

CITY OF FRANKLIN
COMMON COUNCIL MEETING**
FRANKLIN CITY HALL COUNCIL CHAMBERS
9229 W. LOOMIS ROAD, FRANKLIN, WISCONSIN
AGENDA*
TUESDAY, JANUARY 24, 2012, 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. Eagle Scout James Edward Konkel-Dist. #3.
- C. Approval of Minutes
 - 1. Approval of regular meeting of January 10, 2012.
- D. Hearings
- E. Organizational Business
- F. Letters and Petitions
 - 1. Letter from Root-Pike Watershed Initiative Network regarding their 2011 Annual Report.
 - 2. Letter from Edward Baisch, Milwaukee County Department of Public Works Architecture and Engineering and public hearing notice on airports improvement projects at General Mitchell International Airport and Lawrence J. Timmerman Airport.
 - 3. Letter from Michael Burke, Milwaukee Area Technical College regarding the District's 2011 Comprehensive Annual Financial Report.
 - 4. Letter from Southeastern Wisconsin Regional Planning Commission submitting the 2010 Annual Report.
- G. Reports and Recommendations
 - 1. Recap from Civic Celebrations Commission of 2011 activities and request for funding and authorization to sign contracts for 2012 in an amount not to exceed \$69,250.
 - 2. Franklin Senior Citizens Travel Program update for 2011 year end.
 - 3. South 27th Street Corridor Streetscape Plan and the Wisconsin Department of Transportation U.S. Hwy 241 Reconstruction Project.
 - 4. Recommendation from Franklin Trails Committee and the Plan Commission for approval of the S. 51st Street Trail and sidewalk locations as currently proposed.
 - 5. Resolution determining the necessity of the public acquisition of the property within the right-of-way plat for the construction of a trail on the west side of S. 51st Street from a point 1,075 feet north of W. Rawson Avenue to W. Princeton Drive.
 - 6. Resolution authorizing certain officials to execute a Program Agreement with Milwaukee County for the adjustment of manholes resulting from the reconstruction of W. College Avenue from S. 27th Street to S. 51st Street.
 - 7. Acceptance of proposed Five Year (2012-2016) Road Improvement Program and direct staff to receive bids for 2012 Local Street Improvement Program.
 - 8. Restructuring of the Finance Department.
 - 9. Award of Towing Contract for 2012-2015.

Franklin Common Council Agenda

1/24/12

Page Two

- 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 Franklin Trails Committee may attend this meeting to gather information about an agenda item over which the Franklin Trails Committee has decision-making responsibility. This may constitute a meeting of the Franklin Trails Committee per State ex rel. Badke v. Greendale Village Board, even though the Franklin Trails Committee will not take formal action at this meeting.

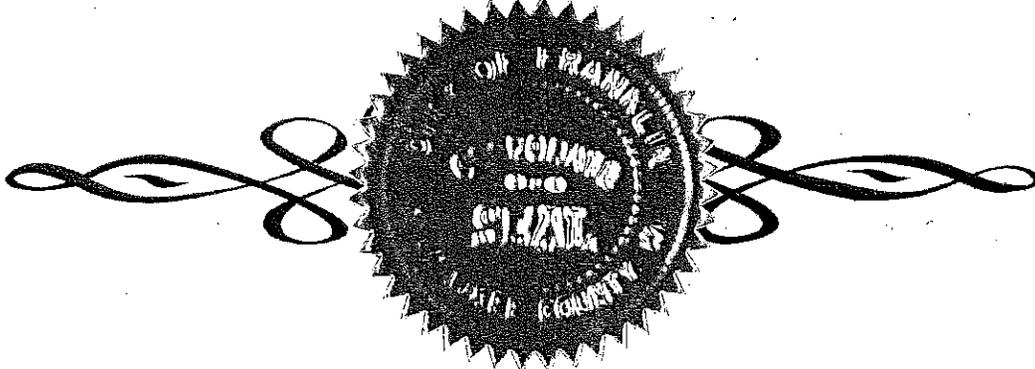
[Note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, contact the City Clerk's office at (414) 425-7500.]

REMINDERS:

February 7	Common Council	6:30 p.m.
February 9	Plan Commission	7:00 p.m.
February 21	Primary Election	7:00 a.m.-8:00 p.m.
February 21	Common Council	6:30 p.m.

B.2.a.

THE CITY OF FRANKLIN



WHEREAS, the conferring of an Eagle Scout is the highest award that can be bestowed upon a Boy Scout, where less than two percent of all Scouts achieve this goal, and

WHEREAS, such award is an earned award in that the recipient must perform and successfully complete and pass the rigid requirements exacted to achieve an Eagle Scout Award, and

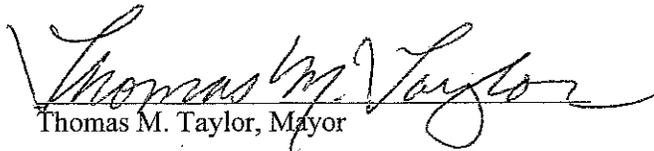
WHEREAS, James Edward Konkel began his scouting experience in 1998 as a Cub Scout at Pleasant View Elementary and has served and has been a member of Boy Scout Troop 314, St. James Parish of Franklin, Wisconsin, since 2003, earning 31 merit badges and has served his troop as Junior Assistant Scout Master, Senior Patrol Leader, Assistant Senior Patrol Leader, Den Chief, Scribe, Patrol Leader, and Assistant Patrol Leader, and

WHEREAS, James' Eagle Scout Service Project involved planning, organizing, obtaining the materials for, and building two foot bridges in Falk Park for the Milwaukee County Parks—one bridge being 10 feet and the other 14 feet, and

WHEREAS, James' parents, his scouting leaders, friends, and the community are proud of his achievement.

NOW, THEREFORE, I, Thomas M. Taylor, Mayor of the City of Franklin, do hereby recognize James Edward Konkel on the occasion of him becoming an Eagle Scout and ask all residents of Franklin to join me in congratulating him on this outstanding achievement.

Dated: January 8, 2012


Thomas M. Taylor, Mayor

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F.I.

*Connecting People to Protect, Restore &
Sustain the Root-Pike Watershed Ecosystem*

January 10, 2012

Thomas Taylor, President
City of Franklin
9229 W. Loomis Road
Franklin, WI 53132

Dear Tom,

We have enclosed our annual report covering the fiscal year ending June 30, 2011. We are proud of our accomplishments and very grateful for the many individuals and organizations who have supported our work.

We are especially pleased that the Southeast Wisconsin Clean Water Network has been awarded an \$80,000.00 grant by the Wisconsin Department of Natural Resources to carry out a media campaign focused on reducing polluted stormwater runoff. Root-Pike WIN and UW-Extension wrote the grant on behalf of the Clean Water Network. The Village of Mt. Pleasant was the applicant and has agreed to be the fiscal agent for the project. As you know, the City of Franklin is a member.

In 2011 our Rain Garden Initiative funded one rain garden in Franklin and it is holding back and infiltrating approximately 7,600 gallons of rainwater and snow-ice melt annually:

- Linda Kuzma, 3436 W. Southwood Drive, Franklin (190 sq. ft.)

We look forward to working with you and other members of the Clean Water Network in 2012.

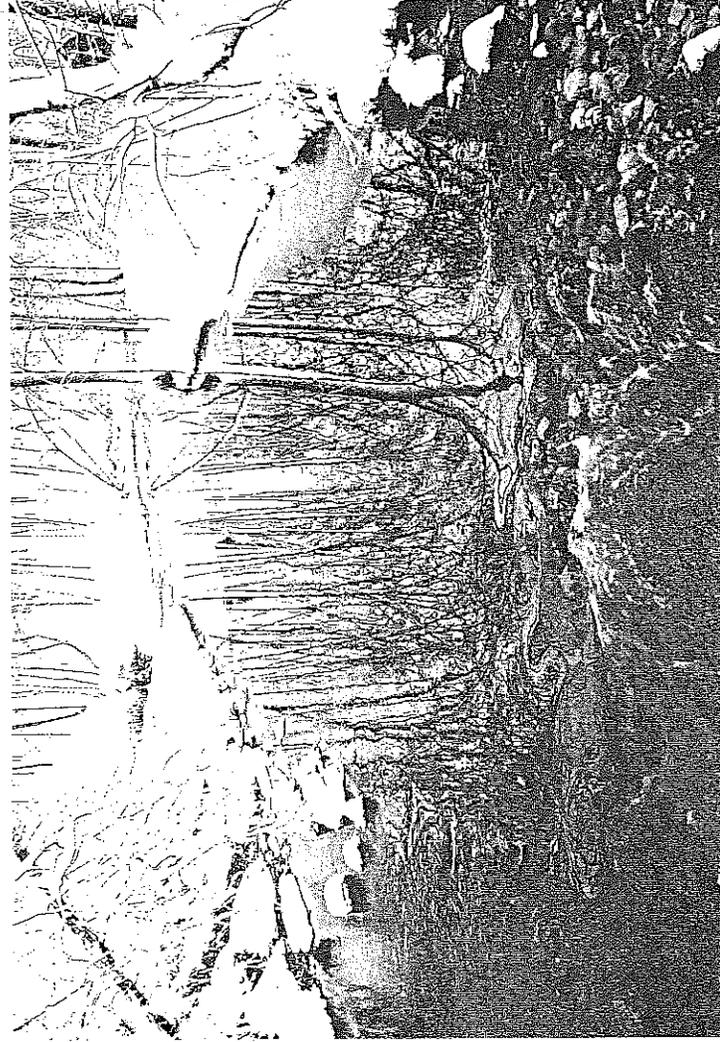
Sincerely,

Roger Chernik
President
Board of Directors

Susan Greenfield,
Executive Director

2011 ANNUAL REPORT

JULY 1, 2010 THROUGH JUNE 30, 2011



ROOT-PIKE WATERSHED INITIATIVE NETWORK



PROTECT, RESTORE, SUSTAIN

DIRECTORS AND ADVISORS

BOARD OF DIRECTOR

Roger Chernik, President	Warren DeKraay, Jr.	Wendy McCalvy
Molly Hall, Vice President	Bob Eaton	Jim Mueller
Carol Baricovich, Treasurer	Ken Hall	David Oberfoel
Heather Patti, Secretary	Delene Hanson	Bill Sasse
Todd Brennan	Mike Luba	Sarah Wright

RESOURCE GROUP

Lori Artiomow	Molly Hall	Chris Meier	Rob Smage
Joan Bennett	Delene Hanson	Jim Mueller	Jeff Steizer
Todd Brennan	Craig Helker	David Oberfoell	Barry Thomas
Roger Chernik	Reva Holmes	Heather Patti	Dan Treloar
Warren DeKraay, Jr.	Alyson Horton	Muffy Petrick	Aaron Volkening
Bob Eaton	Julie Kinzelman	Bonnie Prochaska	Melissa Warner
Richard Fox	Jamie Lambert	Elaine Radwanski	Sarah Wright
Rick Fulk	Mike Luba	Bill Sasse	Andy Yench
Mike Hahn	Wendy McCalvy	John Scripp	

SOUTHEAST WISCONSIN CLEAN WATER NETWORK

Kenosha County, City of Franklin, City of Kenosha, City of New Berlin, City of Oak Creek,
 City of Racine, Village of Bristol, Village of Caledonia, Village of Greendale,
 Village of Hales Corners, Village of Mt. Pleasant, Village of Pleasant Prairie,
 Village of Silver Lake, Village of Sturtevant, Village of Wind Point, Town of Salem,
 Town of Somers, University of Wisconsin-Parkside

RAIN GARDEN ADVISORY COMMITTEE

Nan Calvert, Reva Holmes, Tom La Duke, Barbara Larson, Sharon Morrisey,
 Patti Nagai, Cathy Schwalbach, Sue Suchy, Meryl Strichartz, Larry Wheeler,
 Rose Woodruff, Andy Yench

ROOT-PIKE WATERSHED INITIATIVE NETWORK

800 Center Street, Suite 118, P.O. box 044164, Racine, WI 53404
 262-898-2055, susan@rootpikewin.org, www.rootpikewin.org

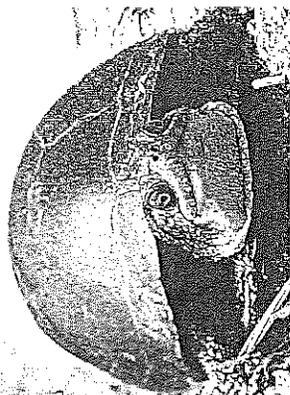
Front page photo by Brian Wolf of Wolf's Vision Nature Photography, Kenosha, WI

THE JOURNEY FROM STREAM TO LAKE BEGINS IN OUR BACKYARDS AND FARMS.

RAIN, HAIL, SNOW AND SLEET ARE ABSORBED BY TREES, PLANTS AND SOIL.

Greater Milwaukee Foundation's Fund for Lake Michigan,
E.C. Styberg Foundation, Ruud Lighting, Case New Holland

WATERSHED-BASED GRANT PROGRAM

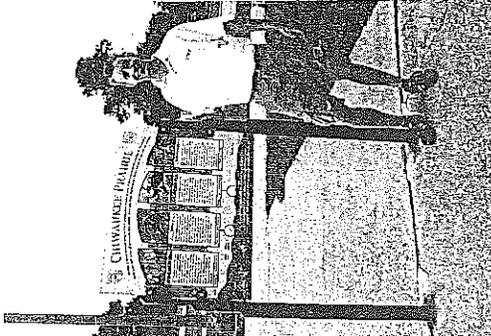


Blanding's Turtle Study

UW-Parkside student Sean Murphy completed a study of the Blanding's turtle to determine its presence in the Root-Pike watershed. Few of the species was found, largely the result of low reproduction caused by an increasingly urbanized habitat. Many turtles are killed by vehicles before they reach sexual maturity.

Southport Park Environmental Education Signs

UW-Parkside art student Brent Schultz (right) designed two double-sided educational signs featuring the Chiwaukee Prairie, Kenosha Dunes, and the history of the Kenosha Harbor and Southport Beach House. He worked with geosciences student Renee Hanson who performed the research on the topics and wrote the text. The signs were installed along the Southport Park Pathway in Kenosha.



We All Live On

The Water
The WATER

program, led by Nancy Carlson (right), under the direction of UW-Parkside's Center for



Community Partnerships, engaged 1,400 4th graders in learning about watersheds, water quality testing and how their individual actions can impact our streams, rivers and lakes.

Greater Milwaukee Foundation's Fund for Lake Michigan,
SC Johnson Fund,
Wisconsin Department of Natural Resources

Root-Pike WIN embarked on two river planning efforts—a watershed restoration plan for the Root River, started in May

2010, in partnership with Sweet Water (Southeast Wisconsin Watersheds Trust)

and a similar plan for the Pike River,

started in May, 2011 in partnership with

UW-Cooperative Extension and Hawthorn

Hollow Nature Sanctuary and Arboretum.

