.85(1)(e) for consideration of deliberating or negotiating a service contract and conducting public business which requires a closed session for competitive or bargaining reasons, in order to consider amendment of the terms of the service contract, up to and including consideration of termination of the contract, and/or in accordance with Wis. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body concerning strategy to be adopted by the body with respect to litigation in which the City is likely to become involved in relation to consideration of said contract termination.

COUNCIL ACTION REQUESTED

As determined by the Common Council, OR

A motion to enter into closed session in accordance with Wis. Stats. 19.85(1)(e) for consideration of deliberating or negotiating a service contract and conducting public business which requires a closed session for competitive or bargaining reasons, in order to consider amendment of the terms of the service contract, up to and including consideration of termination of the contract, and/or in accordance with Wis. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body concerning strategy to be adopted by the body with respect to litigation in which the City is likely to become involved in relation to consideration of said contract termination, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

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<p>APPROVAL</p> <p><i>Slw</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>02/04/2014</p>
<p>REPORTS AND RECOMMENDATIONS</p>	<p>Donation from Franklin Resident Jane Godfroy in the amount of \$100 to the Fire Department</p>	<p>ITEM NUMBER</p> <p><i>G. 2.</i></p>

The City of Franklin Fire Department has received a donation from Ms. Jane Godfroy in the amount of \$100. The Department plans to use the donation towards the purchase of emergency medical equipment.

COUNCIL ACTION REQUESTED

Motion to accept the donation from Jane Godfroy in the amount of \$100 to be used towards the purchase of emergency medical equipment for the Fire Department.

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<p>APPROVAL</p> <p><i>Slw</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>02/04/2014</p>
<p>REPORTS AND RECOMMENDATIONS</p>	<p>Request Council approval of the Franklin Fire Department's revised statements of Mission, Vision, and Values.</p>	<p>ITEM NUMBER</p> <p><i>G.3.</i></p>

Background:

For an organization to act in a professional, cohesive, and consistent manner it is necessary for all members of that organization to have a common understanding of what their core mission is; as well as what is expected them by the public – from both elected governing bodies and the citizens (our customers) at large. The Department's organizational **Mission Statement** serves to articulate these duties and expectations to our employees, and to the community which they serve.

An organization must also identify and clearly define what traits, characteristics, and behaviors that it values in its employees, so that it may foster, reward, and perpetuate those behaviors, and thereby live up to the high moral and professional standards that the taxpayers have (rightly) come to expect. The attached **Statement of Values** identifies some of the most important (though certainly not all) of the attitudes and characteristics that the Department views as vital in our employees.

Furthermore, in order to continuously evolve and improve, and to identify and overcome future challenges, all members of an organization must have a common vision of what that future looks like. This **Vision Statement**, though necessarily broad, serves as a road map that allows an organization to establish more measurable objectives and work toward achieving those long-term strategic goals.

COUNCIL ACTION REQUESTED

Request Common Council approval of the Franklin Fire Department's revised statements of Mission, Vision, and Values.

FRANKLIN



First to Respond, Second to None

City of Franklin Fire Department

Mission:

The mission of the Franklin Fire Department is *to save lives, prevent harm, and protect property* - by providing a skillful, professional, and compassionate response to any emergency. We will strive to keep the community and each other safe. We will act at all times with *Courage, Honor, and Integrity*.

Vision:

The Franklin Fire Department will be a model for efficient operation and effective response to all emergencies.

- We will work within the community to protect and enhance the lives of our citizens and visitors.
- We will work cooperatively with our partners in other agencies to improve emergency services on a local and regional basis.
- We will employ industry best practices and strive for continuous improvement in all that we do.
- We will lead by example and will be a source of pride and a force for positive change within the community.

Statement of Values:

We value **Respect**. We will at all times display respect for our customers, our peers, and for each other.

We value **Innovation**. We are professional problem-solvers; our creativity and ingenuity are the most important tools that we can wield.

We value **Excellence**, both collectively and individually, and will strive for it in all that we do.

We value **Integrity**. We recognize that our citizens are the reason for our existence, and that the trust the public places in us is hard-earned and easily lost. We will honor that trust by acting at all times with honesty and integrity.

We value **Teamwork** and **Cooperation**. Together we are stronger, smarter, better.

<p>APPROVAL</p> <p><i>Slw</i></p>	<p>REQUEST FOR</p> <p>COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>02/04/2014</p>
<p>REPORTS AND</p> <p>RECOMMENDATIONS</p>	<p>Request approval of a Lease Agreement for a Sharp MX-3140N copier for the Fire Department.</p>	<p>ITEM NUMBER</p> <p><i>G.4.</i></p>

The lease on the Fire Department's copier expires in March of 2014. The copier is used to print all Fire Department reports, documents, and forms, as well as to send and receive faxes, and scan and digitize documents, maps, and plans.

The Department has reviewed available copy machine options as well as current printing, scanning, and faxing needs, and recommends leasing a Sharp MX-3140N from Office Copying Equipment under the current State of Wisconsin Bid Contract.

The Department currently leases a Sharp MX-M363 black and white copier/printer at a cost of \$152.24/mo. The machine has met the Department's needs, and has been very reliable. Office Copying Equipment's service has always been prompt and professional.

The new MX-3140N would scan and print in color, at a cost of \$128.22 per month for four years. The cost of the lease is actually less than has been planned for in the 2014 budgeting process. Furthermore, the color copy option will allow the Department to replace cartridges in other printers less frequently, producing further overall savings.

COUNCIL ACTION REQUESTED

Request Common Council approval to authorize the Fire Department to enter into a four-year lease with Sharp through Office Copying Equipment, Ltd., using the State Bid contract.

INVESTMENT OPTIONS

PROPOSED SYSTEM for CITY OF FRANKLIN - FIRE DEPARTMENT

- NEW SHARP MX-3140N DIGITAL BLACK & WHITE / FULL COLOR COPIER**
- NEW SHARP MX-FX11 FAX BOARD**
- NEW SHARP MX-DE13 PAPER DECK WITH 2ND & 3RD 500 SHEET DRAWERS**
- NEW SHARP AR-D5133NT SURGE PROTECTOR**

	Sharp Retail	(Per Month) 4 Year Lease*
Sharp MX-3140N	\$ 12,995.00	\$ 104.95*
Sharp MX-FX11	\$ 1,295.00	\$ 10.09*
Sharp MX-DE13	\$ 1,495.00	\$ 10.76*
Sharp AR-D5133NT	\$ 195.00	\$ 2.42*
<hr/>		
PROPOSED SYSTEM	\$ 15,980.00	\$ 128.22*

***Sharp MX-3140N Digital Copier Pricing is based on the State Contract # 15-60042-012 Pricing / Band 10. * Above pricing also includes network printing and full color network scanning at No Charge!!**

AVAILABLE OPTIONS

	Sharp Retail	(Per Month) 4 Year Lease*
Sharp MX-FN17** (additional) + \$ 1,895.00 ** Stapling Option		+ \$ 14.26/mo.
Sharp MX-PN11B** (additional) + \$ 850.00 ** Hole Punching Option, must have finisher installed!		+ \$ 7.53/mo.

ADDITIONAL FEES (as a stand-a-lone digital copier)

Set-Up, Delivery & Training (Norm. \$100.00) \$ N/C

MAINTENANCE CONTRACT

Annual Advance Fees		\$ - 0 -
Per Copy "Meter Click" Charges	(Black & White)	\$ 0.009**
	**with NO Monthly Minimums!!	
Per Copy "Meter Click" Charges	(Full Color)	\$ 0.065**
	**with NO Monthly Minimums!!	

AGREEMENT PER COPY CHARGE INCLUDES ALL OPERATING COSTS WITH THE EXCEPTION OF PAPER & STAPLES.

SERVICE PARTS, LABOR, DRUMS, FUSER ROLLERS, MAINTENANCE KITS, BLACK TONERS, BLACK DEVELOPERS AND PM CALLS ARE ALL PROVIDED AT NO COSTS UNDER THE TERMS OF OUR CONTRACT.

OPTIONAL NETWORK SUPPORT

Integration Available on an Hourly Basis @ \$ 125.00 per Hour

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<p style="text-align: center;">APPROVAL</p> <p style="text-align: center;"><i>Slw</i></p>	<p style="text-align: center;">REQUEST FOR COUNCIL ACTION</p>	<p style="text-align: center;">MEETING DATE</p> <p style="text-align: center;">2/04/14</p>
<p style="text-align: center;">REPORTS AND RECOMMENDATIONS</p>	<p style="text-align: center;">Request Common Council approval to allow advance payment of Clothing Allowance for Fire Department Employees.</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>G.S.</i></p>

The Franklin Fire Department is a professional, uniformed, paramilitary organization that routinely carries out its duties and functions within public view. Perceptions, attitudes, and stereotypes formed by the public towards the Department and its individual members are often based on initial impressions of appearance and personal conduct rather than actual performance.

In an effort to enhance the professional appearance of its members, the Department, with participation and input by members of the Bargaining Unit, revised the Personal Appearance Policy. The updated policy requires that all members of the crew be dressed more formally when carrying out most Department activities in the public eye, and clearly identifies what style of clothing (including specific manufacturer and product catalog numbers), may be worn at what times. Under the new policy, all personnel will have to purchase at least one new dress uniform shirt, and many will have to purchase new pants and T-shirts to replace items that are excessively faded or in disrepair. All employees will also have the option of purchasing and wearing a new polo-style uniform shirt (for non-formal occasions).

Per the Collective Bargaining Agreement, members of the Bargaining Unit receive a yearly stipend of \$425 for the purchase and maintenance of required uniform items. By contract, the payments are issued in two equal installments on May 1st and November 1st of each year. In order to facilitate transition to the new uniform standard by July 2014, Local 2760 requests that, for 2014 only, the uniform allowance be made in a single payment as early as possible in 2014. The Department has funds budgeted for the yearly uniform allowance, and the Fire Chief is in support of the advance payment in 2014.

COUNCIL ACTION REQUESTED

Motion to approve advance payment of contractual Clothing Allowance for Fire Department personnel.