Such planning efforts move through

stages: public outreach, development of

plan by professional planners, and

implementation. The Root River is in stage

two, plan development, by the

Southeastern Wisconsin Regional Planning

Commission. The Pike River is in the initial

stage, public outreach, with plan

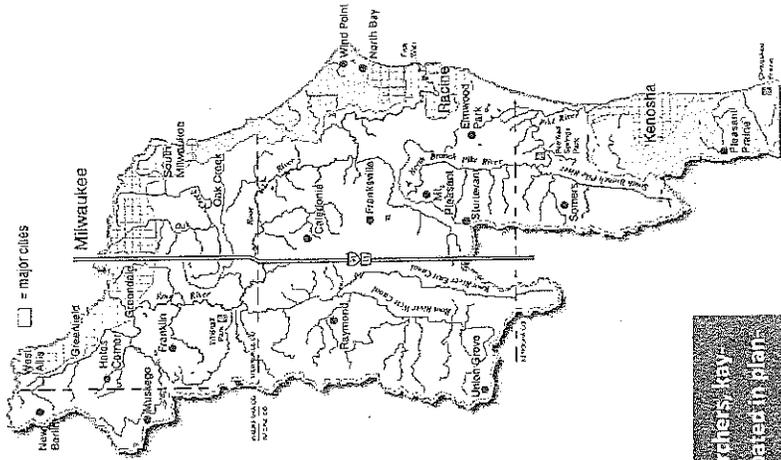
development scheduled to begin in June,

2012, led by Applied Ecological Services.

Public input is very important throughout

the process, and both plans have exceeded

our expectations.



Over 100 people—public officials, fishermen, researchers, kayakers, educators, environmentalists—have participated in planning meetings for the Root River and Pike River watersheds. As a result of their participation, we partnered with the Root River Council in May, 2011 for a paddle of the Root River, from Island Park to the Racine Yacht Club, that attracted 70 people.

The new *Root River Inventory*, a web-based resource of studies,

projects and programs focused on the Root River, was a major focus in 2010 and 2011. As we move toward the implementation phase of the Root River planning, this electronic inventory will help researchers and others who need to know about the work completed and underway. We plan to complete it in December 2012 and are committed to keeping it up-to-date. Take a look at www.rootpikewin.org.

We are pleased to report that Root-Pike Watershed Initiative Network had a particularly productive year. Highlights include funding for the web-based Root River Inventory project and the launch of the Root River Watershed Restoration Planning effort in June 2010 in a partnership with Sweet Water (S.E. Wisconsin Watersheds Trust). In August 2010 we moved into Root-Pike WIN's first office (from Susan

Greenfield's home) to Racine's City Hall Annex. By the end of summer 2010, seventeen new rain gardens were installed, and in September 2010 we held our first watershed-wide rain garden tour. In October 2010 we celebrated our new office space with an open house and ribbon-cutting. That winter and spring we developed a new focus for our Rain Garden Initiative—*Greening Up Your Yard*—planned six workshops for April, May and June, and accepted over \$200,000 in river planning grants and a \$25,000 matching grant for our Watershed-based Grant Program. In May we partnered with the Root River Council and UW-Parkside with a canoe and kayak paddle on the Root River that attracted over 70 paddlers. By the end of our fiscal year in June 2011, we had awarded funding for 15 more rain gardens and saw the completion of three projects funded by our Watershed-based Grant Program.

As you read through this annual report, we hope you are as proud as we are of the past fiscal year's achievements. We could not have accomplished this much without your support. We thank you for your past contributions and welcome any assistance you might provide as we continue to pursue our many initiatives.

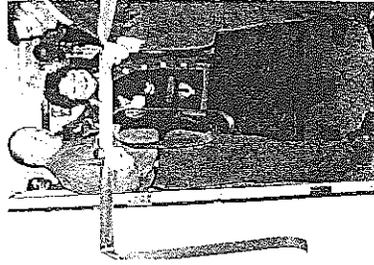
With Appreciation,

Roger Chernik

Roger Chernik, President
Board of Directors

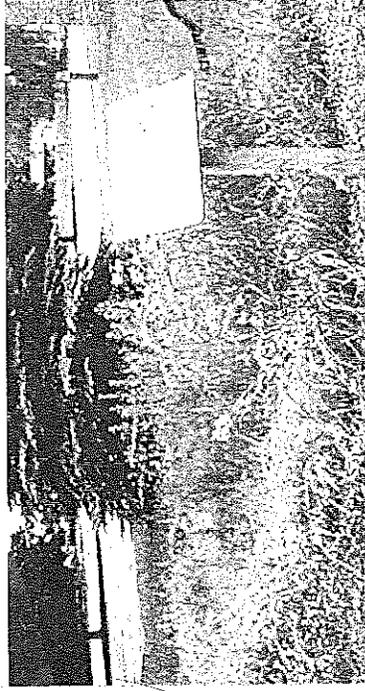
Susan Greenfield

Susan Greenfield
Executive Director



Southeast Wisconsin Clean Water Network
Michigan State University & Great Lakes Protection Fund, Freshwater Future,
Sweet Water (Southeast Wisconsin Watersheds Trust)

HEALTHY YARDS, CLEAN WATERS

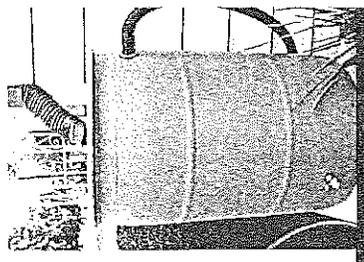


By July 1, 2010, the beginning of our fiscal year, seventeen rain gardens we funded were being planted throughout the watershed. In September we held our first watershed-wide rain garden tour, attracting over 100 attendees.

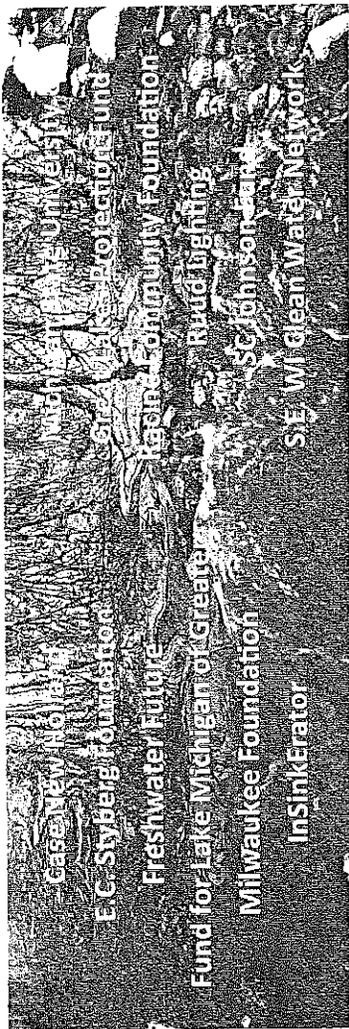
That fall we shared what we learned about rain gardens in a seminar presentation at the *Clean Rivers, Clean Lakes* conference in Wauwatosa. Thanks to input from our municipal partners with the S.E. Wisconsin Clean Water Network, that winter we designed a new program, *Greening Up Your Yard*, that incorporated our Rain Garden Initiative with a broader focus on the many actions homeowners can take in their yards to reduce runoff pollution, from installing rain barrels, native plant landscaping and storm water trees, to composting yard waste, reducing the use of lawn and garden chemicals, picking up pet waste, and

300 people attended workshops in Racine, Kenosha, Somers, Bristol, Franklin and Graendale, and 32 were awarded rain garden grants. In 2011, over 500 people received the new *Greening Up Your Yard* electronic newsletter. Since 2008 we have funded 90 rain gardens that are infiltrating 900,000 gallons of rain, sleet and snow.

more. Working with UW-Cooperative Extension, we created a new workshop curriculum and electronic newsletter. We also launched a new clean water project in Pennoyer Park neighborhood in the City of Kenosha, funding one public rain garden and four rain barrels. The goal of this 3-5 year program is to keep the nearby Pennoyer Beach open for swimming by reducing the amount of polluted stormwater flowing onto the beach.



Sustainers



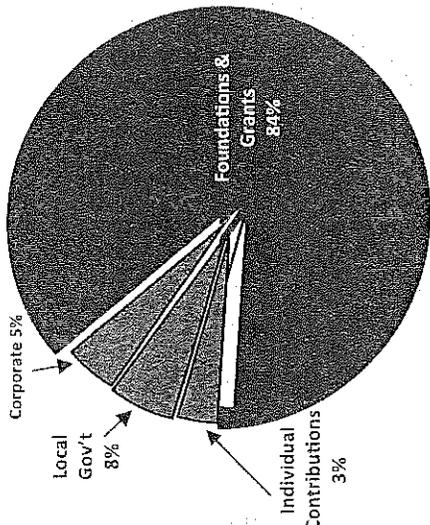
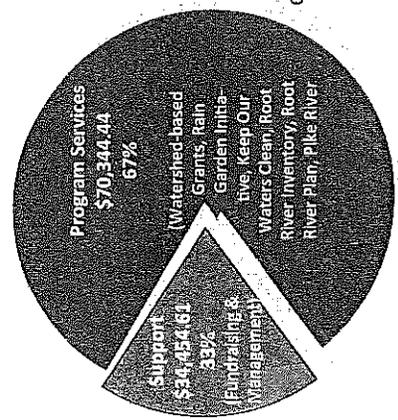
- Watershed (\$500-\$749)**
 - Karen & Bill Boyd
 - Roger & Suzanne Chernik
 - Michael & Reva Holmes
 - Sweet Water
 - (Southeast Wisconsin Watersheds Trust)
- Lake (\$250-\$499)**
 - Harley & Evelyn Dell
 - Tom Laken
 - Imogene Powers Johnson
 - Johnson Foundation
 - Donald & Gabriella Klein
 - David & Carole Pucely
 - Racine Fire Department
 - Eric Schumann
 - John Shannon & Jan Serr
 - George & Kathryn Seater
 - Robert & Beth Taylor
 - Melissa & Jay Warner
- River (\$100-\$249)**
 - Hail Consulting
 - Nancy Hennessey
 - Michael & Ann Luba
 - Ken Lukow
 - Wendy McCalvy
 - Jack & Leslie Plate
 - Putzmeister, Inc.
 - Dragon Boat Team
 - Bill & Linda Sasse
 - Howard Stacey
 - Joy Wolf
 - Andy Yencha & Heather Couch
- Creek (\$50-\$99)**
 - Margaret Andrietsch
 - Diane & Bill Garvey
 - Delene Hanson
 - Don & Patricia Kummings
 - Diane Lange & Bill Garvey
 - Cherie Lyford
 - Ralph & Shirley Mandernack
 - James & Christine Mueller
 - Heather Patti
 - Premier Insurance Services
 - Elaine Radwanski
 - Daniel Stika
- Creek (\$50-\$99)**
 - Alice & Scott Thomson
 - Barb & Joe Vass
 - Joy Wolf
- Tributary (\$25-\$49)**
 - Gary & Dana Fahl
 - Jerry & Joyce Herschberger
 - Frank & Jane Jarrett
 - Marvin & Esther Letven
 - Richard & Diane Levis
 - Muffy Petrick
 - Arthur & Vikki Rothchild
 - Lisa Scott Ptacek
 - John & Susan Scripp
- Other**
 - Deborah Charpentier
 - Ethel Praise
- In-Kind**
 - Roger & Suzanne Chernik
 - Bob Eaton
 - Gerald & Susan Greenfield
 - InSinkErator
 - Mike & Ann Klinkhammer
 - Sherman Groenke Family
 - Meryl Strichartz
 - UW-Cooperative Extension

Statement of Financial Position as of June 30, 2011 (unaudited)

Assets	
Total Checking/Saving	\$143,559.90
Total Accounts Receivable	\$170,208.80
Prepaid Expenses	\$3,326.00
Total Current Assets	\$317,094.70
Total Fixed Assets	\$1,749.10
Total Assets	\$318,843.80
Liabilities & Equity	
Accounts Payable	\$19,979.22
Other Current Liabilities	\$59,406.07
Total Current Liabilities	\$79,385.29
Noncurrent Liabilities	\$24,544.75
Total Liabilities	\$103,930.04
Net Assets	\$20,835.76
Unrestricted	\$194,078.00
Temporarily Restricted	\$20,835.76
Total Net Assets	\$214,913.76

Statement of Financial Income and Expense (unaudited)

Income	
Individual Contributions	\$ 9,054.28
Foundation/Grants	\$255,959.20
Corporate	\$ 16,000.00
Local Government Grants	\$ 23,943.05
Interest/Savings	\$ 32.72
Special Events	\$ 616.76
Total Income	\$305,606.01
Expense	
Salary & Payroll	\$41,582.94
Grants & Contracts Expenses	\$40,352.30
Other Personnel Expenses	\$6,143.39
Non-Personnel Expenses	\$6,536.28
Occupancy	\$3,278.58
Travel & Meetings	\$2,245.18
Depreciation, Amortization	\$1,938.55
Miscellaneous (Insurance, Membership)	\$2,680.83
Business Expense	\$41.00
Total Expense	\$104,799.05
Net Ordinary Income	\$200,806.96
Net Assets Beginning of Year	\$ 14,106.80
Net Assets End of Year	\$214,913.76



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F. 2.



DEPARTMENT OF PUBLIC WORKS
ARCHITECTURE AND ENGINEERING

Milwaukee County

January 11, 2012

City of Franklin
Tom Taylor, Mayor
9229 W. Loomis Rd
Franklin Franklin WI 53132

RE: Notice of Public Hearing at General Mitchell International Airport (GMIA) and
Lawrence J. Timmerman Airport (LJT) – Official Notice No. 6686

Enclosed is a copy of the Notice of Public Hearing, which will be held on Feb. 1, 2012 at
3:00 pm in the Sijan Conference Room at GMIA. This hearing will inform you of the
airports improvement projects at General Mitchell International Airport and Lawrence J.
Timmerman Airport that are expected to utilize Federal and State aid.

Sincerely

Edward A. Baisch
Airport Engineer

EAB:mg

Enc. Official Notice No. 6686

Copies to Aldermen 1/13/2012

NOTICE OF PUBLIC HEARING

Official Notice No. 6686

Prior to petitioning the Wisconsin Department of Transportation for State and Federal airport aid for projects at General Mitchell International Airport and Lawrence J. Timmerman Airport, as required under Wisconsin Statutes 114.33(2), notice is hereby given that a Public Hearing will be held by Milwaukee County Department of Transportation and Public Works on February 1, 2012 at 3:00 P.M. The Meeting will be held in the Sijan Conference Room located in the Mitchell Gallery of Flight Museum, across from the bank in the mall of the General Mitchell International Airport terminal building.