November 15, 2013

Mr. Mark Luberd
9229 West Loomis Road
Franklin, Wisconsin 53132

Mr. Luberd:

Looking professional is of the utmost importance for the members of the Franklin Fire Department. Throughout the years our uniforms have become outdated. With permission from Chief Remington, a committee was established to look at options to improve our appearance with regards to the uniforms we wear. Management agreed to the uniform recommendations of the committee. The recommendations will ultimately require a complete uniform changeover. The recommendations would also require the changeover to be complete by July 2014. I'm requesting that an exception be made to our contract and allow the members of Local 2760 to receive their entire 2014 clothing allowance be paid the first pay period of 2014. Local 2760 does understand that this one time exception of one full payment would not set precedent. We also understand that the clothing allowance would resume per the Collective Bargaining Agreement in 2015. Thank you for your consideration in this matter.

Thank you,

Robert R. Manke
President, Local 2760
2970 West Thorncrest Drive
Franklin, Wi 53132
mancow434@sbcglobal.net

CC
Chief Adam Remington
Local 2760

APPROVAL	REQUEST FOR COUNCIL ACTION	MTG. DATE
<i>Slw</i> Reports & Recommendations	SUBJECT: Selection of alternate design for the reconstruction of S. North Cape Road (full length). As per direction of the Common Council as of 1/21/14, staff will report on meeting with State and County transportation officials on meeting held 1/31/14.	2/4/14 ITEM NO. <i>6.6.</i>

BACKGROUND

Please be advised that City staff has worked with the staff of Milwaukee County on two alternates for the reconstruction of S. North Cape Road. Alternate One is a design of a standard Milwaukee County design with a rural section (with ditches) not including walk/path. Alternate Two is an urban design (with curb & gutter and storm sewer) which includes a walk/path. A rural design with sidewalk was not prepared due to the significant disturbance of the area. Both alternatives include the minimum width bike accommodations on both sides as required by the State Department of Transportation (WDOT).

ANALYSIS

County staff has indicated that in order to complete a portion of the reconstruction in 2014, a decision in January 2014 must be made to allow plans to be completed for bidding this year. It appears that the County plans to phase the project over two years with the north portion being completed in 2014 and the south portion completed in 2015.

An informational meeting was held last Tuesday with the residents abutting S. North Cape Road. This was a County meeting with the invitations sent out by the County's consultant. At this meeting, staff answered questions regarding both alternatives and the residents were given an opportunity to fill out a comment sheet expressing their preferred alternative and provide comments. See attached comment sheets, attendance sign-in sheet and County handout distributed at the informational meeting.

OPTIONS

If a portion of the project is to be completed in 2014, the County staff has indicated that a decision on the selection of an alternative needs to be made during the month of January, 2014.

FISCAL NOTE

The City's 2014 budget contains \$800,000 for the reconstruction of S. North Cape Road in urban section. The revised estimate cost is \$1,033,852.02, approximately half the cost of the project will be expended in 2014 with the other half in 2015. The above cost includes the utility adjustments of \$94,070.00 which would be taken from sewer and water funds. The City costs then totaling \$939,782.02. See attachments.

RECOMMENDATION

Decision if the City still plans to proceed with the project based on the comments from the informational meeting and the selection of either Alternative 1 or 2.

JMB/db
 Encl.

APPROVAL	REQUEST FOR COUNCIL ACTION	MTG. DATE
Reports & Recommendations	SUBJECT: Selection of alternate design for the reconstruction of S. North Cape Road (full length)	1/21/14 ITEM NO.

BACKGROUND

Please be advised that City staff has worked with the staff of Milwaukee County on two alternates for the reconstruction of S. North Cape Road. Alternate One is a design of a standard Milwaukee County design with a rural section (with ditches) not including walk/path. Alternate Two is an urban design (with curb & gutter and storm sewer) which includes a walk/path. A rural design with sidewalk was not prepared due to the significant disturbance of the area. Both alternatives include the minimum width bike accommodations on both sides as required by the State Department of Transportation (WDOT).

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RECOMMENDATION

Decision if the City still plans to proceed with the project based on the comments from the informational meeting and the selection of either Alternative 1 or 2.

JMB/sg
Encl.

Jack Bennett

From: Andrea.Weddle-Henning@milwcnty.com
Sent: Wednesday, January 29, 2014 4:58 PM
To: Bliesner, Brian - DOT
Cc: Steve.Taylor@milwcnty.com; Wantoch, Clark; Jack Bennett; Jesse Wesolowski; Ken Skowronski; Mark Luberd; Jenswold, Paul; tom2563@att.netbrian.dranzik
Subject: RE: Meeting to discuss the reconstruction of S. North Cape Road and a traffic signal at the intersection of . 76th Street and W. Forest Hill Ave.
Attachments: Location Map CTH J.pdf; Typical Sections.pdf
Importance: High

Hi Brian,

Per your request is a brief summary background on the two (2) discussion items for the meeting on Friday. The summaries are as follows:

Milwaukee County Project WH0205 S. North Cape Rd. (CTH J)-Hi-View Dr. to W. Forest Home Ave., City of Franklin, Milwaukee County

Milwaukee County secured WISDOT Local Roads Improvement Program (LRIP) funding for the recondition S. North Cape Road (CTH J) under the County Highway Improvement Program (CHIP). The existing highway is a rural section consisting of 22 feet of asphalt pavement with fairly steep ditches on both sides. The corridor is very narrow with mature trees, landscaping, and utility poles very close to the roadway. The existing highway is of residential nature and has a very low volume of traffic (2400 AADT) and trucks. Milwaukee County's preferred alternative (Alternative 1 on the attached typical sections) was to build the section recommended by the CHIP program; a rural section with a 34 foot wide roadway (2 – 11' lanes and 6' shoulders). This alternative does not have a sidewalk and will require the removal of 326 trees, 23 landscaping features, and the relocation of 123 power poles.

Due to the large impacts described above with Alternative 1, the City of Franklin proposed an urban section with a sidewalk/path on one side (Alternative 2 on the attached typical sections). This urban section was designed to be as narrow as allowable under TRANS 75. While it is more expensive than the rural section, it has significantly less impacts; remove 177 trees, 15 landscaping features, and relocating 59 power poles.

These two alternatives were presented to the public in a Public Information Meeting (PIM) on January 14, 2014 where over 100 property owners and interested persons attended. There was significant local resistance to both alternatives. The majority of residents strongly preferred a narrower roadway section that would have even less impacts than the urban section presented and they did not want the sidewalk/path. Many people noted that there is already a multi-use path behind the houses on the east side of the street and requested that we consider that as meeting Trans75 requirements.

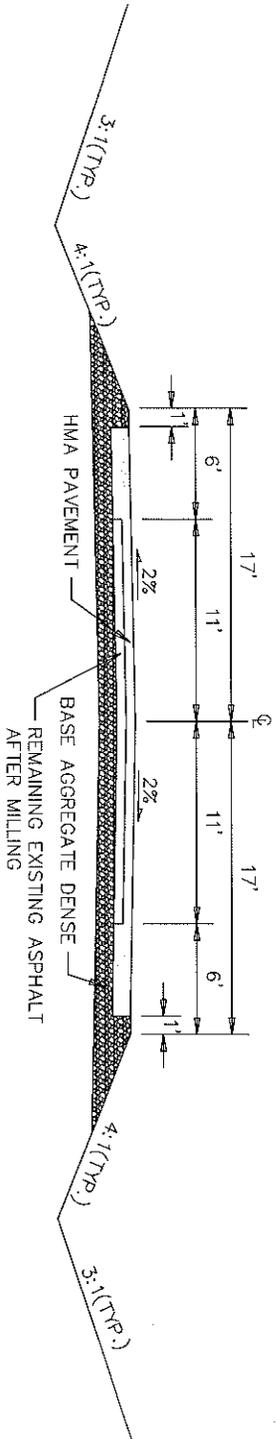
After receiving input at the PIM, the City of Franklin's City Council voted to table the adoption of one of the alternatives and instead directed their City Engineer to look into alternatives with less impact on the corridor. That has lead to this request to WISDOT for an Exception to Standards for this project under CHIP.

WISDOT Project 2160-10-70 S. 76th St. (CTH U)- 600' N of High St. to Carter Blvd., City of Franklin, Milwaukee County

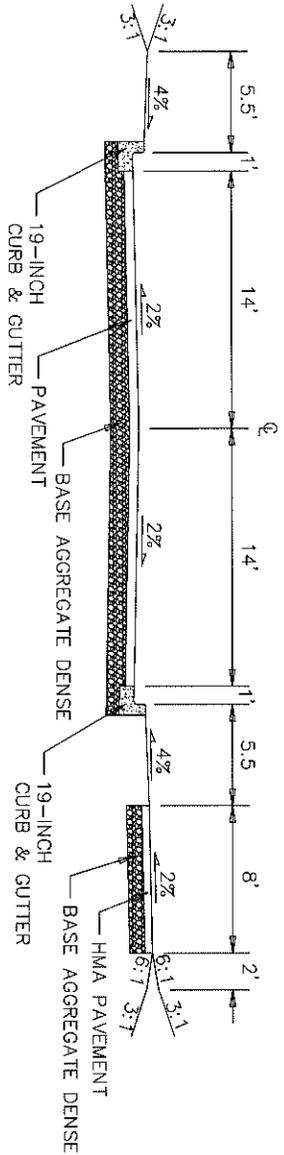
There has been previous coordination and discussions with past Milwaukee County Department of Transportation directors, the City of Franklin and Wisconsin Department of Transportation (WISDOT) about the inclusion of a traffic signal at S. 76th St. (CTH U) and Forest Hill Ave. in the S. 76th St. (CTH U) reconstruction project dating back to 2009. Thus, the proposed traffic signal at the intersection of S. 76th St. (CTH U) and Forest Hill Ave. was included in the Environmental Document, Design Study Report and Draft PS & E (Plans, Specifications and Estimate) documents. As part of the Draft PS & E review by WISDOT, it was commented that the traffic signal does not meet the warrants for installation and that it could not be included as participating in the Surface Transportation Program (STP) Federal funded project. Therefore, all PS & E documents related to the traffic signal at S. 76th St. (CTH U) and Forest Hill Ave. were removed.

Hope this helps.

ALTERNATIVE #1
RURAL SECTION



ALTERNATIVE #2
URBAN SECTION



Figure

1

CTH J Alternatives

Project ID No: WH020151
Hwy: CTH J (Hi-View Dr. to W. Forest Home Ave.)
City of Franklin
Milwaukee County



Himalayan Consultants, LLC

Engineers and Hydrogeologists
W156 N11357 Pilgrim Road
Geraintown, Wisconsin 53022
Phone: (262) 502-0066
Fax: (262) 502-4066

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 2/4/14
Reports & Recommendations	SUBJECT: Change Order No. 1 and final for sanitary sewer lining on S. 35 th & S. 36 th Streets south of W. Madison Boulevard	ITEM NO. 67.

BACKGROUND

Please be advised that the project for the lining of the sanitary sewer on S. 35th Street and S. 36th Street south of W. Madison Boulevard including W. Marquette Avenue between S. 35th Street and S. 36th Street along with the easement between S. 36th Street & S. 37th Street have been lined by Michels Corporation pursuant to the approved contract.

ANALYSIS

A minor adjustment was made which increased the cost by \$182.88 increasing the construction cost from \$34,553.10 to \$34,735.98.

OPTIONS

Motion to approve

or

Table

FISCAL NOTE

Cost within budget increase of only \$182.98.

RECOMMENDATION

Motion to authorize the City Engineer to sign Change Order No. 1 and final for an increase in cost of \$182.88 increasing the cost to line the sanitary sewer in S. 35th Street and S. 36th Street south of W. Madison Boulevard including sanitary sewer in W. Marquette Avenue between S. 35th Street and S. 36th Street and the easement between S. 36th Street and S. 37th Place south of W. Madison Boulevard increasing the cost from \$34,553.10 to \$34,735.98 for the contract with Michels Corporation.

JMB/db

CHANGE ORDER

No. One (1)

Date of Issuance: January 7, 2014

Effective Date: Upon signature by Owner

Contract: 35th and 36th Street Sanitary Sewer Main Lining South of W. Madison

Owner: City of Franklin

Effective Date of Agreement: November 15, 2013

Contractor: Michels Corporation

Engineer: Ruekert/Mielke

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Adjust contract price to closeout project.

Reason for Change Order: Adjust final contract price to reflect the actual quantities of work installed.

Attachments: Ruekert & Mielke, Inc. Analysis of Closeout Change Order

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ 34,553.10	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
No change from previously approved Change Orders \$ 0.00	● Increase ● ● Decrease ● from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ 34,553.10	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase of this Change Order: \$ 182.88	● Increase ● ● Decrease ● of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ 34,735.98	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: Violet V. Razo
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: John Sautter
Contractor (Authorized Signature)

Violet V. Razo, P.E.
Ruekert / Mielke

City of Franklin

Michels Corporation

Date: 1/14/14

Date: _____

Date: 01/09/2014

ANALYSIS OF CLOSE-OUT CHANGE ORDER

OWNER: CITY OF FRANKLIN
 PROJECT: S. 35TH AND S. 36TH STREET SANITARY SEWER MAIN LINING SOUTH OF
 MADISON

DATE PREPARED: JANUARY 14, 2014

ITEM #	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT \$	ORIGINAL CONTRACT AMOUNT	ACTUAL QUANTITY INSTALLED	FINAL CONTRACT AMOUNT
1	8-inch Sanitary Sewer CIPP	L.F.	1,077	\$23.75	\$25,578.75	1,084.70	25,761.63
2	8-inch Sanitary Sewer CIPP Liner (in Sewer Easement between 36 th	L.F.	333	\$26.95	\$8,974.35	333.00	8,974.35
	SUBTOTAL OF ORIGINAL CONTRACT ITEMS				\$34,553.10		\$34,735.98
ADDITIONAL ITEMS							
					\$0.00	0.00	\$0.00
	SUBTOTAL OF ADDITIONAL ITEMS				\$0.00		\$0.00
GRAND TOTALS:					\$34,553.10		\$34,735.98

ORIGINAL CONTRACT AMOUNT \$34,553.10
 EXECUTED CHANGE ORDER(S) \$0.00
 CONTRACT PRICE PRIOR TO THIS CLOSE-OUT CHANGE ORDER \$34,553.10

AMOUNT EARNED ON ORIGINAL CONTRACT ITEMS \$34,735.98
 AMOUNT EARNED ON OTHER ITEMS \$0.00
 TOTAL AMOUNT EARNED \$34,735.98

TOTAL AMOUNT EARNED \$34,735.98
 LESS CONTRACT PRICE PRIOR TO THIS CLOSE-OUT CHANGE ORDER (\$34,553.10)
 CLOSE OUT CHANGE ORDER AMOUNT \$182.88

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 2/4/14
Reports & Recommendations	SUBJECT: A preliminary resolution declaring intent to exercise special assessment powers granted by Section 207-15 of the Municipal Code and Section 66.0701 of the state statutes for installation of a water main in W. St. Martin's Road from S. Chapel Hill Drive to a point 440 feet southeast of S. Chapel Hill Drive and setting the public hearing date for 3/4/2014 at 6:30 p.m.	ITEM NO. <i>G. 8.</i>

BACKGROUND

Pursuant to the direction from the Common Council to staff that they should proceed on the installation of water main on W. St. Martin's Road to complete a 440 foot gap in a major water system loop in order to upgrade the reliability of the water system for the western portion of the community, it is necessary to adopt a preliminary resolution for special assessment for the three (3) lots on the southwest side of W. St. Martin's Road and to establish a public hearing for March 4, 2014.

ANALYSIS

A public hearing must be held prior to any assessment of water main and it is recommended that the public hearing be held on March 4, 2014 at 6:30 p.m. As the proposed project is the extension of a transmission water main, the three property owners will be offered a 10 year interest free deferment if they don't wish to connect at this time. The water main, with three laterals, should be completed by April 2014.

OPTIONS

Adoption of the preliminary resolution and setting the public hearing date of March 4, 2014 at 6:30 p.m.

FISCAL NOTE

The estimated cost of \$128,000 of this water main extension will be funded by special assessment and the water impact/connection fee account.

RECOMMENDATION

A motion to adopt Resolution No. 2014 _____, a preliminary resolution declaring intent to exercise special assessment powers granted by Section 207-15 of the Municipal Code and Section 66.0701 of the state statutes for installation of a water main in W. St. Martin's Road from S. Chapel Hill Drive to a point 440 feet southeast of S. Chapel Hill Drive and setting the public hearing date for 3/4/2014 at 6:30 p.m.

JMB/db

ca\Prelim resolution spec assess for water main W. St. Martin's Road from S. Chapel Hill Drive to a point 440' se of S. Chapel Hill Drive 2014

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 2014- _____

A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL
ASSESSMENT POWERS GRANTED BY SECTION 207-15 OF THE MUNICIPAL CODE
AND SECTION 66.0701 OF THE STATE STATUTES
FOR INSTALLATION OF A WATER MAIN
IN W. ST. MARTIN'S ROAD
FROM S. CHAPEL HILL DRIVE
TO A POINT 440 FEET SOUTHEAST OF S. CHAPEL HILL DRIVE
AND SETTING THE PUBLIC HEARING DATE FOR 3/4/2014 AT 6:30 P.M.

WHEREAS, the Common Council has determined that it is expedient and necessary for the best interests of the City, its people and the property affected thereby that the following permanent improvements be made as described in this preliminary resolution.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Common Council of the City of Franklin.

1. The Common Council declares its intent to exercise police powers granted to it by law and adjudge that it is necessary for the health, safety and welfare of the public and affected property owners that a public work of improvement be made for the installation of water main in W. St. Martin's Road from S. Chapel Hill Drive to a point 440 ft. southeast of S. Chapel Hill Drive.
2. The Common Council in this process exercises its power to levy special assessments under its police power as authorized in Section 207-15 of the Municipal Code and Section 66.0701 of the Wisconsin Statutes.
3. The Common Council further declares that all assessments may be paid in one (1) payment when the work is completed, or in the next succeeding tax roll, or in the number of annual installments as determined by the Common Council.
4. The Common Council further declares that the amount assessed against any property for this improvement shall be upon a reasonable basis as determined by the Common Council.
5. That the City Engineer and/or his authorized representative is directed to prepare the report as described in Section 207-15.E. of the Municipal Code for the installation of water main in W. St. Martin's Road from S. Chapel Hill Drive to a point 440 ft. southeast of S. Chapel Hill Drive.
6. Upon completion of such report the City Engineer and/or his authorized representative is directed to file a copy thereof in the Office of the City Clerk for public inspection.

Resolution – Prel. spec. assmt. for water main in St. Martin’s Road S. Chapel Hill to pt 440 ‘ se of S. Chapel Hill Drive

- 7. That the City Clerk is directed to schedule and give notice of a Public Hearing to be conducted by the Mayor and Common Council in accordance with the provisions of Section 207-15.I. of the Municipal Code.

INTRODUCED at a regular meeting of the Common Council of the City of Franklin this -
 _____ day of _____, 2014, by Alderman
 _____.

PASSED AND ADOPTED by the Common Council of the City of Franklin on the
 _____ day of _____, 2014.

APPROVED:

 Thomas M. Taylor, Mayor

ATTEST:

 Sandra L. Wesolowski, City Clerk

AYES _____
 NOES _____
 ABSENT _____

JMB/db

APPROVAL	REQUEST FOR COUNCIL ACTION	MTG. DATE 6/18/13
Reports & Recommendations	SUBJECT: Board of Water Commissioner's recommendation to complete a major water main loop on W. St. Martins Road just southeast of W. Chapel Hill Drive to improve the safety and reliability of the water system for the area generally northwest of W. Loomis Road	ITEM NO.

BACKGROUND

Please be advised that the Board of Water Commissioner's at their regular meeting of May 21, 2013 recommended to the Common Council that a short section of 430 feet of 16 inch diameter water main be installed on W. St. Martins Road just southeast of W. Chapel Hill Drive to complete a major water main loop connection.

ANALYSIS

The recommended connection will assure that the western portion of the City's water system will not have a service interruption if a problem occurred on the water main in W. Drexel Avenue west of W. Loomis Road. If a major break would occur at this location the whole westerly portion of the system would be out of water and a boil notice would be required.