The projects to be the subject of this hearing are as follows:

At General Mitchell International Airport

- 1) GMIA – Airfield Safety Improvements 2012
- 2) GMIA – Airfield Pavement Rehabilitation 2012
- 3) GMIA - Cessna Service Center Apron Reconstruction
- 4) GMIA – Perimeter Road Extension – 128th ARW to College Avenue
- 5) GMIA - Deicer Pads
- 6) GMIA – Security & Wildlife Perimeter Fencing 2012

At Lawrence J. Timmerman Airport

- 1) LJT – Runway 151 – 33R Extension
- 2) LJT – Taxiway and Runway Lighting Replacement

All persons are invited to attend and present their views on proposed improvements. Parking will be available in the Parking Structure. Please bring your ticket to the meeting for validation.

Preliminary plans, estimates and descriptions of the projects will be available for public viewing in the Airport Engineers Office, Room A233, of the Terminal building at General Mitchell International Airport. For general information concerning these projects, you may call 747-5722.

Additional written statements or testimony will be accepted if received before February 9, 2012. Such testimony or statement should be directed to the Airport Engineer, General Mitchell International Airport, 5300 South Howell Avenue, Milwaukee, Wisconsin 53207.

Frank Busalacchi, Acting Director
Department of Transportation



F.3.

January 10, 2012

Thomas M. Taylor
Mayor
City of Franklin
9229 West Loomis Road
Franklin, WI 53132

Dear Thomas M. Taylor:

A copy of the Milwaukee Area Technical College (MATC) District's 2011 Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2011, is now available online at <http://matc.edu/documents/administration/CAFR2011.pdf>. I also encourage you to visit the MATC web site at www.matc.edu and see the multitude of educational opportunities and services MATC offers.

If you have any questions or comments, please contact Dr. James Williams, Vice President, Finance, at (414) 297-6492. If you would like a paper copy of the CAFR sent to you or would like to notify MATC of a contact change within your organization, please notify Ms. Erika Crosby. She can be reached at (414) 297-6491 or at crosbye@matc.edu.

Sincerely,

Michael L. Burke, Ph.D.
President

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F.H.

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

W239 N1812 ROCKWOOD DRIVE • PO BOX 1607 • WAUKESHA, WI 53187-1607 • TELEPHONE (262) 547-6721
FAX (262) 547-1103

Serving the Counties of:

KENOSHA
MILWAUKEE
OZAUKEE
RACINE
WALWORTH
WASHINGTON
WAUKESHA



January 13, 2012

Mayor and Members of the Common Council
of the City of Franklin
c/o, Ms. Sandra L. Wesolowski, City Clerk
City of Franklin
9229 W. Loomis Road
Franklin, WI 53132

Dear Mayor and Members of the Common Council:

Pursuant to Section 66.945(8)(b) of the *Wisconsin Statutes*, we are providing to you herewith a copy of the Commission's *2010 Annual Report*. This report describes the organization, objectives, and functions of the Commission; describes the Commission work programs in calendar year 2010; and presents in summary form the major findings and recommendations of that program.

Review of the report should provide interested public officials with a better understanding of the regional planning program and of development trends in the Region. If additional copies are needed for City officials, please notify the Commission offices.

Should your governing body or individual members of that body have any questions concerning the report, or should you desire a briefing on the work of the Commission or any particular aspect thereof, please do not hesitate to contact the Commission offices.

Sincerely,

Kenneth R. Yunker, P.E.
Executive Director

KRY/dad
00200608.DOC

Enclosure

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 1/24/12
REPORTS & RECOMMENDATIONS	Recap from Civic Celebrations Commission of 2011 activities and request for funding and authorization to sign contracts for 2012 in an amount not to exceed \$69,250	ITEM NUMBER <i>G.1.</i>

Attached is correspondence from Bob Knackert, Chairman of the Civic Celebrations Commission, requesting authority from the Common Council for the Commission to sign and execute certain contracts totaling \$69,250 for the 2012 Civic Celebrations event.

COUNCIL ACTION REQUESTED

Motion to authorize Bob Knackert of the Civic Celebrations Commission to sign and execute contracts approved by the City Attorney for the attached designated list, in the amounts totaling \$69,250, for the 2012 Civic Celebration.

FRANKLIN CIVIC CELEBRATION RERQUEST FOR AUTHORITY 2012

I, Robert Knacket, request authority to enter into contracts and agreements to run the civic celebration for 2012. I request authority to spend the following amounts.

1. ENTERTAINMENT	\$24,000
2. FIREWORKS	\$13,000
3. RENTALS	\$18,000
4. PARADE(NO BLEACHERS)	\$ 5,300
5. ICE CREAM	\$ 1,700
6. FLAGS	\$ 1,500
7. PRINTING	\$ 500
8. POSTAGE	\$ 250
9. MISC.	\$ 5,000
TOTAL REQUEST	\$69,250

2011 CIVIC CELEBRATION RECAP

REVENUE

2011

2010

TICKET SALES	\$58,377.00	\$55,499.00
WATER WARS	\$ 170.00	\$ 246.00
NECKLACE SALES-RAINBOW VALLEY	\$ 266.00	\$ 256.00
SPACE RENTALS	\$ 1,139.20	\$ 1,200.00
CARNIVAL	\$14,592.00	\$13,684.00
FOOD COMMISSION	\$ 11,087.71	\$ 6,437.40
CITY FUNDS FOR POLICE & DPW	\$ 13,000.00	\$13,000.00
DONATIONS	<u>\$25,400.00</u>	<u>\$27,985.51</u>
TOTAL REVENUE	\$124,031.91	\$118,307.91

REVENUE	\$124,031.91	\$118,307.91
EXPENSES	\$119,073.87	\$109,549.88
2008 NET	\$ 4,958.04	\$ 8,869.47

CIVIC CELEBRATION RESERVE BALANCE

Balance end of 2009	\$57,620.06
Balance end of 2010	\$66,489.53
Balance end of 2011	\$71,447.57

EXPENSES

	2011	2010
ENTERTAINMENT	\$29,760.00	\$25,183.80
RENTALS	\$17,978.18	\$ 17,019.10
FIREWORKS	\$13,000.00	\$12,888.56
BEER, SODA & ICE	\$17,460.54	\$16,878.01
PARADE (INCLUDING BLEACHERS)	\$ 7,564.76	\$ 7,049.54
ICE CREAM GIVEAWAY	\$ 1,701.26	\$ 1,499.80
T-SHIRTS	\$ 0	\$ 900.51
PRINTING	\$ *	\$ 962.50
FLAGS	\$ 1,486.74	\$ 1,357.85
POSTAGE	\$ 225.12	\$ 216.21
PAPER SUPPLIES PARK	\$ 248.80	\$ 252.50
GARBAGE BAGS & RUBBER BANDS	\$ 426.89	\$ 411.03
SUPPLIES	\$ 174.93	\$ 181.66
TICKETS USED BY VOLUNTEERS	\$ 1,120.00	N/A
TICKETS USED BY COMMITTEE	\$ 1,337.00	N/A
DPW AND POLICE	<u>\$26,589.65</u>	<u>\$24,748.00</u>
TOTAL EXPENSES	\$119,073.87	\$109,549.88
NET	\$2,958.04	\$8,869.47

*Cost of printing tickets not shown on city records for the Civic Celebration Committee. I am checking to see the amount.

APPROVAL <i>Slw</i> <i>MMW/2</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 1/24/12
REPORTS & RECOMMENDATIONS	Franklin Senior Citizens Travel Program Update for 2011 Year End	ITEM NUMBER <i>G. 2.</i>

To fulfill the June 19, 2007 directive of the Common Council requesting that an update of the Franklin Seniors Travel Program be prepared semi-annual, with Mrs. Shirley Bird, Tour Director, reporting in January and July of each year, attached is correspondence from Mrs. Shirley Bird on 2011 trip statistics and activities.

Twelve (12) trips were taken in 2011 totaling \$8,650. Of this total amount, \$3,460 was paid for through Milwaukee County Community Development Block Grant (CDBG) Funds and \$5,190 was expended from the Senior Travel Program Budget for 2011. (These amounts may vary slightly depending on the final CDBG invoice total of the Senior Activities program. If CDBG monies still exist after the final invoices are in for the Senior Activities program, those CDBG monies will then be applied towards more of the Senior Travel invoices. This would then reduce the amount of expenditure from the City's Senior Travel General Fund budget for 2011.)

COUNCIL ACTION REQUESTED

This item is being provided at the direction of the Common Council for its information. No action is being requested.

Shirley J. Bird
8904 S. 81st Street
Franklin, WI 53132
414-425-4502

2012 JAN 10 AM 9:58
CITY OF FRANKLIN

January 17, 2012

Honorable Mayor and Members of the City of Franklin Common Council
9229 W. Loomis Road
Franklin, WI 53132

RE: 2011 Franklin Senior Travel Program

Ladies and Gentlemen:

2011 was a very successful and positive year for the City of Franklin Senior Travel Program.

In the calendar year of 2011, the Franklin Senior Travel Program organized twelve different trips, with very good participation from Franklin residents, both non-club and club members.

2011 Travel Program Statistics

1. Participation

- A total of 555 people took trips through the senior travel program in 2011. (See attachment #1)
- Of that number, 348 were Franklin residents and club members, 195 were Franklin, non-member residents, and 12 were non-City residents.
- 185 different people took trips through the program in 2011.
- 84 people went on at least one trip in 2011.
- 101 people went on one or more trips.
- There were 133 men on the 12 trips and 422 women on the trips.
- Special needs people requiring walkers, canes and wheelchairs participated in trips throughout the year, 30 handicapped men and 52 handicapped women.
- Of the 12 non-Franklin residents that took trips, I collected \$120.00 for 12 non-residents, i.e. \$10 extra per person, per trip. This extra money collected from these non-residents was used to offset senior travel trip expenses. There were no trips where the bus money was included in the trip price. (See attachment #2)

2. Phone Calls and Advertising

- 81 phone calls were received requesting trip flyers and questions regarding the program during 2011. From those phone calls, 77 Franklin residents booked trips.
- The Travel Program is advertised in several locations during the year. These include the Franklin Recreation Department's Guide, the City newsletter, the City of Franklin government access TV channel under "News and Events." (See Attachment #3)

2011 Budget

- The 2011 bus budget for the Travel Program was \$9200.00. The actual cost of the 12 trips to the City of Franklin totaled \$8650.00, under budget by \$550.00. (See Attachment #4)

So . . . What's New for 2012?

- Using the budget number of \$9,200.00 for 2012, 12 trips have been planned and scheduled, with more possible, depending on budget constraints.
- A list of trips for February through May 2012 is published in the current City Newsletter.
- 2012 trips include the Fireside dinner theatre; Schauer Arts Center in Hartford, WI with Dinner at Fox & Hounds; San Filippo Estate in Barrington, IL; Packer Hall of Fame in Titledown; Wisconsin Opry in Baraboo, WI; Night Club at Noon – Christmas show in Elmhurst, IL and much more.

If you should have questions regarding the Franklin Seniors Travel Program, please contact me at any time.

Sincerely,



Shirley J. Bird
Franklin Seniors Tour Coordinator

Enclosures

2011 FRANKLIN SENIOR TRIP EXPENSE RECAP

- 12 Non-Franklin Resident people paid \$10 extra \$120.00
 ±0 Non-Franklin Resident people paid \$0 extra – included in trip price
 12 Non-Franklin Resident total \$120.00

DATE	DESCRIPTION	CHECK #	AMOUNT
Jan. 5, 2011	Minuteman Press (copies)	#1650	12.10
Feb. 2011	NONE	—	—
March 2, 2011	Minuteman Press (copies)	#1661	15.78
April 6, 2011	Minuteman Press (copies)	#1670	3.70
May 4, 2011	Minuteman Press (copies/flyers)	#1671	14.75
June 1, 2011	Minuteman Press (copies/flyers)	#1676	6.45
July 6, 2011	Minuteman Press (copies/flyers)	#1683	21.00
July 6, 2011	Minuteman Press (copies/flyers)	#1684	54.00
Aug. 3, 2011	Minuteman Press (copies/flyers)	#1690	17.05
Aug.19. 2011	Shirley Bird (Reimburse Stamps Aug. 10, 2011)	#1696	61.60
Aug. 21, 2011	Linda Quandt (Reimburse Ink Cartridge 8-8-11)	#1697	15.83
Sept. 7, 2011	Minuteman Press (copies/flyers)	#1703	11.10
Sept. 26, 2011	Minuteman Press (copies/flyers) 2012	#1708	118.75
Oct. 2011	NONE	—	—
Nov. 2, 2011	Minuteman Press (copies/flyers)	#1720	20.40
Nov, 2, 2011	Minuteman Press (copies/calendar)	#1721	46.25
Nov. 16, 2011	Shirley Bird (stamps & supplies)	#1728	17.71
Dec. 2011	NONE	—	—
	TOTAL EXPENSES FOR 2011		\$436.47
	Less extra money collected from Non-Residents		(120.00)
	Balance from Franklin Seniors Checking Acct.		\$316.47

SENIOR CITIZENS

The Franklin Senior Citizen Club is open to all Franklin Residents who have reached their 55th birthday. If you were a member of the club in the past, and have moved out of the Franklin area, you are still eligible to be a member. Activities include; luncheons, holiday parties, guest speakers, movies, card playing and social camaraderie.

MONTHLY LUNCHEON: Held the *first Wednesday* of each month. (Guest speakers, entertainment, etc.)

TIME: 11:15 AM

LOCATION: **Clifford's Supper Club**
(10418 W. Forest Home Ave., Hales Corners)

NOTE: Lunch reservations are to be made at least five days in advance – Call Carol Felitsky at 301-9664.

SOCIAL: *Third Wednesday* of each month
(Light lunch, cards and games)

TIME: 12:00 NOON

LOCATION: **Brenwood Park Senior Apts.**
9501 W. Loomis Rd. (at Forest Hill)

MEMBERSHIP FEES: \$15.00 per year

REMINDER: Lunch reservations are to be made at least five days in advance – Call Carol Felitsky at 301-9664.

UP-COMING SENIOR ACTIVITIES

JANUARY

4 Luncheon Meeting
18 Card Social

FEBRUARY

1 Luncheon Meeting
15 Card Social

MARCH

7 Luncheon Meeting
21 Card Social

APRIL

4 Luncheon Meeting
18 Card Social

City of Franklin Senior Travel Program Director
Shirley Bird: 425-4502

Franklin Senior Citizens Officers

President Fred Kneuppel
Vice-President Dorothy Riel
Secretary Cathy Statza
Treasurer Annabelle Gutmann

Franklin Senior Walking Club

Meets: 9 – 11 AM every Thursday at Milwaukee Sports Complex, 60th and Ryan Road

Dues: \$5.00 (includes T-shirt)

Contact: Ed Waldoch at 421-0557

for more information

CITY OF FRANKLIN SENIOR TRAVEL PROGRAM

RESERVATIONS:

Must be a Franklin resident and 55 years of age or older. Reservations: accepted on a **first come first served basis. No phone reservations. Full payment guarantees your reservation.**

REFUNDS

No refunds given after the deadline unless your ticket can be resold.

INSURANCE

The City of Franklin or The Franklin Senior Citizen, Inc. Club does not provide medical insurance or hospitalization coverage for people participating in tours or activities.