Funds are available for this connection and while the water main installation would be special assessed, the property owners as per code would be eligible for a 10 year interest free deferment if they chose not to connect. Prior to awarding bids a public hearing must be held before continuing with the installation.

OPTIONS

Authorize to proceed with the necessary steps for the short section of water main installation on W. St. Martins Rd

or
Table

FISCAL NOTE

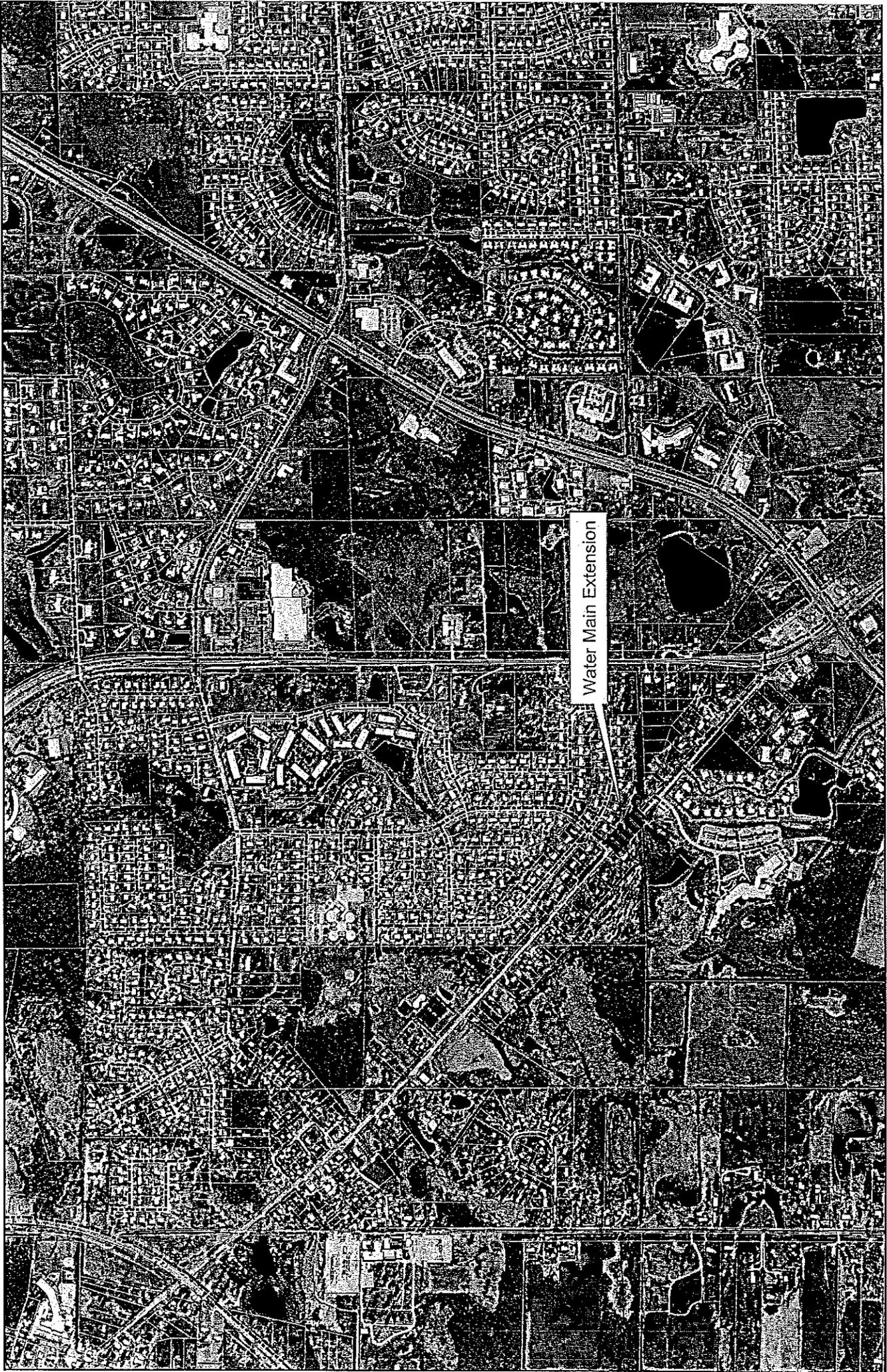
Funds are available in the water connection fee account to cover the deferment and the oversize and non-assessable costs for the stated water main extension.

RECOMMENDATION

Motion to direct staff to take the necessary action to facilitate the installation of 430 feet of water main on W. St. Martins just southeast of S. Chapel Hill Drive and report back to the Common Council for the necessary approvals and public hearing.

JMB/db/sr

ca\Water main loop St. Martins Road se of Chapel Hill to improve safety and reliability of system nw of Loomis 2013



Water Main Extension

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 2/4/14
Reports & Recommendations	SUBJECT: Authorization to pay We Energies for the relocation of eleven street lights on S. 76th Street from W. High Street to W. Carter Boulevard due to Milwaukee County's reconstruction of S. 76th Street	ITEM NO. <i>G.9.</i>

BACKGROUND

Pursuant to the reconstruction of S. 76th Street by Milwaukee County planned for this year, it will be necessary to change, relocate or remove and reinstall eleven street lights that the City leases from We Energies.

ANALYSIS

The City must pay the cost relative to the need to relocate the street lights that are needed to be moved due to the reconstruction of S. 76th Street.

It is staff understanding that the areas that are presently lit will continue to be lit after the reconstruction is completed.

OPTIONS

Approve.

or

Table

FISCAL NOTE

The charge for this change/relocation/removal and/or installation is \$28,249.94. The Financial Officer has indicated that this cost is covered in the transfer of funds for S. 76th Street which is on the agenda tonight.

RECOMMENDATION

Motion to authorize the City Engineer to approve paying We Energies \$28,249.94 for the necessary change/relocation/removal and/or installation of eleven street lights on S. 76th Street due to the reconstruction.

JMB/db

we energies



4800 W. Rawson Ave.
Franklin, WI 53132-8707
www.we-energies.com

January 27, 2014

Mr. Ronnie Asuncion
City of Franklin
9229 W. Loomis Rd.
Franklin, WI 53132

RE: Change/Relocation/Removal and or Installation of Street Lighting located at S. 76th Street
We Energies Work Request Number 2812650, 3523791 & 3563029

Dear Mr. Asuncion:

We Energies has received a request from a contractor working in this area for the change/relocation/removal and/or installation of street lights and/or poles as detailed below.

WORK	Fixture	HPS/MH	Wattage	Pole #	Location
Remove	Cobra-SCO	HPS	100 watt	94-12601	NW Corner S. 76 th St. & W. Margaret Ln.
Install	Cobra-SCO	HPS	100 watt	NEW POLE	NW corner S. 76 th St. & W. Margaret Ln.
Remove	Cobra-SCO	HPS	200 watt	62-4804	SW corner S. 76 th St. & W. Puetz Rd.
Install	Cobra-SCO	HPS	200 watt	NEW POLE	SW corner S. 76 th St. & W. Puetz Rd.
Remove	Cobra-FCO	HPS	100 watt	99-L-0922	NE corner of S. 76 th St. & Fountain Ct.
Install	Cobra-FCO	HPS	100 watt	NEW POLE	NE corner of S. 76 th St. & Fountain Ct.
Remove	Cobra-SCO	HPS	200 watt	69-9629	East side of S. 76 th St. at W. Forest Hill Ave.
Install	Cobra-SCO	HPS	200 watt	NEW POLE	SW corner of S. 76 th St. & W. Forest Hill Ave.
Relocate	Cobra-SCO	HPS	100 watt	92-11570	NE corner of S. 76 th St. & Country Club Circle 1
Relocate	Cobra-SCO	HPS	100 watt	92-11567	NE corner of S. 76 th St. & Country Club Circle 2
Relocate	Cobra-SCO	HPS	100 watt	92-03179	SW corner of S. 76 th St. & W. Norwood Ln.
Remove	Cobra-FCO	HPS	100 watt	92-10940	SE corner of S. 76 th St. & W. Pineberry Ridge
Install	Cobra-FCO	HPS	100 watt	NEW POLE	SE corner of S. 76 th St. & W. Pineberry Ridge
Relocate	Cobra-SCO	HPS	100 watt	79-08057	NE corner of S. 76 th St. & W. Southview Dr.
Relocate	Cobra-SCO	HPS	100 watt	85-04137	SW corner of S. 76 th St. & W. Imperial Dr.
Remove	Cobra-SCO	HPS	100 watt	91-07862	SE corner of S. 76 th St. & Brunn Dr.
Install	Cobra-SCO	HPS	100 watt	NEW POLE	SE corner of S. 76 th St. & Brunn Dr.

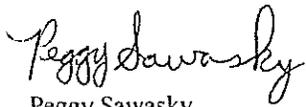
Additional Information: This work is part of S. 76th St. (CTH U) Paving Project, 2160-10-70. The cost is for both WR2812650 & WR3523791. Billed on WR3563029.

The charge for this change/relocation/removal and/or installation is \$28,249.94, and does include site restoration. Upon completion of this work, the associated monthly charges based on the tariff rate(s) will be adjusted on your monthly billing statement as of the effective date of the changes. Please note that changes, relocation, removals and/or installation of any street light(s) may result in a roadway lighting design which does not meet the Illuminating Engineering Society recommended minimum standards for continuous roadway lighting.

To authorize We Energies to perform this work, please sign this letter and return it in the enclosed envelope. If required, include payment payable to We Energies. This work order will be released to construction for scheduling after this authorization has been received and all contingencies have been met.

If you have any questions, please call me at 414-423-5006.

Sincerely,



Peggy Sawasky

Authorization is given for Street lighting at S. 76th Street for We Energies Work Request # 2812650, 3523791 & 3563029 .