CANCELLATIONS

Tours may be cancelled due to weather or lack of interest.

NON RESIDENT

Non residents of Franklin may participate in tours **after deadline** of trip. The cost is \$10.00 more, if space is available.

ALL TRIPS HAVE LIMITED SEATING. Trips depart from the NE corner of Pick 'n Save parking lot at 76th & Rawson.

If you attend trips and are NOT a Franklin Resident you are required to pay an additional \$10.00 more for the trip if space is available and after deadline.

Look for up and coming Senior trips in the next issue of the Franklin Recreation Department Guide.

Questions or more information on trips, call
Shirley Bird, 425-4502

Please check out the daytime fitness classes:
Head to Toe, Senior Strong and
Arthritis Foundation Exercise Program on page 23.

FEBRUARY 8

Viva Vegas – Lunch and show are at the Fireside Dinner Theater in Fort Atkinson.

Resident \$66
Non-Resident \$76

Reservation Deadline: December 21

MARCH 28

9-5 Musical – Lunch and show are at the Fireside Dinner Theater in Fort Atkinson.

Resident \$66
Non-Resident \$76

Reservation Deadline: February 10

APRIL 11

Lap of Luxury – Barrington Area of Illinois – Enjoy a 3 hour guided tour of Place de la Musique (Sanfilippo Estate). Learn about the collection of Automated Music Machines, their history, as well as the details of the Residence's French Second Empire setting. Tour the American Orchestration Room, the Arcade Room with its fortune-telling machines, slot machines and more. Enjoy the Victorian Bar Room with a mini-concert on the world's largest indoor theater pipe organ. View an 1881 Grant Railroad Locomotive. The featured Jewel in the building is the Eden Palais Carousel. Lunch will be at the Mill Rose Restaurant. After lunch a stop will be made at the Ice House Mall & Village Shops.

Resident \$63
Non-Resident \$73

Reservation Deadline: March 7

MAY 30

Legally Blonde – Lunch and show are at the Fireside Dinner Theater in Fort Atkinson.

Resident \$66
Non-Resident \$76

Reservation Deadline: April 13

Happenings

Received
Dec 9, 2011

Franklin Senior Citizens Club

Open to Franklin Residents 55 Years of Age & Older



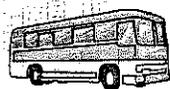
Becoming a Member

The Franklin Senior Citizens Club is open to all Franklin residents who are 55 years of age or older. Activities include luncheons, holiday parties, guest speakers, movies, card playing, and social camaraderie. Annual dues are just \$15 per person. For more information or reservations, contact Carol Felitsky at 301-9664.

Franklin Seniors Walking Club

Meets 9 a.m. to 11 a.m. every Thursday at Milwaukee County Sports Complex, 6000 W. Ryan Road. Dues: \$5 (Includes T-shirt). Contact Ed Waldoch at 421-0557 for more information.

Elder Link—24-hour resource center for older adults. Call 289-6874 for senior or family care and meal site information.



City of Franklin Senior Travel Program

Looking to meet new friends and enjoy traveling? Then the Franklin Senior Travel Program is for YOU!

Reservations: Open to all Franklin residents who are 55 years of age and older. Accepted on a first come/first serve basis. No phone reservations. Full payment guarantees your reservation.

Refunds: No refunds are given after the RSVP deadline unless your ticket can be resold.

Non-Resident: Non-residents may participate in tours if space is available after the deadline date of the trip. All trips have limited seating. Non-residents pay an additional \$10 cost.

Insurance: The City of Franklin and the Franklin Senior Citizens Club do not provide medical insurance or hospitalization coverage for participants in tours or activities.

Cancellations: Tours may be cancelled due to weather or lack of registrations.

February—May 2012 Trips

Feb. 8: Viva Vegas—Fireside Dinner Theater.
Lunch and show at the Fireside Dinner Theater, Fort Atkinson. **RSVP and payment due by Dec. 21. Resident: \$66/Non-Resident: \$76.**

Mar. 28: 9 To 5 Musical—Fireside Dinner Theater.
Lunch and show at the Fireside Dinner Theater, Fort Atkinson. **RSVP and payment due by Feb. 10. Resident: \$66/Non-Resident: \$76.**

April 11: Lap of Luxury—Barrington, IL Area. Three-hour guided tour of the Place de la Musique (Sanfilippo Estate). Learn about the collection of automated music machines and their history. Tour the American Orchestration Room, the Arcade Room with its fortune-telling and slot machines, the Victorian Bar Room with a mini-concert on the world's largest indoor theater pipe organ, and view an 1881 Grant Railroad Locomotive. Featured jewel in the building is the Eden Palais Carousel. Lunch at the Mill Rose Restaurant with a stop at the Ice House Mall and Village Shops after. **RSVP by March 7. Resident: \$63/Non-Resident: \$73.**

May 30: Legally Blonde Musical—Fireside Dinner Theater. Lunch and show at the Fireside Dinner Theater, Fort Atkinson. **RSVP and payment due by April 13. Resident: \$66/Non-Resident: \$76.**

All trips depart from the Northeast corner of Pick 'N Save parking lot at 76th Street & Rawson Avenue (unless otherwise noted).

Contact Shirley Bird, Tour Director, at 425-4502 with questions.

2011 BUS BUDGET – Franklin Seniors

Date Range	Bus Trip Description	Bus Cost	Date Paid	Check #	By Whom	Budget Balance
1/19/2011	Fireside "Swing on a Star"	\$650.00	12/7/2010	136437	City of Franklin	\$9200.00
2/13/2011	Memories Are Made of This	\$600.00	1/4/2011	136805	City of Franklin	\$8550.00
3/9/2011	Scent-A-Mental Journey	\$650.00	2/1/2011	137166	City of Franklin	\$7950.00
4/1/2011	Say Goodnight Gracie	\$600.00	3/1/2011	137520	City of Franklin	\$7300.00
5/25/2011	Fireside "Patsy Cline"	\$650.00	4/4/2011	137900	City of Franklin	\$6700.00
6/8/2011	Laverne & Shirley	\$600.00	5/3/2011	138262	City of Franklin	\$6050.00
7/13/2011	Blow Me Away	\$650.00	6/7/2011	138624	City of Franklin	\$5450.00
8/24/2011	Cookies & Clydesdales	\$650.00	7/5/2011	139010	City of Franklin	\$4800.00
9/14/2011	K9's, Chocolate & Creamery	\$650.00	8/2/2011	139378	City of Franklin	\$4150.00
10/25/2011	Musical Tribute to the Stars	\$875.00	9/6/2011	139790	City of Franklin	\$3500.00
11/12/2011	Maggie Mae Concert (2 Buses)	\$1300.00	9/20/2011	139992	City of Franklin	\$2625.00
12/10/2011	White Xmas Fantasy	\$775.00	11/1/2011	140459	City of Franklin	\$1325.00
						\$550.00

<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;">January 24, 2012</p>
<p style="text-align: center;">REPORTS AND RECOMMENDATIONS</p>	<p style="text-align: center;">South 27th Street Corridor Streetscape Plan and the Wisconsin Department of Transportation U.S. Hwy 241 reconstruction project</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>G. 3.</i></p>

Attached is a memorandum from Assistant City Attorney Brian C. Sajdak providing a synopsis of the 27th Street Corridor reconstruction plan status and the determinations made to-date by the Cities of Franklin and Oak Creek and the South 27th Street Steering Committee.

The Council met jointly with the Oak Creek Council on March 18, 2009. At that time, the Councils approved a tentative streetscape plan that would have cost the City of Franklin between \$1.44 and \$1.65 million per mile. This cost did not include the cost of burying the utilities (which is estimate to cost another \$3 million for the first phase — College to Drexel) or any final design or contingency costs (estimated to be another \$1 million for the first phase).

Franklin's 27th Street Task Force headed by Linda Ryan of the CDA reviewed these items and took some proposed element reductions (beyond those element reductions necessitated by WIDOT's decision to use traditional intersections instead of roundabouts) to the Joint 27th Street Steering Committee on December 8, 2011. At that meeting, the Steering Committee recommended that the two Councils adopt a revised Streetscape Plan that eliminated some items. The primary eliminations were the rain gardens, the selection of single-fixture street lamps (as opposed to dual-fixture lamps) and the reduction in width of the multi-use path. These changes, coupled with the elements not necessary with traditional intersections, resulted in a revised plan cost to Franklin of \$1.18 million per mile. This cost also includes the burying of utilities, final design and contingency costs.

The Plan Commission reviewed the attached memo at its January 19, 2012 meeting. Concerns were raised with regard to the deletion of the items of prior preliminary approval. Comments included concerns that not only complete streets and adjoining property aesthetics accruing to pedestrian as well as vehicular traffic would be reduced by the elimination of separate sidewalk lighting, but also that ultimately and over time, the lighting operational costs would not be reduced or would be increased due to the elimination. Comments were heard that the reduction from the 10 foot width of the path (sidewalk) would eliminate eligibility for CMAQ funds. Substantial discussion was had regarding the elimination of rain gardens, emphatically resulting in increased water control and quality costs and the loss of revenues resulting from quality development or redevelopment (i.e., expensive private lands otherwise available for development being then required to support more and larger sedimentation basins and being otherwise non-developable). Discussion also included the consideration of whether the Common Council should consider a joint meeting with the Common Council of the City of Oak Creek, and the potential of perhaps the plan commissions of the cities meeting and the inclusion of the South 27th Street Steering Committee for the possible efficiency and cooperative effort of reaching consensus.

COUNCIL ACTION REQUESTED

As the Common Council may deem appropriate.

MEMORANDUM

TO: Applicable Boards, Commissions, Committees and Elected Officials
FROM: Assistant City Attorney Brian Sajdak
DATE: January 19, 2012
RE: 27th Street Streetscape & Reconstruction

This memorandum and its attachments are provided to you to give you a synopsis of the 27th Street Reconstruction project history and to give you an idea of where it presently stands.

In 2008 and early 2009, various streetscape elements were presented to the 27th Street Steering Committee and the Common Council who were asked to rank the elements in order of preference/importance. The results of this survey are attached as Exhibit 1 — which has the elements listed in order of preference (most preferred on the top). These elements were then combined into a proposed streetscape plan that was presented to a joint meeting of the Franklin and Oak Creek Common Councils on March 18, 2009. These items are listed in Exhibit 2. As you can see, with the proposed elements, the estimated cost for per mile to Franklin was between \$1.44 and \$1.65 million. Note that this figure does not include the burying of utilities, final design costs and contingency costs which is estimated to be an additional \$4 million total.

As everyone probably knows, there was significant debate by WisDOT as to whether to include roundabouts in the design or not. When WisDOT finally made its decision last spring to not use roundabouts, some of the streetscape elements were no longer necessary or appropriate. The original design also included some rain gardens which were designed primarily to handle some of the stormwater. WisDOT has determined that the City would not get any stormwater credit for the rain gardens. These decisions by WisDOT led the Steering Committee to suggest removal of these items. In addition, when the Steering Committee met in December, they further reviewed some of the items and eliminated them for costs savings purposes. Examples of

these eliminations include reducing the width of the multi-use path and eliminating the dual-fixture light poles (one fixture for the road, one for the sidewalk) in favor of a single fixture that would spread the light over both the road and sidewalk. The presently recommended elements and cost projections are attached as Exhibit 3. As you can see, the present estimated cost to Franklin per mile is \$1.18 million. Note that this includes the utilities, final design and contingencies.

The Steering Committee recommended the approval of the elements as seen in Exhibit 3 to both Common Councils. City staff and WisDOT are scheduled to meet in early February. It is anticipated that at this meeting the final design process and schedule will be discussed. Per WisDOT, they will be looking to transition the project to the final design process in March and it is expected that the Steering Committee will take any recommendations/changes from the Councils to a meeting with WisDOT for that purpose.

Combined Total Results from Element Rankings

	Franklin CC	St. committee	Total Score	Total Participants	Ranking	
1	Wayfinding Signage	11	12	23	13	1,769
2	Gateway Monument (Green Screen)	11	13	24	13	1,846
3	Street Tree Planting (Terrace)	14	13	27	13	2,077
4	Pedestrian Lighting (on St. Lighting)	14	15	29	13	2,231
5	Gateway Monument (Electronic)	15	16	31	13	2,385
6	Gateway Median Monument	15	16	31	13	2,385
7	Lighting (Monument and Gateways)	16	16	32	13	2,462
8	Roadway Lighting (Terrace/color)	17	16	33	13	2,538
9	Roundabouts	15	16	31	12	2,583
10	Pedestrian Lighting (Bollards)	15	19	34	13	2,615
11	Advance Notice Street Signage	15	22	37	13	2,846
12	Traffic Signals (Color poles and arms)	15	22	37	13	2,846
13	Special Pavement (crosswalks)	13	26	39	13	3,000
14	Public Art (Roundabout / Terrace)	18	18	36	12	3,000
15	Lighting (Wayfinding Signage)	18	22	40	13	3,077
16	Traffic Signals (Sign Bridge)	18	22	40	13	3,077
17	Benches	13	27	40	13	3,077
18	Trash Receptacles	16	26	42	13	3,231
19	Rain Gardens (Median)	13	30	43	13	3,308
20	Naturalistic Planting (Utility Corridor)	14	31	45	13	3,462
21	Transit Shelters	16	26	42	12	3,500
22	Rain Gardens (Terrace Area)	14	32	46	13	3,538