By: _____

Date: _____

Print Name: _____

Title: _____

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 2/4/14
Reports & Recommendations	SUBJECT: Authorization for payment of AT&T for placing their facilities underground on S. 27th Street from W. College Avenue to W. Drexel Avenue in conjunction with the reconstruction of S. 27th Street	ITEM NO. <i>6,10.</i>

BACKGROUND

Pursuant to previous discussions and the decision to have the existing utilities, along the east side of S. 27th Street between W. College Avenue and W. Drexel Avenue, placed underground, as part of the State Department of Transportation's reconstruction of S. 27th Street, please be advised that the City has received a request from AT&T for prepayment of \$140,384.36 to place their facilities underground. This work is part of the planned street-scaping project and the City of Oak Creek has agreed to pay 10 percent of the cost; therefore, Franklin will then be paying 90 percent of the cost. Note that all the overhead utilities are located on the west side of S. 27th Street.

ANALYSIS

Staff recommends that Franklin act as the lead agent and pay the full cost and bill Oak Creek for their 10 percent. The reconstruction is planned by the State D.O.T. for construction in 2015.

OPTIONS

Approve payment
or
table.

FISCAL NOTE

It is staff understanding that the costs will be financed through T.I.F. District No. 3.

RECOMMENDATION

Motion to authorize staff to send a payment of \$140,384.36 to AT&T for their cost to place their facilities underground on S. 27th Street from W. College Avenue to W. Drexel Avenue and bill the City of Oak Creek their share of 10 percent or \$14,038.43.

JMB/db

HOWARD, JULIE A1

From: HOWARD, JULIE A1
Sent: Thursday, September 19, 2013 2:57 PM
To: 'jbennett@franklinwi.gov'
Cc: SIERACKI, MICHAEL A; EDER, MARK
Subject: Special Construction CR#169907/Project#9327620 AND CR#170232/Project#8864543

Importance: High



Custom Work Order Center

220 Wisconsin Avenue, Floor #2
Waukesha, WI 53186
Phone (888) 901-2779
FAX #: (888) 901-2821

FAX Cover Sheet

DATE: 9/19/13

TO: Mr. John Bennett

PHONE: 414-425-7510

FAX: Email

FROM: Julie A. Howard
AT&T - Manager

PHONE: 888-521-3873

FAX: 888-901-2821

Custom Work Order Center

RE: Special Construction Service Charge CR#169907 AND CR#170232

Number of pages INCLUDING cover sheet: (5)

Attached please find the Special Construction Invoice and Authority for Work (4408A) for the Special Construction work;

CR#169907 = \$58,701.82 for burying facilities @ South 27th Street from Drexel to Rawson

CR#170232 = \$81,682.54 for burying facilities @ South 27th Street from Rawson to College

Please note these are ACTUAL cost invoices, see the explanation on the 2nd page of the quote.

PLEASE NOTE, WHEN YOUR PRE-PAYMENT IS RECEIVED WITH THE SIGNED CONTRACT TURNAROUND TIME IS (4 TO 6) WEEKS FOR SCHEDULING AND COMPLETING THE REQUESTED WORK. If you don't proceed with the work by the date indicated on Page 2 attached, the job will automatically be cancelled.

SEND PAYMENT TO:

**AT&T CWO Center
Attention: Michael Sieracki
220 Wisconsin Ave./2nd Flr.
Waukesha, WI 53186**

AT&T MUST HAVE THE PAYMENT AND SIGNED CONTRACT BEFORE THE WORK WILL BE DONE.

Have a NICE day!

**Julie FOR Michael Sieracki
Manager - CWO Center
888-521-3873**



CR#169907.pdf



CR#170232.pdf



**Estimate of Cost and Authority to Work
Special Construction Charge and Invoice**

ACTUAL COST BASIS

Customer Request Number : 169907
Project Number : 8864543

Date : 09/19/2013
Customer ID : 131859

Billing Information

Billing Party's Name : CITY OF FRANKLIN - PUBLIC WORKS

Phone : (414) 425-7510

Billing Address : 9229 WEST LOOMIS ROAD
FRANKLIN, WI 53130

Contact Name : JOHN BENNETT

Phone : (414) 425-7510

Work Description & Engineering Remarks : COST IS APPROXIMATE. BASED ON JOINT COSTS WITH WE ENERGIES. WE ENERGIES IS USING BOOK(AVERAGE) COST PER FT. - NOT ACTUALS. HOWEVER, WE WILL BILL ACTUALS UPON COMPLETION. THIS WORK REQUIRES PRE-PAYMENT. TO PROCEED, SEND PAYMENT AND A SIGNED COPY OF PAGE 2 ATTACHED TO: AT&T, CWO CENTER, 220 WISCONSIN AVE./2ND FLR., WAUKESHA, WI 53186. RELOCATE AT&T AERIAL FACILITIES TO BURIED ON S. 27TH STREET FROM DREXEL TO RAWSON AVENUE. THIS WORK REQUIRES UP-FRONT PAYMENT & SIGNED CONTRACT. QUOTE AUTHORIZED BY JOHN BENNETT 9/4/13.

Expenses	Amount
Engineering Labor	\$ 5,005.67
Material Cost	\$ 4,081.19
Construction Labor	\$ 5,044.55
Contractor Cost	\$ 44,570.41
Misc. Tax	\$0.00
Total Estimated Costs	\$ 58,701.82

OSPE Representative: MICHAEL SIERACKI

Title: Manager - CWO Center

Phone #: (262) 970-8418



Estimate of Cost and Authority to Work Special Construction Charge and Invoice

ACTUAL COST BASIS

Customer Request Number : 169907
Project Number : 8864543

Date : 09/19/2013
Customer ID : 131859

DESCRIPTION OF CUSTOM WORK:

COST IS APPROXIMATE. BASED ON JOINT COSTS WITH WE ENERGIES. WE ENERGIES IS USING BOOK(AVERAGE) COST PER FT. - NOT ACTUALS. HOWEVER, WE WILL BILL ACTUALS UPON COMPLETION.

THIS WORK REQUIRES PRE-PAYMENT. TO PROCEED, SEND PAYMENT AND A SIGNED COPY OF PAGE 2 ATTACHED TO: AT&T, CWO CENTER, 220 WISCONSIN AVE./2ND FLR., WAUKESHA, WI 53186.

RELOCATE AT&T AERIAL FACILITIES TO BURIED ON S. 27TH STREET FROM DREXEL TO RAWSON AVENUE. THIS WORK REQUIRES UP-FRONT PAYMENT & SIGNED CONTRACT. QUOTE AUTHORIZED BY JOHN BENNETT 9/4/13.

ESTIMATED COST FOR CUSTOM WORK: \$ 58,701.82

Applicant understands that pursuant to the tariffs on file with the FCC and with the State of Wisconsin and/or in order to induce AT&T to relinquish or modify its property right, it is my responsibility to pay these costs incurred by Wisconsin Bell, Inc., d/b/a SBC Wisconsin, a Wisconsin corporation to complete the work requested.

Applicant has asked AT&T to perform the above-described custom work for which Applicant shall pay AT&T the contract price of Fifty-Eight Thousand Seven Hundred One Dollars And Eighty-Two Cents/ \$58,701.82 in advance of the start of any AT&T work.

Applicant shall pay for the work on an "Actual Cost" basis. Upon completion of the work, AT&T will compute the actual cost of the work. Any difference between the amount of advance payment and the actual cost will be either paid by the Applicant to AT&T or refunded to Applicant by AT&T as the case may be. Applicant understands that this amount is only an estimate of approximate costs, and that the actual cost incurred by AT&T and for which the Applicant is responsible may be different.

Charges are calculated in accordance with AT&T's ordinary accounting practices under the Uniform System of Accounts for Class A telephone companies and include allocated costs for labor, engineering, materials, transportation, motor vehicles, tool and supply expenses and corporate overhead loadings.

The estimated amount of Fifty-Eight Thousand Seven Hundred One Dollars And Eighty-Two Cents/ \$58,701.82 is valid for only sixty (60) days and is therefore subject to change/cancellation after November 18, 2013 if AT&T has not received an executed copy of the Application and advance payment by that date.

If Applicant cancels the work prior to completion, Applicant shall pay AT&T for all costs AT&T has incurred before being notified in writing to cease work.

ACCEPTED FOR APPLICANT:

SEND PAYMENT PAYABLE TO:

BY: _____
Printed Name: _____
Title: _____
Date Signed: _____

AT&T Midwest - CWO Center
220 Wisconsin Avenue - Floor 2,
Waukesha, WI 53186



Estimate of Cost and Authority to Work Special Construction Charge and Invoice

ACTUAL COST BASIS

Customer Request Number : 170232
Project Number : 8864543

Date : 09/19/2013
Customer ID : 131859

Billing Information

Billing Party's Name : CITY OF FRANKLIN - PUBLIC WORKS

Phone : (414) 425-7510

Billing Address : 9229 WEST LOOMIS ROAD
FRANKLIN, WI 53130

Contact Name : JOHN BENNETT

Phone : (414) 425-7510

Work Description & Engineering Remarks : COST IS APPROXIMATE. BASED ON JOINT COSTS WITH WE ENERGIES. WE ENERGIES IS USING BOOK(AVERAGE) COST PER FT. - NOT ACTUALS. HOWEVER, WE WILL BILL ACTUALS UPON COMPLETION. THIS WORK REQUIRES PRE-PAYMENT. TO PROCEED, SEND PAYMENT AND A SIGNED COPY OF PAGE 2 TO: AT&T, CWO CENTER, 220 WISCONSIN AVE./2ND FLR., WAUKESHA, WI 53186. RELOCATE AT&T AERIAL FACILITIES TO BURIED ON S. 27TH STREET FROM RAWSON TO COLLEGE AVENUE. THIS WORK REQUIRES UP-FRONT PAYMENT & SIGNED CONTRACT. QUOTE AUTHORIZED BY JOHN BENNETT 9/4/13.

Expenses	Amount
Engineering Labor	\$ 11,285.06
Material Cost	\$ 12,847.02
Construction Labor	\$ 13,098.23
Contractor Cost	\$ 44,452.23
Misc. Tax	\$0.00
Total Estimated Costs	\$ 81,682.54

OSPE Representative: MICHAEL SIERACKI

Title: Manager - CWO Center

Phone #: (262) 970-8418



**Estimate of Cost and Authority to Work
Special Construction Charge and Invoice**

ACTUAL COST BASIS

Customer Request Number : 170232
Project Number : 8864543

Date : 09/19/2013
Customer ID : 131859

DESCRIPTION OF CUSTOM WORK:

COST IS APPROXIMATE. BASED ON JOINT COSTS WITH WE ENERGIES. WE ENERGIES IS USING BOOK(AVERAGE) COST PER FT. - NOT ACTUALS. HOWEVER, WE WILL BILL ACTUALS UPON COMPLETION.

THIS WORK REQUIRES PRE-PAYMENT. TO PROCEED, SEND PAYMENT AND A SIGNED COPY OF PAGE 2 TO: AT&T, CWO CENTER, 220 WISCONSIN AVE./2ND FLR., WAUKESHA, WI 53186.

RELOCATE AT&T AERIAL FACILITIES TO BURIED ON S. 27TH STREET FROM RAWSON TO COLLEGE AVENUE. THIS WORK REQUIRES UP-FRONT PAYMENT & SIGNED CONTRACT. QUOTE AUTHORIZED BY JOHN BENNETT 9/4/13.

ESTIMATED COST FOR CUSTOM WORK: \$ 81,682.54

Applicant understands that pursuant to the tariffs on file with the FCC and with the State of Wisconsin and/or in order to induce AT&T to relinquish or modify its property right, it is my responsibility to pay these costs incurred by Wisconsin Bell, Inc., d/b/a SBC Wisconsin, a Wisconsin corporation to complete the work requested.

Applicant has asked AT&T to perform the above-described custom work for which Applicant shall pay AT&T the contract price of Eighty-One Thousand Six Hundred Eighty-Two Dollars And Fifty-Four Cents/ \$81,682.54 in advance of the start of any AT&T work.

Applicant shall pay for the work on an "Actual Cost" basis. Upon completion of the work, AT&T will compute the actual cost of the work. Any difference between the amount of advance payment and the actual cost will be either paid by the Applicant to AT&T or refunded to Applicant by AT&T as the case may be. Applicant understands that this amount is only an estimate of approximate costs, and that the actual cost incurred by AT&T and for which the Applicant is responsible may be different.

Charges are calculated in accordance with AT&T's ordinary accounting practices under the Uniform System of Accounts for Class A telephone companies and include allocated costs for labor, engineering, materials, transportation, motor vehicles, tool and supply expenses and corporate overhead loadings.

The estimated amount of Eighty-One Thousand Six Hundred Eighty-Two Dollars And Fifty-Four Cents/ \$81,682.54 is valid for only sixty (60) days and is therefore subject to change/cancellation after November 18, 2013 if AT&T has not received an executed copy of the Application and advance payment by that date.

If Applicant cancels the work prior to completion, Applicant shall pay AT&T for all costs AT&T has incurred before being notified in writing to cease work.

ACCEPTED FOR APPLICANT:

SEND PAYMENT PAYABLE TO:

BY: _____
Printed Name: _____
Title: _____
Date Signed: _____

**AT&T Midwest - CWO Center
220 Wisconsin Avenue - Floor 2,
Waukesha, WI 53186**

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<p style="text-align: center;">APPROVAL</p> <p style="text-align: center;"><i>Steve Paul</i></p>	<p style="text-align: center;">REQUEST FOR COMMON COUNCIL ACTION</p>	<p style="text-align: center;">MEETING DATE FEBRUARY 4, 2014</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">Ordinance to Amend Ordinance 2013-2120, an Ordinance Adopting the 2014 Budgets for the General Fund, Library Fund, Capital Outlay Fund, and Equipment Replacement Fund for the City of Franklin for Fiscal Year 2014 to Approve Budget Encumbrances from the 2013 Budget to the 2014 Budget</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>G.11.</i></p>

Background

Each year Generally Accepted Accounting Principles (GAAP) require a search for encumbrances. An encumbrance is a contract or written purchase order that was entered into or ordered during the fiscal year with the intent that the contract or purchase order would be completed in that year or the understanding that the project would take more than one fiscal year to complete. Projects meeting the definition of an encumbrance must have a portion of the fund balance reserved for the costs necessary to complete the project.

Analysis

For the year 2013 there are \$13,482 in General Fund encumbrances, \$10,000 in Library Fund encumbrances, \$55,104 of Capital Outlay Fund encumbrances, and \$10,600 Equipment Replacement Fund encumbrances as follows.

			Encumbrances
General Fund	Police	Maintenance Agreements	7,800
	DPW	Sundry Contractors	5,682
Capital Outlay Fund	Contingency	Software	5,000
	Bldg Inspec	Software	33,820
	Police	Other Equipment	6,394
	Fire	Safety Equipment	5,681
	Fire	Building Improvement	2,945
	Fire	Computer Equipment	1,000
	Fire	Building Improvement	264
Equipment Replace	Fire	Auto Equipment	10,600
Library Fund		Materials	10,000

The Library Board will review their encumbrance at the February 2014 meeting.

It is good policy to approve encumbrances prior to starting the City audit that begins March 24, 2014.

Fiscal Note

The fiscal impact of encumbrances to each of the Funds is a reduction of the respective fund balance. The 2013 year-end financial reports and year-end fund balances will include the impact of the encumbrances. Revenue was provided in the year 2013 but was unused. These actions allow those funds to be used without penalizing respective 2014 budgets or the projects in process.

Recommendation

The Finance Committee approved the encumbrances and recommends the Common Council adopt an ordinance to include them in the 2014 budget.

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

ORDINANCE NO. 2014_____

AN ORDINANCE TO AMEND ORDINANCE 2013-2120, AN ORDINANCE ADOPTING THE 2014 ANNUAL BUDGETS FOR THE GENERAL FUND, LIBRARY FUND, CAPITAL OUTLAY FUND, AND EQUIPMENT REPLACEMENT FUND, FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2014 TO APPROVE BUDGET ENCUMBRANCES FROM THE 2013 BUDGET TO THE 2014 BUDGET

WHEREAS, the Common Council of the City of Franklin adopted the 2014 Annual Budgets for the General Fund, Library, Capital Outlay Fund, and Equipment Replacement Fund, and

WHEREAS, certain monies included in the 2013 Annual Budgets of the respective funds were intended to be expended in 2013 and were committed for expenditure prior to December 31, 2013; and

WHEREAS, these amounts will be expended in 2014, and as a result, the related appropriations should be encumbered in the 2014 budget; and

WHEREAS, Common Council has determined that it would be in the best interest of the City to approve such encumbrance in the 2014 budgets of the respective funds; and

WHEREAS, the Budget Appropriation Units will be adjusted for the items listed below.

NOW, THEREFORE, the Common Council of the City of Franklin does hereby ordain as follows:

Section 1 That certain encumbered funds of the 2013 budgeted amounts be transferred forward to the 2014 Annual Budget for the respective funds of the City of Franklin to pay for 2013 encumbrances as follows:

General Fund	Police	Maintenance Agree	7,800
	DPW	Sundry Contractors	5,682
Library	Library	Materials	10,000
Capital Outlay Fund	Contingency	Software	5,000
	Bldg inspec	Software	33,820
	Police	Other Equip	6,394
	Fire	Safety Equip	5,681
	Fire	Building Improv	2,945
	Fire	Computer Equip	1,000
	Fire	Building Improv	264
Equipment Replace	Fire	Auto Equipment	10,600

Section 2 Pursuant to §65.90(5)(a), Wis. Stats., the City Clerk is directed to publish a Class 1 notice of this budget amendment within ten days of adoption of this resolution.

Introduced at a regular meeting of the Common Council of the City of Franklin this ____ day of February, 2014.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this ____ day of February, 2014 .

APPROVED:

ATTEST:

Thomas M. Taylor, Mayor

Sandra L. Wesolowski, City Clerk

AYES ____ NOES ____ ABSENT ____

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<p style="text-align: center;">APPROVAL</p> <p style="text-align: center;"><i>Steve Paul</i></p>	<p style="text-align: center;">REQUEST FOR COMMON COUNCIL ACTION</p>	<p style="text-align: center;">MEETING DATE FEBRUARY 4, 2014</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">Ordinance to Amend Ordinance 2013-2120, an Ordinance Adopting the 2014 Budgets for the General Fund, Development Fund, Capital Outlay Fund, Capital Improvement Fund, Street Improvement Fund and Sewer Fund for the City of Franklin for Fiscal Year 2014 to Approve Budget Amendments to the 2014 Budget</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>G.12.</i></p>

Background

Each year Generally Accepted Accounting Principles (GAAP) require a search for encumbrances. An encumbrance is a contract or written purchase order that was entered into or ordered during the fiscal year with the intent that the contract or purchase order would be completed in that year or the understanding that the project would take more than one fiscal year to complete. Certain 2013 projects were not completed and did not have contracts encumbering appropriations by December 31, 2013. The programs continue to be important to complete and revenue generated in 2013 will support the projects.

Analysis

For the year 2013 there are \$1,600 in General Fund senior recreation programs, \$3,241 in Development Fund programs, \$42,192 of Capital Outlay Fund programs, \$137,519 in Capital Improvement programs, \$36,900 of Street Improvement Programs and \$103,200 of Sewer programs as follows.

General Fund	Recreation	Senior Programs	1,600
Development Fund	Administration	Professional Fees	3,241
Capital Outlay Fund	Information Services	Software	15,000
	Administration	Equipment	4,400
	Fire	Building Improvement	22,792
Capital Improvement	Parks	Buildings – Historical Society	20,000
	Muni Bldg	Buildings – roof repairs	16,764
	DPW	Sidewalks – 76 th Street	(40,245)
	Police	Other Equipment – Video System	141,000
Street Improvement	DPW	Streets – Venture Ave	36,900
Sewer	Sewer	Equipment Maint – 76 th Street	100,000
	Sewer	Supplies	3,200

These programs do not qualify as encumbrances as contracts for their use of 2013 appropriations did not exist at December 31, 2014, and thus they become new appropriations in 2014 (or a carryover from 2013).

Fiscal Note

The 2013 fund balances will be higher than expected by these un-used 2013 appropriations. The funds become part of fund balance at Dec 31, 2013 and then expended in 2014, leaving the December 31, 2014 fund balance in no worse position than expected when the 2014 budget was being prepared.