23	Traffic Signals (Single Arm-Wis DOT)	23	24	47	13	3.615
24	Special Pavement (sidewalk)	16	34	50	13	3.846

S. 27th Street Elements
Preliminary Cost Estimates, Page 2
3/18/2009

Element Ranking #	Element	Option	Quantities	Cost per unit	Est. Total Cost Range	Local Cost Share	Potential WisDOT Cost Share
INTERSECTION ELEMENTS							
11	Gateway Monument (Non-Electronic)	2b	11	\$25,000 to \$35,000	\$275,000	\$385,000	?
2	Gateway Monument (Green Screen)		6	\$4,000 to \$5,000	\$24,000	\$30,000	Yes, 100%
NR	Signal Cabinet (Green Screen)		6	\$4,000 to \$5,000	\$24,000	\$30,000	Yes, 100%
12	Special Pavement (crosswalks)	2	6	\$65,000 to \$75,000	\$390,000	\$460,000	Yes, 100%
NR	Special Pavement (@ 6 intersections (sidewalk))		12,000 sqft	\$10.00 per sq ft	\$120,000	\$120,000	Yes, 20%
15	Bollards (lighting)	1a	48	\$1,500 to \$3,000	\$72,000	\$144,000	Yes, 100%
16	Metal Benches	2	11	\$1,900 to \$2,200	\$20,900	\$24,200	Yes, 100%
17	Trash Receptacles	2	35	\$1,000 to \$1,200	\$35,000	\$42,000	Yes, 100%
19	Transit Shelters	TBD		\$0	\$0	\$0	Yes, 100%
18	Traffic Signals (Sign Bridge)		9	\$250,000 to \$300,000	\$2,250,000	\$2,700,000	Yes, 100%
10	Roundabouts		?				No
13	Public Art (Roundabout)		TBD	TBD	TBD	TBD	Yes, 100%
TERRACE ELEMENTS							
1	Wayfinding	1	9	\$10,000 to \$12,000	\$90,000	\$108,000	Yes, 100%
3	Street Tree Planting (Terrace)		813	\$400 to \$600	\$325,200	\$487,800	Yes, 100%
23	Rain Gardens (Terrace Area) seed only		2.2 acres	\$80,000 per acre	\$176,000	\$176,000	varies
	Rain Gardens (Terrace Area) w/plantings		2.2 acres	\$210,000 per acre	\$462,000	\$462,000	varies
20	Native Planting (Utility Corridor)		1.5 acres	\$1,500 per sq. yard	\$10,890	\$10,890	Yes, 100%
22	Sidewalk Treatment (Broomed Concrete)		630,000 sf	\$5.50 per sq ft	\$3,465,000	\$3,465,000	No
7	Roadway Lighting (Terrace/color)		296	\$5,000 to \$7,000**	\$1,480,000	\$2,072,000	Yes, -50%
4	Pedestrian Lighting (on St. Lighting)		296	\$800 to \$1,000*	\$236,800	\$296,000	Yes, 100%
MEDIAN ELEMENTS							
5	Gateway Median Monument*	1	10	\$120,000 to \$14,000	\$120,000	\$140,000	Yes, 100%
8	Advance Notice Sign	1	24	\$4,000 to \$6,000	\$96,000	\$144,000	Yes, 100%
21	Rain Gardens (Median)		9.8 acres	\$80,000 per acre	\$784,000	\$784,000	varies
NR	Tree Planting (Median)		150	\$400 to \$600	\$60,000	\$90,000	Yes
Overall Estimated Total Cost [§]					\$8,625,590	\$9,886,890	
Total Cost per City [§]					\$4,312,795	\$4,943,445	
Cost per mile [§]					\$1,437,598	\$1,647,815	
Total Cost per City (Phase I - College to Drexel) [§]					\$1,437,598	\$1,647,815	

* Indicates WisDOT Exception
* Cost estimate does not include the vertical barrier
**CSS Can not be applied to cost share items
^Cost for luminaires only
^^Cost includes pole and luminaires
§ Does not include cost for Traffic Signals

General Notes

- Design Manual Estimate \$2,196,432 per mile
- Cost estimates are for comparison of the various element options, cost estimates not included: roadway improvements/reconstruction, utility work (such as burying overhead power lines), final design and engineering fees, right-of-way acquisitions and additional contingencies.

<p>APPROVAL</p> <p><i>Slw</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>01/24/12</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>RECOMMENDATION FROM FRANKLIN TRAILS COMMITTEE FOR APPROVAL OF THE SOUTH 51ST STREET TRAIL AND SIDEWALK LOCATIONS AS CURRENTLY PROPOSED</p>	<p>ITEM NUMBER</p> <p><i>G. 4</i></p>

At their January 19, 2012, meeting the Franklin Trails Committee approved a motion recommending approval of the South 51st Street trail and sidewalk locations as currently proposed with a trail extension to West Princeton Drive on the west side of the street and a sidewalk to West Xavier Drive on the east side of the street as well as painted crosswalks on South 51st Street on the south side of West Xavier Drive and on the north side of West Princeton Drive/West Tumblecreek Drive, and to pursue those additional segments of sidewalk to the City limits on both sides of the street.

COUNCIL ACTION REQUESTED

Approval of the South 51st Street trail and sidewalk locations as currently proposed.

PROPOSED S. 51ST STREET TRAIL



..... Proposed Revised Trail

APPROVAL <i>Slw</i>	REQUEST FOR COMMON COUNCIL ACTION	MTG. DATE 1/24/12
Reports & Recommendations	SUBJECT: A resolution determining the necessity of the public acquisition of the property within the right-of-way plat for the construction of a trail on the west side of South 51 st Street from a point 1,075 feet north of West Rawson Avenue to West Princeton Drive	ITEM NO. 6.5.

BACKGROUND

The Common Council has placed in the 2012 budget the extension of a trail (sidewalk) from the existing sidewalk which is approximately 1,075 feet north of West Rawson Avenue to West Princeton Drive. Additional right-of-way will be needed as determined by the Engineering Department to construct the proposed trail as shown on the attached right-of-way plat.

ANALYSIS

Staff has completed the initial design and has determined that an additional twelve (12) feet of right-of-way is required from Parcel No. 1, Tax Key No. 741-9985-000, address 6771 South 51st Street and that an additional twelve (12) feet of right-of-way and ten (10) feet of limited slope easement is required from Parcel No. 2, St. Paul's Lutheran Church, Tax Key No. 741-9988-001, address 6831/6881 South 51st Street.

OPTIONS

Determine necessity for public acquisition.

or

Table

FISCAL NOTE

Right-of-way cost will be included in fund budgeted in 2012 for the trail.

RECOMMENDATION

Motion to adopt Resolution No. 2012-_____, a resolution determining the necessity of the public acquisition of the property within the right-of-way plat for the construction of a trail on the west side of South 51st Street from a point 1,075 feet north of West Rawson Avenue to West Princeton Drive.

JMB/sg
Encl.

RESOLUTION NO. 2012-____

A RESOLUTION DETERMINING THE NECESSITY OF THE
PUBLIC ACQUISITION OF THE PROPERTY WITHIN THE RIGHT OF WAY PLAT
FOR THE CONSTRUCTION OF A TRAIL ON THE WEST SIDE OF SOUTH 51ST
STREET FROM A POINT 1,075 FEET NORTH OF WEST RAWSON AVENUE TO
WEST PRINCETON DRIVE

WHEREAS, the Common Council has considered the recommendations of the Parks Commission, the Trails Committee and the Plan Commission with regard to the public provision of pedestrian access within the City for all residents and visitors alike, to provide for the safe travel interconnectivity among residential, commercial, recreational and institutional uses in the City and the needs and interests driven by and of the necessities of everyday life in the Community; and

WHEREAS, the City of Franklin Engineering Department having prepared a Right of Way Plat for the construction of a trail on the west side of South 51st Street from a point 1,075 feet north of West Rawson Avenue to West Princeton Drive, such Right of Way Plat describing the lands necessary for such trail construction, following consideration of the provision of pedestrian access for travel within such area by the Parks Commission, the Trails Committee, the Plan Commission and the Common Council, the Common Council having approved the allocation of funds for such trail (sidewalk) extension within the 2012 City Budget; and

WHEREAS, Wis. Stat. § 62.23(5) provides in part that the Council, or other public body or officer of the City having final authority thereon, shall refer to the City Plan Commission, for its consideration and report before final action is taken by the Council, public body or officer, the location and extension for any public way; and that the Common Council so referred the subject to the Plan Commission on January 10, 2012, and that the Plan Commission on January 19, 2012 determined such extension and location pursuant to the Right of Way Plat annexed hereto; and

WHEREAS, Wis. Stat. § 62.22(4)(d) provides in part that the Council may by resolution declare it necessary to condemn land, describing it, for any authorized purpose, and that before adopting the resolution it shall be referred to the Board of Public Works, who shall make a particular description of each lot, parcel or subdivision of land proposed to be taken, and report the same to the Council, and that pursuant to a referral by the Common Council on January 10, 2012, the Board of Public Works on January 17, 2012 made such description pursuant to the Right of Way Plat annexed hereto; and

WHEREAS, the Common Council having considered the necessity in the public interest of the location, extension, installation and maintenance of the public trail on the west

side of south 51st Street from a point 1,075 feet north of West Rawson Avenue to West Princeton Drive, and the aforesaid determination by the Plan Commission that such trail installation as described upon the attached Right of Way Plat is reasonably located and necessary in the public interest, and the Board of Public Works by its aforesaid action at such meeting having made such description of the lands necessary for such trail improvement as set forth upon such Right of Way Plat; and the Common Council having found that the public acquisition of the necessary property to provide for such public trail access promotes and protects the health, safety and welfare of the Community and additionally serves to accommodate the orderly development of the City of Franklin to provide for the continued and improved safe public access and travel, in the public interest.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Franklin, Wisconsin, as follows:

1. That the public acquisition of the property described upon the Right of Way Plat for the location, extension, installation and maintenance of the public trail on the west side of south 51st Street from a point 1,075 feet north of West Rawson Avenue to West Princeton Drive annexed hereto is reasonably requisite to accomplish the public purpose of protecting and promoting the public health, safety and welfare of the Community, the public interest in safe and convenient travel, and to accommodate the orderly development of the City of Franklin, and that the Common Council determines that such public acquisition is necessary, accordingly.
2. That it is necessary, in the furtherance of the above stated public purpose, for the City to acquire the property described upon the Right of Way Plat for the location, extension, installation and maintenance of the public trail on the west side of south 51st Street from a point 1,075 feet north of West Rawson Avenue to West Princeton Drive, and the Right of Way Plat annexed hereto, be and the same is hereby approved.
3. That the acquisition by the City of the property described upon the Right of Way Plat for the location, extension, installation and maintenance of the public trail on the west side of south 51st Street from a point 1,075 feet north of West Rawson Avenue to West Princeton Drive annexed hereto, is necessary in order to protect and promote the health, safety and welfare of the Community, the public interest in safe and convenient travel, and to accommodate the orderly development of the City of Franklin.
4. That all references herein to the Right of Way Plat, its approval, use and application, shall be subject to and include such minor revisions determined to be reasonably necessary by the City Engineer to further the overall trail extension project.

- 5. That the City will acquire, by eminent domain in accordance with Chapter 32 of the Wisconsin Statutes, if necessary, the fee title interests in the real estate described in the Right of Way Plat from the record owners thereof, and from any and all other persons or entities who may have an interest in said real estate.
- 6. That municipal staff and Single Source, Inc., are hereby authorized and directed to obtain an appraisal, relocation plan and further order, if necessary, and all other necessary related activities, to negotiate for and on behalf of the City, with the owners of the above described real estate and all other interested persons for the purchase of the subject property by the City.
- 7. That in the event municipal staff and Single Source, Inc., as authorized hereunder, are unable to agree with the owners of the above described real estate as to the compensation to be paid for such property, subject to and within the authority as granted by the Common Council, then title to and possession of said real estate shall be acquired by the City, through eminent domain and the City Attorney, or such special counsel as may be directed, is hereby authorized, empowered and directed to institute proceedings in any court of competent jurisdiction to acquire title to and possession of said real estate for the City, in accordance with Chapter 32 of the Wisconsin Statutes.

Introduced at a regular meeting of the Common Council of the City of Franklin this _____ day of _____, 2012.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this _____ day of _____, 2012.

APPROVED:

Thomas M. Taylor, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

APPROVAL	REQUEST FOR COUNCIL ACTION	MTG. DATE
<i>slw</i>		1/24/12
Reports & Recommendations	SUBJECT: A resolution authorizing certain officials to execute a Program Agreement with Milwaukee County for the adjustment of manholes resulting from the reconstruction of W. College Avenue from S. 27 th Street to S. 51 st Street	ITEM NO. <i>G.6.</i>

BACKGROUND

A portion of W. College Avenue was reconstructed by Milwaukee County during the fall of 2011 and a number of manholes required adjustments. As the sewers were installed under a road permit, it is the City's responsibility to pay for the cost of the adjustments.

ANALYSIS

City staff recommended that the adjustment of the manholes be made as part of the construction contract. The City would then pay Milwaukee County for the cost to adjust the manholes.

OPTIONS

Approve

or

Table

FISCAL NOTE

Funds to be taken from the Sanitary Sewer miscellaneous funds for a total of \$3,795.00.

RECOMMENDATION

Motion to adopt Resolution No. 2012-_____, a resolution authorizing certain officials to execute a Program Agreement with Milwaukee County for the adjustment of manholes resulting from the reconstruction of W. College Avenue from S. 27th Street to S. 51st Street.

JMB/sg

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

RESOLUTION NO. 2012 - _____

A RESOLUTION AUTHORIZING CERTAIN OFFICIALS TO EXECUTE A PROGRAM AGREEMENT WITH MILWAUKEE COUNTY FOR THE ADJUSTMENT OF MANHOLES RESULTING FROM THE RECONSTRUCTION OF W. COLLEGE AVENUE FROM S. 27TH STREET TO S. 51ST STREET

WHEREAS, Milwaukee County has reconstructed W. College Avenue from S. 27th Street to S. 51st Street during the 2011 construction season; and

WHEREAS, a number of sanitary sewer manholes required readjusting to meet the newly laid asphalt pavement; and

WHEREAS, it is to the City's benefit to have the manholes adjusted by the paving contractor during the paving process.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Franklin that it would be in the best interest of the City to enter into an agreement to have the manholes adjusted as part of the paving contract; therefore, the Mayor and City Clerk are hereby authorized and directed to execute the agreement accepting it on behalf of the City.

BE IT FURTHER RESOLVED, that the City Clerk is directed to send a signed copy of this agreement to the County Clerk.

INTRODUCED at a regular meeting of the Common Council of the City of Franklin this _____ day of _____, 2012 by Alderman _____.

PASSED and approved by the Common Council of the City of Franklin this _____ day of _____, 2012.

APPROVED:

Thomas M. Taylor, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

JMB/sg

**LOCAL/COUNTY AGREEMENT
FOR A
HIGHWAY IMPROVEMENT PROJECT**

DATE: September 12, 2011
ID: WH010051
HIGHWAY: W. College Ave. (CTH ZZ)
LIMITS: S. 27th St. to S. 51st St.

THIS AGREEMENT is made and entered into and between Milwaukee County, a body corporate, and the City of Franklin, a municipal corporation.

The portion of W. College Ave. between S. 27th St. and S. 51st St. has been designated County Trunk Highway "ZZ" pursuant to Section 83.025 of the Wisconsin Statutes.

The County has budgeted funds for the improvement of CTH "ZZ" between S. 27th St. and S. 51st St., with completed plans to be submitted for advancement to the construction contract bidding process, scheduled for September 2011, and construction to begin by October 2011.

The Milwaukee County Department of Transportation and Public Works, hereinafter called the County, through its undersigned duly authorized officers or officials, hereby requests the City of Franklin, hereinafter called the Municipality, to participate in the street improvements hereinafter described in the estimated cost summary.

The authority for the Municipality to enter into this agreement with the County is provided by Section 86.25(1), (2) and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility – Describe and give reason for request:

W. College Ave. (CTH ZZ) is typically a two-lane rural type roadway with ditches. The pavement is in poor condition. The roadway will continue to deteriorate at an accelerated rate unless preventive action is taken.

Proposed Improvement – Nature of work:

The road is scheduled for reconditioning by the County. The rehabilitation consists of milling the existing asphaltic pavement, base patching and resurfacing it with 6-inches of hot mix asphalt (HMA) with limited spot improvements. As requested by the municipality, sanitary sewer manhole cover adjustments, internal sanitary manhole seals and water valve box adjustments will be included.