Recommendation

The Finance Committee approved the budget amendment at their January 28, 2014 meeting and recommends the Common Council adopt an ordinance to include them in the 2014 budget.

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

ORDINANCE NO. 2014_____

AN ORDINANCE TO AMEND ORDINANCE 2013-2120, AN ORDINANCE ADOPTING THE 2014 ANNUAL BUDGETS FOR THE GENERAL FUND, DEVELOPMENT FUND, CAPITAL OUTLAY FUND, STREET IMPROVEMENT FUND, CAPITAL IMPROVEMENT FUND, AND SEWER FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2014 TO APPROVE BUDGET AMENDMENTS TO THE 2014 BUDGET

WHEREAS, the Common Council of the City of Franklin adopted the 2014 Annual Budgets for the General Fund, Development Fund, Capital Outlay Fund, Capital Improvement Fund, Street Improvement Fund and Equipment Replacement Fund, and

WHEREAS, certain monies included in the 2013 Annual Budgets of the respective funds were intended to be expended in 2013 and were not committed for expenditure prior to December 31, 2013; and

WHEREAS, these amounts will be expended in 2014, and as a result, the related appropriations should be renewed in the 2014 budget; and

WHEREAS, the Capital Improvement fund appropriation for the 76th Street sidewalk project was insufficient to meet the total costs of the project, and

WHEREAS, Common Council has determined that it would be in the best interest of the City to approve such appropriations in the 2014 budgets of the respective funds; and

WHEREAS, the Budget Appropriation Units will be adjusted for the items listed below.

NOW, THEREFORE, the Common Council of the City of Franklin does hereby ordain as follows:

Section 1 That certain appropriations in the 2014 Annual Budget for the respective funds of the City of Franklin be adjusted as follows:

General Fund	Recreation	Senior Programs	1,600
Development Fd	Administration	Professional Fees	3,241
Capital Outlay Fund	Information Serv	Software	15,000
	Administration	Equipment	4,400
	Fire Dept	Bldg Improv	22,792

Capital Improvement	Parks	Buildings	20,000
	Muni Bldg	Buildings	16,764
	DPW	Sidewalks	(40,245)
	Police	Other Equip	141,000
Street Improvement	DPW	Streets	36,900
Sewer	Sewer	Equip Maint	100,000
	Sewer	Supplies	3,200

Section 2 Pursuant to §65.90(5)(a), Wis. Stats., the City Clerk is directed to publish a Class 1 notice of this budget amendment within ten days of adoption of this resolution.

Introduced at a regular meeting of the Common Council of the City of Franklin this ____ day of February, 2014.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this ____ day of February, 2014 .

APPROVED:

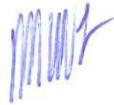
ATTEST:

Thomas M. Taylor, Mayor

Sandra L. Wesolowski, City Clerk

AYES ____ NOES ____ ABSENT ____

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<p>APPROVAL</p> <p><i>Slw</i> </p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>2/04/2014</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>A Resolution to Amend the Civil Service System Personnel Administration Program and the Employee Handbook to Remove References to the Decertified Collective Bargaining Unit "Teamsters"</p>	<p>ITEM NUMBER</p> <p><i>G.13.</i></p>

During 2011 a member of the Teamsters bargaining unit that represented most clerical positions within the City of Franklin petitioned the Wisconsin Employment Relations Commission (WERC) for a decertification election. Following the election as held by and in a manner determined by the WERC, the City was notified that the election resulted in the decertification of the Teamsters as the bargaining unit representative for those clerical positions.

That election effectively moved the individuals in those positions to the ranks of the City's Non-represented employees. Subsequent to that action, the City did take the immediate necessary action to address unresolved 2013 pay adjustments.

The Civil Service System Personnel Administration Program and the Employee Handbook, however, continue to contain numerous references to "Teamsters". Each such reference should be reviewed, struck as necessary, and, generally, replaced with a reference to the "clerical positions" that comprise the grouping. Naturally, each use should be reviewed for its intent and context to ensure that the replacement language remains clear and consistent and grammatically correct as to form. For that reason, the attached resolution directs the Director of Administration to review and correct each such usage as appropriate. This action is largely housekeeping in nature, but since the adoption of Act 10 the City has tried to document and standardize changes to these two documents. As such, the request to make these corrections is put in the form of a resolution.

COUNCIL ACTION REQUESTED

Motion to Adopt Resolution No. 2014-____, A Resolution to Amend the Civil Service System Personnel Administration Program and the Employee Handbook to Remove References to the Decertified Collective Bargaining Unit "Teamsters".

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

RESOLUTION NO. 2014-_____

A RESOLUTION TO AMEND THE CIVIL SERVICE SYSTEM PERSONNEL
ADMINISTRATION PROGRAM AND THE EMPLOYEE HANDBOOK TO REMOVE
REFERENCES TO THE DECERTIFIED COLLECTIVE BARGAINING UNIT "TEAMSTERS"

WHEREAS, the bargaining unit commonly known as the "Teamsters" was decertified by the Wisconsin Employment Relations Commission following the request by membership for a decertification election and following the subsequent vote supporting decertification, and

WHEREAS, the Civil Service System Personnel Administration Program and the Employee Handbook continues to contain references to "Teamsters" which references should be stricken and where appropriate replaced with a general position grouping reference of "clerical", which is currently used in conjunction with the term "clerical".

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Franklin that the Civil Service System Personnel Administration Program and the Employee Handbook shall be amended by removing outdated references to the Teamsters bargaining unit and replacing it with references to the clerical positions grouping in a manner and with a phraseology as determined by the Director of Administration.

Introduced at a regular meeting of the Common Council of the City of Franklin this 4th day of February, 2014 by Alderman _____.

Passed and adopted by the Common Council of the City of Franklin this 4th day of February, 2014.

APPROVED:

ATTEST:

Thomas M. Taylor, Mayor

Sandra L. Wesolowski, Director of Clerk Services

AYES ___ NOES ___ ABSENT ___

<p>APPROVAL</p> <p><i>Slw</i> </p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>2/04/2014</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>A Resolution to amend the Civil Service System Personnel Administration Program and the Employee Handbook to Establish a Policy on Temporary or Interim Assignment Pay</p>	<p>ITEM NUMBER</p> <p><i>6.14.</i></p>

The attached resolution and related policy language is additional human resources policy needed as a result of the adoption of Act 10 by the State of Wisconsin. In the prior unionized environment, such issues were addressed by specific contract language or through the grievance procedure provided for by the contracts. Those processes are no longer in play, so such a policy consideration would need to be set forth within the two controlling human resources documents: the Civil Service System Personnel Administration Program and the Employee Handbook.

The basic gist of the policy is identified in the introductory paragraph proposed for the Civil Service document:

“Temporary or Interim Assignment Pay is special compensation intended to address special duties or assignments for performing duties that are both outside of one’s classification and above one’s classification for extended periods. Providing such special compensation is considered a matter of fairness when appropriate; however, the extent to which such pay is applicable is largely dependent upon the individual circumstances in each potential application. Typically Temporary or Interim Assignment Pay will apply when an employee is performing the duties during a period of a position vacancy or an extended absence of another employee, but in unique circumstances it may apply when a special project requires extra duties clearly above the employee’s classification.”

In short, the City currently pays individuals based upon the nature and value of the work they perform, which concept will only be solidified as the new classification and compensation plan moves forward this year. If a person is being asked to work above the level of work for which they are being paid and that assignment is a longer-term assignment, it is reasonable to consider paying the individual more in line with the duties they are performing during that temporary assignment. To clarify its application and regulate its use, the policy sets forth a number of constraints to its application so that it will, in fact, have very limited application. Nonetheless, in order for it to be used at all, it is beneficial to have an established policy and identified guidelines.

The restrictions on its application are important: it is not intended to apply where a special project or new duties are intended to become the regular assignment of a position; it is not intended to apply where the added duties are not significant in total; it is not intended to apply where the added duties are in place for a less than extended-term (30-day) period. In short, such a pay adjustment would not apply to every little new or extra duty a person does or for every time an individual helps out when a co-worker is absent. It could apply when an individual’s job experiences a substantive, extended change in their duties due to a temporary or interim assignment of duties above their current compensation level. The requirement that the new assignment is above their current compensation

level is critical. One simply doesn't get paid more for doing something different; it has to be something that requires, for example, more application of independent judgment or a greater complexity to the nature of the work. As such, it would not apply where an individual is asked to do more of the same thing. For example, when an employee is assigned to process 200 applications as opposed to the regular 100, temporary assignment pay would not apply (although overtime earnings may apply if there is insufficient time to complete the work during regular duty hours).

There is not an established formula for its application; rather, each such potential instance will be evaluated on a case-by-case basis. A case-by-case review is necessary because the circumstances and work variations can vary significantly. Therefore, to provide for regulation and greater consistency in its application, eight factors or requirements are established to determine if temporary pay may be applicable. Eight different factors are then evaluated to determine the amount of temporary pay warranted. Each instance is processed through Human Resources for City-wide consistency, and each requires Mayoral or Library Board approval, as appropriate. Continuation beyond eight months would require additional approvals by the Common Council or Library Board, as appropriate.

Note that the Common Council (or Library Board) must approve temporary assignment pay in the instance of its "application to a department head or 'Officer' (as defined in municipal ordinances) or to the duties of a department head or 'Officer'." Additionally, the policy also restricts its applicability to positions not covered by a collective bargaining agreement.

The Personnel Committee recommended approval (4-2) and recommended that the temporary assignment must extend for at least a 30-day period for consideration. (The Director of Administration had initially recommended a 60-day period, but supports the Personnel Committee's recommendation which is incorporated into the resolution as presented.) The two dissenting votes both indicated that they required more time to consider the policy, so, therefore, could not support it at that time. Please note that the resolution approving this policy is recommended to have an effective date of 1/1/13, so that consideration can be given to the circumstance that brought attention to the absence of this policy/practice, effectively, as a result of Act 10.

Staff recommends approval.

COUNCIL ACTION REQUESTED

Motion to Adopt Resolution No. 2014-____, A Resolution to Amend the Civil Service System Personnel Administration Program and the Employee Handbook to Establish a Policy on Temporary or Interim Assignment Pay.