Project No. WH010051
W. College Ave. (CTH ZZ) – S. 27th St. to S. 51st St.
ESTIMATED COST SUMMARY*

<i>ITEM DESCRIPTION</i>	<i>UNIT</i>	<i>ESTIMATED QUANTITY</i>	<i>ESTIMATED UNIT COST</i>	<i>ESTIMATED AMOUNT</i>
ADJUST ING SANITARY MANHOLE CASTINGS- FRANKLIN	EACH	3.00	\$600.00	\$1,800.00
ADJUSTING SANITARY MANHOLE COVERS- FRANKLIN	EACH	5.00	\$300.00	\$1,500.00

Cost of Non-Participating items:	\$3,300.00
<u>+15% Engineering & Contingency:</u>	<u>\$495.00</u>
Total Cost:	<u>\$3,795.00</u>

* The above costs reflect the County's best estimates to-date. The actual number of units installed may vary from this estimate depending on field conditions. The Municipality will be billed for each item at the actual construction cost.

This agreement is subject to the terms and conditions that follow and is executed by the undersigned under proper authority to execute such an agreement for the designated Municipality and upon acceptance by the County shall constitute an agreement between the Municipality and the County.

Signed for and on behalf of Milwaukee County:

_____ Signature	Director, Department of Transportation & Public Works _____ Title	_____ Date
_____ Jack Takerian Name (Written Clearly)		

Signed for and on behalf of the City of Franklin:

_____ Signature	_____ Mayor Title	_____ Date
_____ Thomas M. Taylor Name (Written Clearly)		

-Terms and Conditions Begin on the Next Page-

TERMS AND CONDITIONS

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal, State and County regulations.
2. The Municipality will pay to the County such related costs for items as outlined below and listed in the Estimated Cost Summary.
3. Funding of each project phase (preliminary engineering, real estate, construction, other) is subject to inclusion in an approved program. County financing will be limited to participation in the costs of the following items as specified in the estimate summary:
 - a. Preliminary Engineering and review services (100%).
 - b. The grading, base, pavement, and curb and gutter (100%).
 - c. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main, if required (100%).
 - d. Construction Engineering incidental to inspection and supervision of actual construction work (100%).
 - e. Signing and pavement marking, including detour routes (100%).
 - f. Surfacing of private driveways due to change in grade of the improvement (100%).
 - g. New installations or alterations of traffic signals (100%).
 - h. Real Estate for the improvement, if required (100%).
 - i. Replacement of any sidewalk removed as a result of a change in street grade (100%).
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner or other responsible party (not including the County) includes, but is not limited to, the following items:
 - a. New installations of or alterations of sidewalks, sanitary sewers or connections, water, gas, electric, telephone, telegraph, fiber optic, fire or police alarm facilities, parking meters, pipelines, and similar utilities.
 - b. Repair of damages to roads and streets caused by reason of their use in hauling materials incidental to the improvement.
5. As the work progresses, the Municipality will be billed for work completed as outlined above and as listed in the Estimated Cost Summary. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw from the project, it will reimburse the County its proportionate local share of all construction and construction engineering costs incurred by the County to complete the construction phase of the project (construction), up to the date the notification of withdrawal is received by Milwaukee County.
7. The work will be administered by the County or its designee and may include items not eligible for County participation. The County shall notify the Municipality of such items prior to inclusion of the work and get written authorization for their inclusion and cost participation by the Municipality.

8. The Municipality at its own cost and expense and using its own labor forces and equipment will:
- a. Prohibit angle parking.
 - b. Regulate parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
 - c. Regulate parking at all times in the vicinity of the proposed improvements during their construction.
 - d. Remove and reinstall street lighting poles, bases, luminaries, and other appurtenances necessary to accommodate median modifications as per the plan. City of Franklin to coordinate work with the construction manager.
 - e. Bore and install conduit and cable necessary for street lighting modifications and relocations.
 - f. Construct temporary overhead street lighting facilities at various locations throughout the project's length. City of Franklin to coordinate work with the construction manager.

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APPROVAL	REQUEST FOR COUNCIL ACTION	MTG. DATE
<i>Slw</i>		1/24/11
Reports & Recommendations	SUBJECT: Acceptance of proposed Five Year (2012-2016) Road Improvement Program and to direct staff to receive bids for 2012 Local Street Improvement Program	ITEM NO. <i>G.7.</i>

BACKGROUND

The Board of Public Works at their January 17, 2012 meeting approved a proposed Five Year (2012-2016) Road Improvement Program and a proposed 2012 Local Street Improvement Program.

ANALYSIS

The five (5) year plan based on current cost estimating indicates a need to maintain an annual funding level of \$1,600,000. Rating summaries from 2010 to 2012 are showing a decline in road rating, which is believed to be as a result of lower annual allocation during the past several years.

In the program, W. Puetz Road (S. 76th Street to Lovers Lane) is proposed to be accomplished within these five (5) years to maintain functionality. An off road trail along W. Puetz Road is shown in 2013.

OPTIONS

Project alternates will need be developed and evaluated for more defined estimating. Projects can be added, modified or deleted to react to pavement conditions, funding available or area development.

FISCAL NOTE

The 2012 Street Improvement Program has an estimated cost of \$ 679,700. The 2012 Street Improvement Fund was budgeted for \$620,000, with a resulting fund balance of \$731,921.

Cost saving may be realized with competitive bidding. Some additions, however, to the preliminary estimate for S. 51st Street may increase its cost of \$225,000.

RECOMMENDATION

Motion to accept proposed Five Year (2012-2016) Road Improvement Program.

Motion to accept and authorize staff to advertise for proposed 2012 Local Street Improvement Program.

RJR/db/sg
Enc.



MEMORANDUM: FROM ENGINEERING

DATE: January 19, 2012

TO: Mayor Taylor
Finance Officer Patterson
Board of Public Works

FROM: Ronald J. Romeis, P.E., Assistant City Engineer

SUBJECT: PROPOSED FIVE YEAR (2012-2016) ROAD IMPROVEMENT PROGRAM AND SUMMARY OF ROAD RATING REPORT

The Engineering Department continues through the City Board of Public Works to maintain a five (5) year road improvement program of all of the City of Franklin's 165.88 miles of roads.

A method of estimating annual funding needs has been developed and maintained. Generally, the needs are based on street type, anticipated life and cost to rehabilitate has recently averaged \$1,600,000 per year.

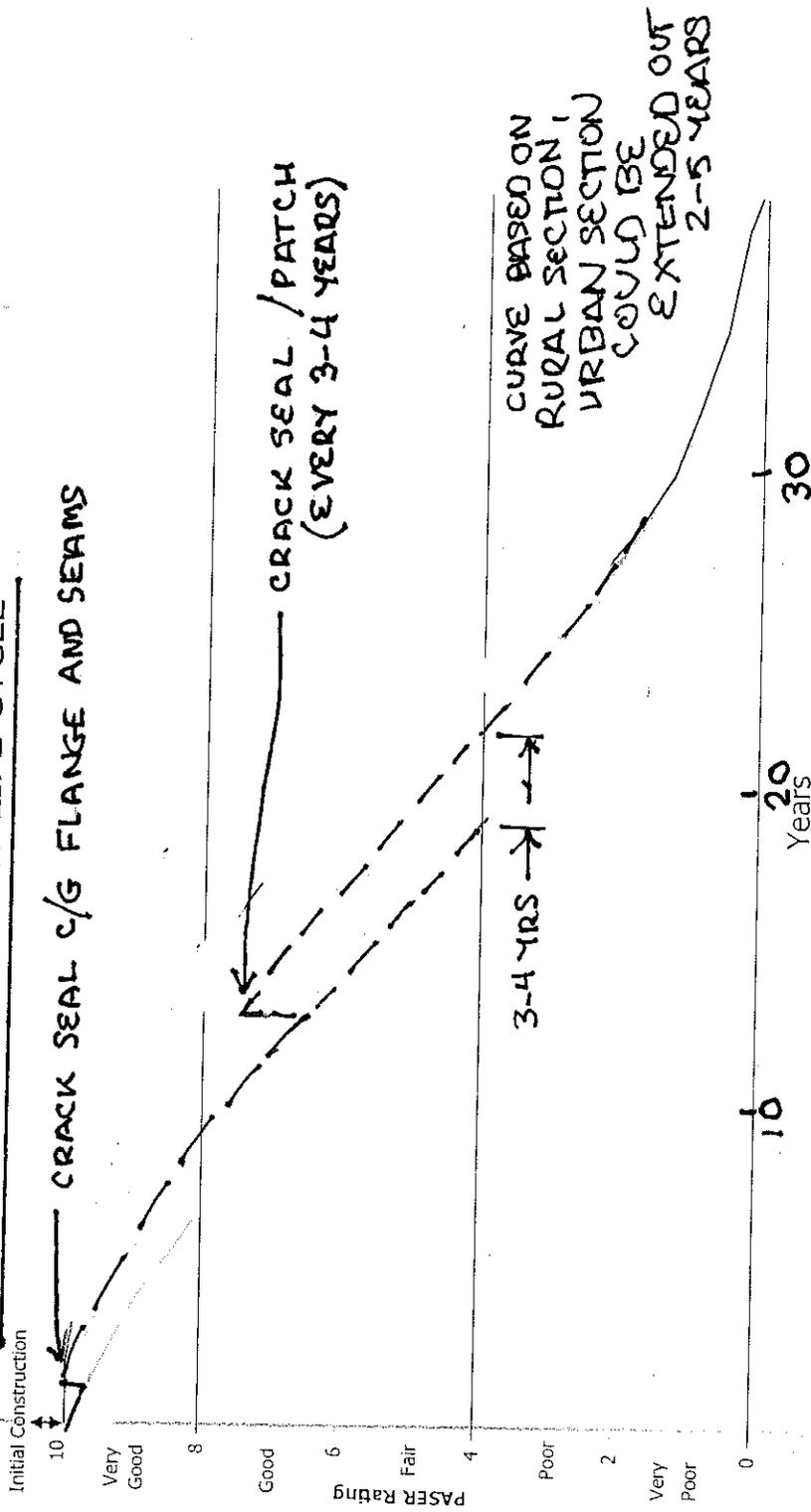
Included herewith is a five year plan schedule which indentifies proposed projects, road type, project cost and method of funding. Most common funding types include the following:

- Street Improvement Fund
- Capital Improvement Fund
- WDOT Funding
 - Local Road Improvement Program (LRIP)
 - Surface Transportation Program (STP)

Also included is present evaluation of the condition of paved roads in Franklin. The evaluation is based on the Paser rating system which rates roads on a 10 to 1 basis and is updated annually by trained Public Works personnel who rate all roads and input these annual ratings into the system. The condition is compared to 2010 reported conditions.

RJR/sg
Encl.

BITUMINOUS PAVEMENT LIFE CYCLE



1-11-12
CITY OF FRANKLIN

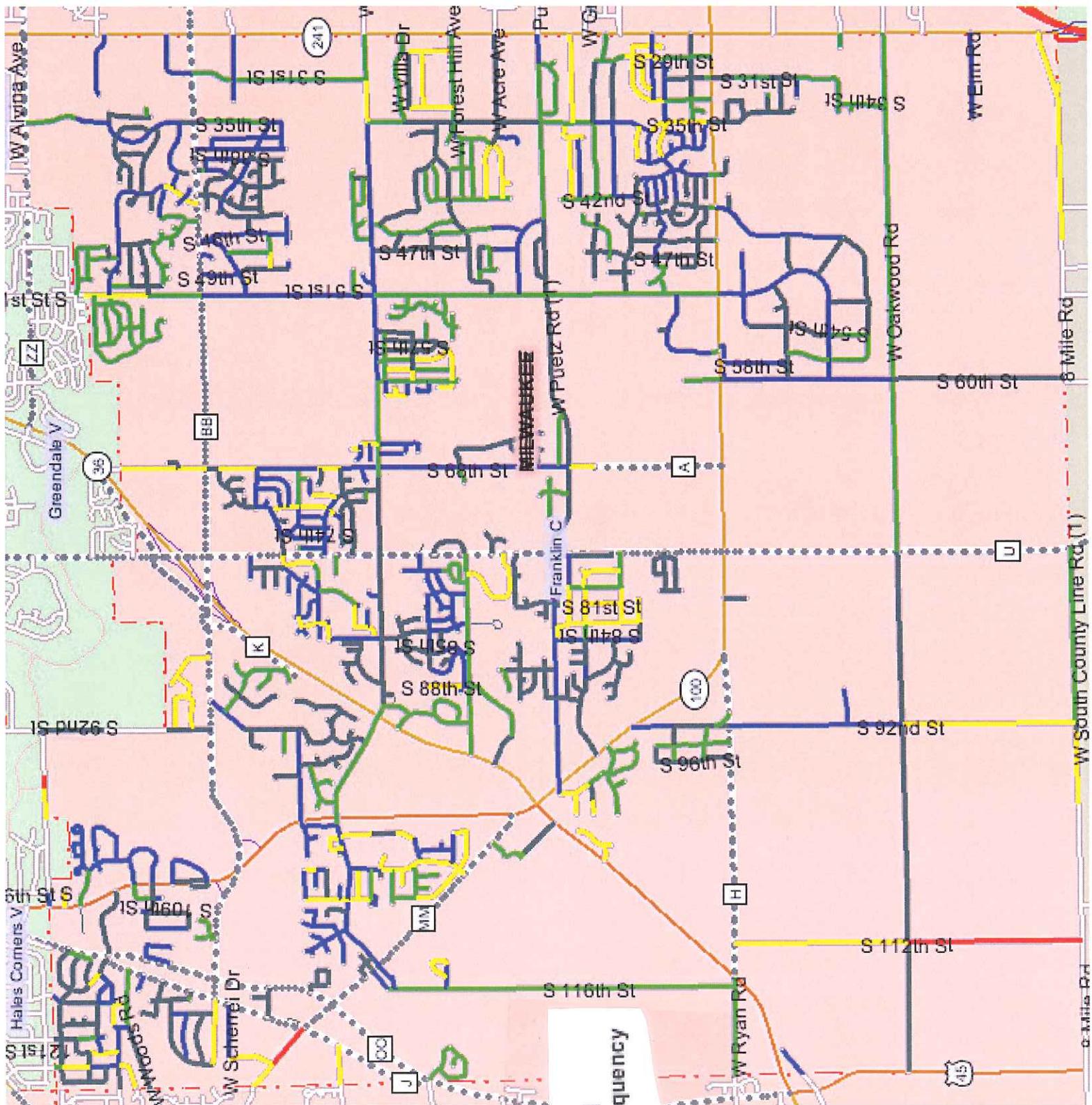
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REPORT
SUMMARY OF ROAD RATINGS
CITY OF FRANKLIN
JANUARY 2012

The City of Franklin owns and maintains approximately 166 miles of roadway. Every year in accordance with State statute, the Franklin Department of Public Works rates the City roads according to the Wisconsin Department of Transportation Paser System. The graphs shown in this report are summarized with ranking of all City maintained roads as rated in 2011.