RESOLUTION NO. 2014-_____

A RESOLUTION TO AMEND THE CIVIL SERVICE SYSTEM PERSONNEL
ADMINISTRATION PROGRAM AND THE EMPLOYEE HANDBOOK TO ESTABLISH A
POLICY ON TEMPORARY OR INTERIM ASSIGNMENT PAY

WHEREAS, adoption of Acts 10 and 32 by the State of Wisconsin led to a significant reduction in collective bargaining agreements in the City of Franklin, which agreements often provided a means to address issues of temporary or interim assignment pay, thereby creating a need to establish a policy to manage and regulate temporary or interim assignment pay, and

WHEREAS, it is reasonable and fair to provide a temporary adjustment to wages to address special duties or assignments that are both outside of an employee's classification and above the employee's classification for extended periods, and

WHEREAS, the Personnel Committee and staff recommend approval.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Franklin that the Civil Service System Personnel Administration Program shall be and is hereby amended by creating Section 3.19, "TEMPORARY OR INTERIM ASSIGNMENT PAY" as set forth below in its entirety:

"Section 3.19 TEMPORARY OR INTERIM ASSIGNMENT PAY: Temporary or Interim Assignment Pay is special compensation intended to address special duties or assignments for performing duties that are both outside of one's classification and above one's classification for extended periods. Providing such special compensation is considered a matter of fairness when appropriate; however, the extent to which such pay is applicable is largely dependent upon the individual circumstances in each potential application. Typically Temporary or Interim Assignment Pay will apply when an employee is performing the duties during a period of a position vacancy or an extended absence of another employee, but in unique circumstances it may apply when a special project requires extra duties clearly above the employee's classification.

Temporary or Interim Assignment Pay is not intended to apply where a special project or new duties are intended to become the regular assignment of a position, in which circumstances a reclassification of the position should be sought by the supervisor, department head, and/or Human Resources. Temporary or Interim Assignment Pay is not intended to apply where the added duties are not significant in total, where the added duties are in place for a less than extended-term period, or where otherwise determined by the City in its sole discretion. **The City retains sole discretion in determining the applicability or amount of any such Temporary or Interim Assignment Pay, and any such pay shall be considered "discretionary" to the fullest extent provided for by law.**

A supervisor or department head is responsible for identifying circumstances where Temporary or Interim Assignment Pay is appropriate or may apply and shall work with and through Human Resources in application of the policy. An employee who believes a change in duty assignments warrants consideration for Temporary or Interim Assignment Pay under this policy, may request a review of the circumstances. Such a request, including therein the employee's justification, is to be submitted to the department head with a copy to Human Resources.

3.19.1 APPLICABILITY AND APPROVAL OF TEMPORARY OR INTERIM ASSIGNMENT PAY: Following are operational guidelines for implementation of this policy.

1. Any instance of Temporary or Interim Assignment Pay must have sufficient appropriations available within the budgetary appropriation unit at the time of approval. It is recognized that such approvals may instigate a limited budget modification prior to that year's end, particularly for smaller departments, and, as such, departments must provide sufficient savings across all departmental appropriation units to fund any such modification that may become needed.
2. Any instance of Temporary or Interim Assignment Pay must be submitted to Human Resources on a "Change of Status" form and approved by the Mayor or Library Board, as appropriate.
3. Any instance of Temporary or Interim Assignment Pay that extends over 8 months shall require Common Council or Library Board approval, as appropriate.
4. Any instances of Temporary or Interim Assignment Pay involving the same employee which are not separated by more than two months (approximately 60 days) shall be considered one, single instance under this policy.
5. Temporary or Interim Assignment Pay may only be applied in instances where the temporary or interim assignment extends for at least 30 days.
6. Temporary or Interim Assignment Pay may be applied retroactively since circumstances surrounding such an assignment or such a temporary vacancy may change unexpectedly.
7. The amount or application of Temporary or Interim Assignment Pay may be revisited or adjusted at any time if the circumstances and/or conditions of the vacancy or special assignments change.
8. Generally, at least or approximately 10 percent of an employee's duties or workday should be spent performing the temporary or interim assignment for the policy to apply.

3.19.2 DETERMINATION OF TEMPORARY OR INTERIM ASSIGNMENT PAY AMOUNT OR RATE: The amount or rate of Temporary or Interim Assignment Pay that may be approved in any specific instance is subject to review by Human Resources and approvals as noted above and shall be reviewed on a case-by-case basis considering, but not limited to, the following factors.

1. The extent (such as on a percentage basis) to which an employee assumes a portion of another, higher-classified position's responsibilities.
2. The percentage of an employee's typical average workday or average workweek dedicated to performing such additional responsibilities.
3. The number of grades or wage differential between an employee's then current wage rate and the wage classification for the position/duties being temporarily performed.
4. The nature or structure of the pay grades, ranges, or steps involved in the given circumstance.
5. The experience, background, or training of the individual receiving the temporary or interim assignment and/or the added training or training period to enable the individual to perform such additional duties.
6. In the case of an FLSA-exempt position only, the extent to which extra hours worked will be required.
7. Other such factors as may be determined, at the sole discretion of the City, to be applicable in the specific instance.

- 8. Separate wage rates, a single, blended wage rate, or a different published wage rate, may be used in applying this policy. In the case of an FLSA-exempt position, a project amount or a flat dollar amount per period is allowable. In the case of an FLSA non-exempt position, a one-time, after-the-fact, discretionary bonus may be provided.”

BE IT FURTHER RESOLVED by the Mayor and Common Council of the City of Franklin that the Employee Handbook shall be and is hereby amended by creating a section entitled “Temporary or Interim Assignment Pay” as set forth below in its entirety:

“Temporary or Interim Assignment Pay

Temporary or Interim Assignment Pay may be provided to employees in Civil Service and Non-Civil Service positions in the manner and applying the process as set forth in Section 3.19 “TEMPORARY OR INTERIM ASSIGNMENT PAY” of the Civil Service Personnel Administration Program, except as follows:

- 1. Unless otherwise approved by the Common Council or Library Board, application to a department head or “Officer” (as defined in municipal ordinances) or to the duties of a department head or “Officer” shall require Common Council or Library Board approval, as appropriate.
- 2. Temporary or Interim Assignment Pay does not apply to positions under an existing collective bargaining agreement except to the extent as specifically provided for within said collective bargaining agreement.

The City retains sole discretion in determining the applicability or amount of any such Temporary or Interim Assignment Pay, and any such pay shall be considered “discretionary” to the fullest extent provided for by law.”

BE IT FURTHER RESOLVED by the Mayor and Common Council of the City of Franklin that this resolution shall be effective retroactively to January 1, 2013.

Introduced at a regular meeting of the Common Council of the City of Franklin this 4th day of February, 2014 by Alderman _____.

Passed and adopted by the Common Council of the City of Franklin this 4th day of February, 2014.

APPROVED:

ATTEST:

Thomas M. Taylor, Mayor

Sandra L. Wesolowski, Director of Clerk Services

AYES___NOES___ABSENT___

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/04/14
REPORTS & RECOMMENDATIONS	Reschedule Common Council meeting of April 1, 2014	ITEM NUMBER <i>G.15.</i>

Due to the Spring Election on April 1, 2014 the Common Council may wish to reschedule the Common Council meeting and combine it with the Committee of the Whole meeting on March 31, 2014.

COUNCIL ACTION REQUESTED

Motion to reschedule April 1, 2014 Common Council meeting to March 31, 2014 at 6:30 p.m.

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/04/14
LICENSES AND PERMITS	MISCELLANEOUS PERMITS	ITEM NUMBER H.1.

See attached list from meeting of February 4, 2014.

COUNCIL ACTION REQUESTED



City of Franklin

9229 W. Loomis Road
Franklin, WI 53132-9728

414-425-7500

**License Committee
Agenda*
Alderman's Room
February 4, 2014 – 6 p.m.**

1.	Call to Order & Roll Call	Time:		
2.	Applicant Interviews & Decisions			
License Applications Reviewed		Recommendations		
Type/ Time	Applicant Information	Approve	Hold	Deny
Operator - New 2013-14	Hoover, Stephanie L 7223 W Lakefield Dr, Apt 4 Milwaukee, WI 53219 Sendik's Food Market			
Operator - New 2013-14	Lucier, Melissa A 1530 S 94 th Place West Allis, WI 53214 7-Eleven			
Operator - New 2013-14	Orchel, Dawn M 6645 S 47 th St Franklin, WI 53132 Sendik's Food Market			
Operator - New 2013-14	Ricco, Sharon A 12400 W Rosemary Dr New Berlin, WI 53151 Sendik's Food Market			
Operator - New 2013-14	Schoendorf, Kenneth J 7030 W Forest Home Ave., #31 Greenfield, WI 53220 7-Eleven			
Operator - New 2013-14	Slotke, Kelly R 1958 S 77 th St West Allis, WI 53219 Sendik's Food Market			
Operator - New 2013-14	Sorvick, Kraig A 7260 S Scherrei Dr Franklin, WI 53132 Sendik's Food Market			
3.	Adjournment	Time		

*Notice is given that a majority of the Common Council may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per State ex rel. Badke v. Greendale Village Board, even though the Common Council will not take formal action at this meeting.

APPROVAL <i>Steve Paul</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/4/14
Bills	Vouchers and Payroll Approval	ITEM NUMBER I. 1.

Attached is a list of vouchers dated January 24, 2014 through January 30, 2014 Nos. 150876 through Nos. 151032 totaling \$ 817,418.44. Included in this listing are EFT's Nos. 2516 through Nos. 2527 and Library vouchers in the amount of \$18,093.15.

Payroll for February 7, 2014 will be reported on the revised Common Council Action Sheet.

Attached is a list of property tax refunds dated January 23, 2014 through January 29, 2014 Nos. 13037 through Nos. 13172 in the amount of \$72,023.98.

COUNCIL ACTION REQUESTED

Motion approving net general checking account City vouchers in the range Nos. 150876 through Nos. 151032 in the amount of 817,418.44 dated January 24, 2014 through January 30, 2014.

Motion approving property tax refunds in the range of Nos. 13037 through Nos. 13172 in the amount of \$72,023.98 dated January 23, 2014 through January 29, 2014.