The Paser System establishes road ratings as follows:

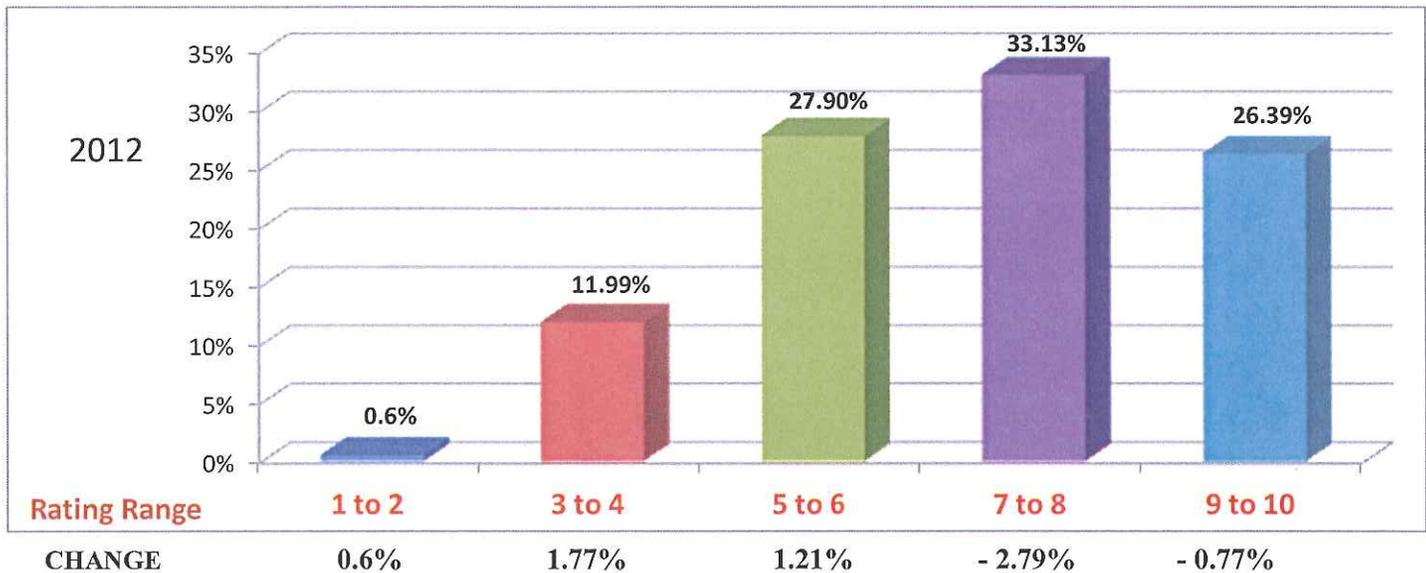
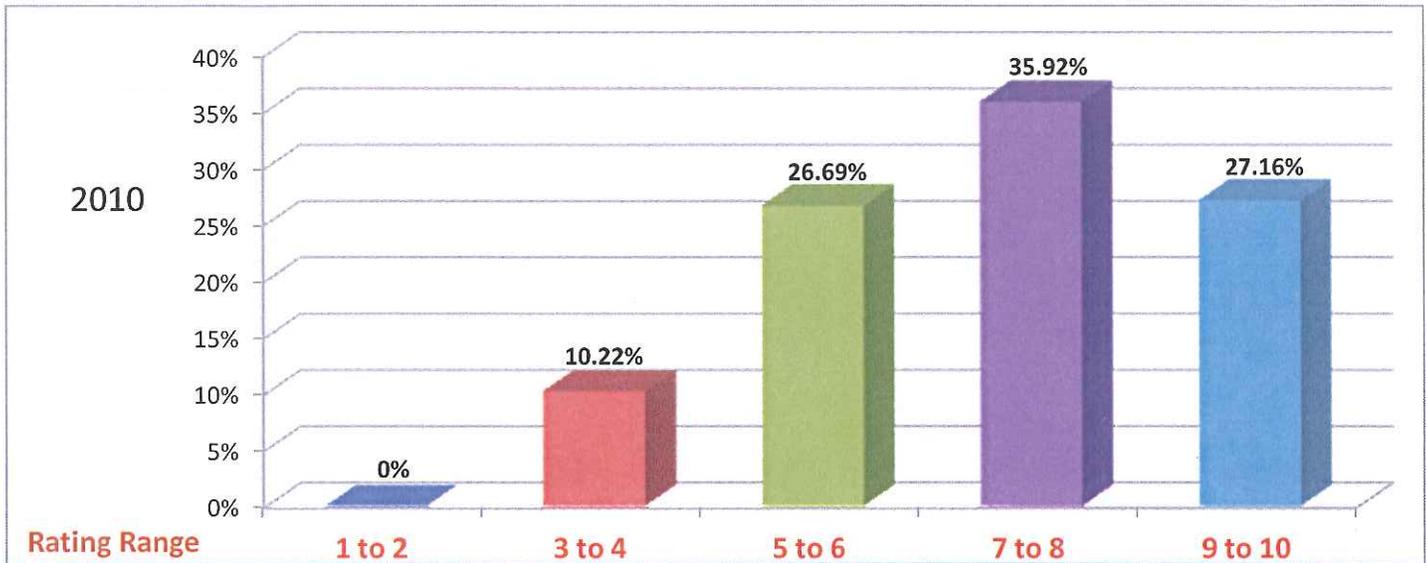
<u>Rating</u>	<u>Description</u>	<u>Maintenance Alternative</u>
10 & 9	Newly constructed or recently overlaid requiring no maintenance.	NONE required.
8	Recently constructed or overlaid may show longitudinal or transverse cracks.	Little or no maintenance.
7	Showing first signs of aging. May have very slight raveling, longitudinal cracks, few if any condition.	Route crack filling.
5 & 6	Sound structural, definite sign of aging. Raveling increase transverse cracks, first sign of block cracking. Slight or moderate polishing. Patches in good condition.	Hold with minor repair if necessary.
4	First signs of needing structural strengthening by overlay, severe surface raveling, many cracks, slight rutting.	Overlay or partial reconstruction.
3	Roads must be strengthened soon. Pulverize existing pavement and overlays used. Cracking extensive, show raveling with erosion. Severe block cracking, alligator cracking is showing, moderate rutting 1-2 inches and occasional potholes.	Partial reconstruction (Pulverize and pave)
2	Roads very severely deteriorated and need reconstruction. 25% alligator cracking, severe distortion.	Likely complete reconstruction.
1	Roads have failed, showing severe distress and extensive loss of surface integrity.	Complete reconstruction.



Legend
Condition Frequency Report

- 1-2
- 3-4
- 5-6
- 7-8
- 9-10

Condition Frequency Report – Paved City of Franklin



This graph as broken into ratings is helpful predicting and estimating budgetary costs.

1. A majority (59.52%) of the roads are rated in 2012 as 9 to 10, and 7 to 8, requiring only minor maintenance. Roads rated as 5 to 6 are not believed excessive and should decline into 4's and then 3's at a maintainable rate.
2. Reconstruction typically occurs on roads rating 3. Paser reports that 11.99% of roads rate as 3 to 4 (this is an increase of 1.77% from 2010). A staff computation finds that 36.6% of the 3 to 4 are rated 3.

If the cost of all City roadway repair is estimated at \$45 million then: $\$45,000,000 \times 11.99\% \times 36.6\%$
Results in \$1,980,000 to repair all threes.

It will be assumed that to repair roads rated 3 will take two program years. Further based on an assumed pavement life in the second year, one third of the 4's will become 3's. The resulting cost for a two year program can then be estimated as:
 $\$45,000,000 \times 11.99\% \times 36.6\% + 1/3 (63.4\%)$

This results in \$3,123,995 for two years and \$1,561,997 for one year to repair present and new threes in 2013.

This need applied annually is consistent with other estimating methodology. An annual allocation of \$1,600,000 should regain a proper condition frequency.

**FIVE YEAR ROAD IMPROVEMENT PLAN
CITY OF FRANKLIN
2012-2016**

YEAR	PROJECT	ROAD TYPE	PROJECT COST	PROJECT FUNDING						NON-CITY SOURCE
				STREET IMPROVEMENT		CAPITAL IMPROVEMENT		NON-CITY FUND	CITY FUND	
				NON-CITY FUND	CITY FUND	NON-CITY FUND	CITY FUND			
2012	S.51st Street (Construction) (With Trail) ^e (N of Rawson to Greendale)	A	\$ 365,000			\$ 165,000		\$ 125,000		
	Additional Program Streets	U	\$ 380,000							LRIP
	ANNUAL 2012 TOTAL		\$ 745,000	\$ 75,000		\$ 545,000		\$ 125,000		\$ -

2013	Local Street Program	U	\$ 1,600,000			\$ 1,600,000				
	Marquette Avenue (W of 46th Street)	A	\$ 50,000					\$ 50,000		
	W. Puetz Road Trail		TBD							
	S. 76th Street Sidewalk (County)		\$ 800,000				\$ 640,000	\$ 160,000		STP
	ANNUAL 2013 TOTAL		\$ 2,450,000	\$ -		\$ 1,600,000	\$ 640,000	\$ 210,000		\$ -

2014	W. Puetz Road (Construction) (S. 76th to Lovers Lane)	A	TBD							
	Local Street Program	U	\$ 1,600,000			\$ 1,525,000				LRIP
	ANNUAL 2014 TOTAL		\$ 1,600,000	\$ 75,000		\$ 1,525,000	\$ -	\$ -		\$ -

2015	Local Street Program	U	\$ 1,600,000			\$ 1,600,000				
	ANNUAL 2015 TOTAL		\$ 1,600,000	\$ -		\$ 1,600,000	\$ -	\$ -		\$ -

2016	Local Street Program	U	\$ 1,600,000			\$ 1,525,000				LRIP
	ANNUAL 2016 TOTAL		\$ 1,600,000	\$ 75,000		\$ 1,525,000				
	TOTAL ARTERIAL (A)		\$ 415,000							
	TOTAL OF ALL		\$ 7,995,000	\$ 225,000		\$ 6,795,000	\$ 640,000	\$ 335,000		\$ -

Assessment of Property Owners TIF Funding (TIF) Road Impact Fee (RIF)
 Local Road Improvement Fund (WDOT) (LRIP) Developer Cost (DEV) Surface Transportation Program (WDOT) (STP)

**PROPOSED 2012 LOCAL STREET IMPROVEMENT PROGRAM
CITY OF FRANKLIN**

<u>STREET LOCATION</u>	<u>STREET SECTION</u>	<u>LENGTH (LF)</u>	<u>ESTIMATED COST</u>
S. 51 st St. (North of Rawson Ave.)	Rural	2580	\$225,000
S. 112 th St. (Oakwood Rd. to South County Line)	Rural	5280	\$178,600
S. 68 th St. (200' N. of W. Rawson Ave to Parkview Ct.)	Rural	700	\$37,000
W. Southview Dr. (S. 83 rd to S. 82 nd St.)	Urban	795	\$34,300
W. Madison Blvd. (at S. 38 th St.)	Urban	180	\$15,000
S. 28 th St. (Forest Hill to Plaza)	Rural	1250	\$53,000
S. 28 th St. (Briarwood to Hilltop to 29 th St.)	Urban	1060	\$39,700
W. Mary Ann Dr. (S. 36 th to S. 42 nd St.)	Rural	1695	\$75,600
W. College Ave. (Park Dr. to Park Dr.)	Rural	1200	\$21,500
PROGRAM TOTAL (2.79 Mi.)		<u>14,740</u>	<u>\$679,700</u>

Program Funds Budgeted \$620,000

<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;">1/24/12</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">Restructuring of the Finance Department</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>G.8.</i></p>

At the Common Council meeting of January 10, 2012, the Common Council considered a restructuring of the Finance Department that involved, in part, an amendment to the Charter Ordinance. The action item was tabled until this meeting and involved a series of inter-related action items, as did the motion tabling the item. Unfortunately, the item and recommendation as presented on January 10 is no longer viable in the manner as contemplated as the City Attorney has indicated that his firm is not interested in serving in the role as supervisor of the Planning Department. Nonetheless, following is a brief discussion on each of the items from the motion to lay over so that we can get further input on some of the potential details. Those can then be combined into a revised proposal for the following meeting.

a) Contract with the City Attorney for the supervision of the Planning Department. This option is no longer under consideration because the City Attorney has indicated that, upon further consideration, his firm is not interested in serving in the role as supervisor of the Planning Department. Part of the discussion at the Common Council meeting was that such supervision should specifically include the right to hire and fire; however, Jim Korom, labor attorney, advises that as an independent contractor the City Attorney should only have advisory authority on discipline, hiring, and firing.

b) Contract with Cal Patterson, for a period of time to be determined: Attached is a contract template patterned off his existing contract that could be used for Mr. Patterson to serve in a continued part-time position following the end of his current contract. This form generally removes items related to the succession plan. The highlighted areas (job title, scope of responsibility, to whom he reports, and time period) could be altered to address whatever structure or period the Common Council ultimately selects. Additionally, as in the present amended contract, it eliminates fixed automatic raises and, instead, incorporates those raises approved by the Common Council for other management employees. In order to improve efficiency and increase accessibility, it provides for a cell phone for business and personal use, as is now provided for under new IRS regulations. The job description should then be modified to reflect a corresponding scope of responsibility and reporting authority.

c) Contract with the Director of Administration: Attached is a template largely patterned off my existing contract that could be used for revising my contract. The revised contract eliminates the automatic 3% annual raise (that last occurred in 2010) and implements the three-year pattern of salary adjustments previously implemented for most employee groups, consistent with my prior request (copy attached), as well as the fourth-year pattern as approved by the Common Council for management employees (2012 budget). This template eliminates supervision of Planning, adds supervision of the Finance Department, and emphasizes the additional budget process responsibilities; but any of the highlighted areas related to scope of supervision and responsibility could easily be changed to reflect the Council's final determination. In order to improve efficiency and increase accessibility, it provides for a cell phone for business and personal use, as is now provided for under new IRS regulations. The job description should then be modified to reflect a corresponding scope of responsibility and reporting authority. [Please recognize that as the Director of Administration I have a conflict of interest relative to matters of my own contract so you must assume that any comment or position I may have on this contract could be perceived to place my own interests above those of the City's; as such, I recommend the City contact the City Attorney or other such counsel relative to such matter.]

d) Scenario with the Director of Administration supervising the Director of Finance and Treasurer. This is part of the recommendation that was presented at the last meeting. These two positions would report to the Director of Administration thereby putting the Director of Administration in the direct chain of command relative to completion of the budget. This would also give the Director of Administration the ability to resolve discrepancies between the two different financial services divisions, which is consistent with the part of the plan that led to the combination of the two positions in 2004, and would more likely have senior management available in the event something happens during the absence of the part-time Treasurer. To absorb this additional workload, the Director of Administration would give up supervision of Planning. As such, it would not, overall, increase the Director of Administration's authority or workload. This scenario required the City Attorney to oversee Planning, but, as noted above, the City Attorney does not want and should not have such full supervisory authority.

e) Scenario with the Director of Administration not supervising the Director of Finance and Treasurer. Not having both positions report to the Director of Administration would, de facto, mean they would report to the Mayor. This would eliminate a single administrative staff or department head from having authority over both of these functional areas, which has been the case since their merger in 2004. Additionally, it would also likely lead to additional workload for the Mayor, which, it was argued, was not in the overall best interest of the City. In this scenario, the Director of Administration would remain available to supervise Planning.

f) Scenario with some responsibilities of the Director of Finance divided among others. Logically it would seem that if one contends that the single position of Director of Finance and Treasurer is too much work for one person then it should be possible to clip off pieces of the work thereby reducing the workload for that one individual. Attached is a memo from Mr. Patterson which addresses this issue relative to the sewer and water funds and TIF districts. Please recognize that what is suggested with this scenario is precisely what was done with the proposal to create a separate Treasurer position where certain duties were segregated to a Treasurer in order to reduce the workload on the Finance Director.

Nonetheless, it would not work well to, for example, simply contract out all of the duties allocated to the position of Treasurer. Cal's memo indirectly provides a good analogy of why that is the case. The breadth and interdependence of financial services performed makes it inefficient to carve out a portion of a chain of events and assign it to a contractor. That loss of control of the contractor's work process and difficulty in controlling their work inputs makes for an inefficient coordination of services. The reason it works while setting up a division between two employee positions is because one supervisor maintains clear control, everybody is in proximity to each other, and, ultimately, they are one team trying to complete their responsibilities together. It simply doesn't work that well with consultants. Consultant scope of services need to be clearly defined, and flexible allocations of workloads between consultants and employees do not generally work well (in a fixed-price contract the contractor tries to avoid work to increase profits and in an hourly-rate contract the contractor tries to increase hours to increase profits).

For example, the Treasurer position was recommended to have the responsibility to "provide financial management of, but not the accounting of, the water utility, sewer fund, and TIF districts, including providing the Board of Water Commissioners and CDA with professional guidance, assistance, and consultation." The Finance Director, on the other hand, would be responsible for the "accounting and financial reporting" in these areas. A similar bifurcation was made with the Self Insurance Fund, and a number of financial responsibilities were assigned to both positions designating one position "primary" and the other "secondary" responsibilities (for example with internal controls and receipting and disbursements). I could not have recommended these segregations of duties if one of the portions of the equation had been a consultant. The duties and roles are simply so closely related and the inputs to each other simply require such coordination and cooperation, that one party could not be a consultant and the process still be executed as smoothly or as cheaply. As Cal noted in his memo, this is exactly what was

discovered in the past and why those tasks were brought in-house. The same thing was found in completion of the Comprehensive Master Plan, which is why Planning staff eventually did so many components of the Plan themselves, ultimately saving over \$100,000 in the fund. I believe duties can be segregated in the manner proposed at the last meeting, if the resulting structure retains in-house staff under one point of management. In such a scenario, sharing of duties and assignment of the daily minutia and reaction to special circumstance and overall coordination of effort all benefit from one umbrella organization. Consultants are very rarely truly under your same umbrella.

Therefore the duties that could be broken out fall into two categories 1) those that were set forth in the proposed Treasurer's job description, but only if the duties remain assigned to employees under one chain of management; or 2) those identified by Cal which would take a broad range of functions supporting one individual fund and combine them, thereby giving up existing benefits of scale and creating the other potential problems identified by Cal.

g) Charter Ordinance to repeal the Office of Director of Finance and Treasurer, to create the Office of Treasurer, and to amend the Municipal Code as it pertains to such positions, placed on the agenda following the above items. The packet from the last meeting has been attached.

h) Authorize the Mayor and Director of Administration to proceed with hiring a Director of Finance and Treasurer. The potential option/individual referenced by the Mayor was investigated and the individual is not, in fact, available.

COUNCIL ACTION REQUESTED

Given that the alternative to contract with the City Attorney for the supervision of the Planning Department is no longer an option, the Mayor and Director of Administration request that the item is laid over until the meeting of February 7th for additional review and consideration of alternatives.

EMPLOYMENT AGREEMENT

This agreement made and entered into this ___ day of January, 2012 by and between the City of Franklin (the "Employer") and Calvin A. Patterson (the "Employee").

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In consideration of the mutual covenants and promises contained in this agreement, the Employer and the Employee agree as follows:

Section 1. Duties and Position. The Employer hereby agrees to employ the Employee in the capacity of Director of Finance & Treasurer, serving as the City's Chief Financial Officer. As Director of Finance & Treasurer the Employee will have the duties and responsibilities to supervise, direct, analyze, interpret and communicate the finance and treasury operations of the Employer; to provide management of the department, information and guidance to the Mayor, Director of Administration, Department Heads, Finance Committee, Common Council, Community Development Authority and Board of Water Commissioners; and as more fully set forth by the City of Franklin "Job Description" approved by the Franklin Common Council on January 17, 2006 and as amended May 17, 2011 and January 20, 2012, to perform such other legally permissible and proper duties and functions, consistent with the scope of the job description, as the Director of Administration shall from time to time assign. As an Officer of the City of Franklin, however, the Employee acknowledges that duty assignments may also be made directly by the Common Council or Mayor.

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The Employee agrees to continue to perform at a professional level of competence the functions and duties of the position. Employee agrees to and shall be required to use his best efforts at all times to coordinate, streamline and make efficient city operations, under his scope of authority in accordance with the position description. To that end, it shall be the Employee's responsibility to take the initiative in investigating other areas where the financial operations may be coordinated, streamlined or made more efficient and Employee shall make recommendations in these areas. The Employee understands and agrees that an average level of performance is not acceptable under this contract and Employee must consistently exhibit above average skill, diligence and initiative in exercising the duties of this position.

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Deleted: When serving under the job description of Chief Financial Officer, as approved by the Common Council June of 2011 the Employee will have the responsibility for supervision, oversight, and direction of the Director of Finance and Treasurer and will have the authority to allocate duties and responsibilities of the Director of Finance and Treasurer to himself as Chief Financial Officer.

Both parties acknowledge that if workloads exceed reasonable capacities, it will be necessary for the Director of Administration to establish written goals and objectives and/or a prioritization of tasks to assist the Employee in the allocation of time and resources.

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The Employee agrees to devote the time necessary to complete the duties and responsibilities normally expected of the position during the term of this contract. The Employee and Employer agree, however, that effective May 1, 2012, the Employee shall switch to a schedule and workload equivalent to half-time employment. Half-time

is intended to reflect an average work schedule over the period of the agreement. Additionally, Employee is expected to attend periodic evening meetings as may be required. The Employee does have access to the City's approved Flex-time Policy. The Employee shall track and report hours worked to the Director of Administration.

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Additionally, both parties acknowledge that the Employee must routinely devote time outside of normal office hours in the performance of the position's duties and that as an FLSA-exempt employee work hours remain flexible and are not fixed. As such, use of such flexible hours shall not require use of vacation or personal leave balances, provided, however, that such usage may not cover a full-day block of time without approval of the Director of Administration. The Director of Administration shall notify the Employee, if it is deemed by the Employer, that the Employee is not balancing said demands reasonably or to the expectations of the City.

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During the term of this Agreement, Employee shall not engage in any other employment, occupation, or consulting that would materially conflict or interfere with the performance of Employee's duties and responsibilities without the prior approval of the Mayor.

Section 2. Term of Employment. The initial term of this contract shall commence May 1, 2012, and shall terminate December 31, 2013. Prior to the end of each contract term the Franklin Common Council may take action to extend the contract for a six-month period, or other such period as mutually agreed to, on the same terms and conditions.

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However, it is expressly agreed and understood by the parties hereto that the Employee is an at-will employee of the Employer. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employer to terminate the services of the Employee at any time, except that during the first 180 days such termination shall be for cause or by mutual agreement. It is further understood and agreed by the parties hereto that the Employee shall have no property right or vested interest in a renewal contract and no promise to renew shall be binding unless reduced to writing, approved by the Mayor and the Common Council. In the event that Employee is terminated by Employer prior to the end of a contract term, the employee will be deemed to have retired at the date of separation from employment.

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Further, following January 1, 2013, which deadline shall not apply in the event of mutual agreement, nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign/retire at any time subject only to Employee providing sixty (60) calendar days written notice of the Employee's intent to resign/retire.

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Section 3. SALARY. In consideration for the services rendered and effective with the initial term of the agreement, the Employer will pay the Employee a bi-weekly base salary of \$2,117,88, which reflects the half-time status. The base salary shall be increased 1% effective 7/1/12 and, effective 1/1/13 and continuing thereafter, the base

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salary shall be adjusted by same percentage as provided to other non-represented management employees by action of the Common Council.

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Salary payments shall be made in the same manner as salaries of other city employees (currently bi-weekly and direct deposited to financial institution of employee's choice).

Section 4. PERFORMANCE EVALUATION. The Director of Administration, or as an Officer of the City of Franklin the Common Council shall review and evaluate the performance of Employee at his/their discretion and shall define such goals and performance objectives for the Employee as are necessary and required and within the scope of the job description.

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Section 5. BENEFITS. Effective May 1, 2012, except as otherwise provided for herein, the Employee shall be entitled to such benefits as provided in the Resolution establishing benefits for full-time non-represented management employees of the City of Franklin and as otherwise established by the Common Council for exempt employees and as may be amended from time to time at the discretion of the Common Council, with the additions/modifications indicated below and with wages/salary as indicated in Section 3 above. Employee shall be entitled to 50% of such benefits (or at a 50% rate depending how the benefit is best described) as provided in the Resolution establishing benefits for full-time non-represented management employees of the City of Franklin and as otherwise established by the Common Council for exempt employees and as may be amended from time to time at the discretion of the Common Council, with the additions/modifications indicated below and with wages/salary as indicated in Section 3 above.

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1. Employer upon execution of this agreement agrees to provide full employer paid family health benefit coverage to Employee through August 1, 2014. However, termination for just cause will void this retiree benefit. Coverage shall be as an active employee during the term(s) of this agreement and as a retiree thereafter for the remaining portion of the period.
2. Employee shall continue to accrue 3.08 hours of vacation per pay period, which may be used at the discretion of the Director of Administration. All other leave balance types shall accrue at fifty percent of the rate specified in the referenced benefit resolution. Then current leave balance banks remain unaffected by the change in accrual rates.
3. Life insurance shall be maintained by Employer for the benefit of Employee at least equal to two (2) times the Employee's annualized bi-weekly base salary. In the event that Employer does not maintain such aforementioned life insurance in adequate amounts, Employer shall, within thirty (30) calendar days of Employee's death, pay to Employee's estate a lump sum payment equal to two

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times the Employee's annualized bi-weekly base salary less any insurance in force.

- 4. Employee will be provided with a City-paid cell phone to be used for business purposes and personal use in order to provide the City with greater accessibility to the Employee and to increase the efficiency of the Employee.

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- 5. Professional fees to be paid by the Employer at the discretion of the Director of Administration (GFOA, WGFOA, etc.)

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- 6. The Employee may incur reasonable expenses for furthering the Employer's business, including expenses for entertainment, travel, and similar items. The Employer shall reimburse Employee for all business expenses after the Employee presents an itemized account of expenditures, pursuant to Employer policy and subject to approval.

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- 7. Employee shall upon reasonable notice, furnish such information and proper assistance to the Employer as it may reasonably require in connection with any litigation in which it is, or may become, a party either during or after employment. In addition, Employer agrees to provide indemnification from all claims pursuant to state statutes.

- 8. Upon termination, except for termination for just cause, Severance shall be paid out applying 11 years of full-time service and additional completed years thereafter, if earned, shall be applied as half-time service.

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- 9. Employee may continue to take family or single dental insurance by paying half of the monthly premium each month while an active employee. Upon termination or retirement, the Employee is eligible to continue dental coverage under COBRA and in accordance with COBRA provisions and timelines.

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Section 6. RESIDENCY. During the term of this agreement, the employee shall not be required to become a resident of the City of Franklin.

Section 7. CONSULTING During any period of retirement while the Employee is receiving retiree health benefits the Employer through its Mayor and/or Common Council may contract with the Employee for the Employee to provide specific services on an hourly basis at \$75 per hour or on a project basis at a mutually agreed upon fee subject to the availability of the Employee and authorized appropriations.

Section 8. GENERAL PROVISIONS. The text herein shall constitute the entire agreement between the parties and may be amended or modified only by further written agreement between the parties. Following execution and upon its effective date, this Agreement supersedes the prior Employment Agreement.

If any provisions or any portions of this agreement are held unconstitutional, invalid or unenforceable, the remainder of this agreement or portion thereof shall be deemed severable, shall not be affected and shall remain in full force and effect.

City of Franklin
By

Employee

Thomas M. Taylor, Mayor

Calvin A. Patterson

Dated: _____

Dated: _____

DRAFT AGREEMENT

This agreement made and entered into this _____ day of January, 2012, by and between the City of Franklin, (hereinafter "Employer"), and Mark W. Luberda, Director of Administration (hereinafter "Employee").

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In consideration of the mutual covenants and promises contained in this agreement, Employer and Employee agree as follows:

Section 1. DUTIES. Employer hereby agrees to employ Employee as Director of Administration to perform the duties described in the Director of Administration job description, a copy of which is attached hereto and made a part hereof by reference and to perform such other legally permissible and proper duties and functions, consistent with the scope of the attached job description, as the Mayor or Common Council shall from time to time assign, Employee agrees that such duties include managing the Facilities Division, Building Inspection, and the Finance Department and that, within the scope of this contract, the Director of Administration job description may be modified to incorporate such duties.

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The Employee agrees to perform at a professional level of competence the functions and duties of the position. Employee agrees to and shall be required to use his best efforts at all times to coordinate, streamline and make efficient city operations, under his scope of authority in accordance with the position description. To that end, it shall be the Employee's responsibility to take the initiative in investigating other areas where the operations may be coordinated, streamlined or made more efficient and Employee shall make recommendations in these areas. The Employee understands and agrees that an average level of performance is not acceptable under this contract and Employee must consistently exhibit above average skill, diligence, and initiative in exercising the duties of this position.

The Mayor and/or Common Council may establish written goals and objectives and/or a prioritization of tasks assigned to the Employee. Both parties acknowledge that if workloads exceed reasonable capacities, routinely and consistently exceeding 50-53 hours per week, it will be necessary for the Mayor and/or Common Council to establish written goals and objectives and/or a prioritization of tasks to assist the Employee in the allocation of time and resources.

The Employee agrees to devote the time necessary to complete the duties and responsibilities normally expected of the position during the term of this contract. Both parties acknowledge that the Employee must routinely devote time outside of normal office hours in the performance of the position's duties and that as an FLSA-exempt employee work hours remain flexible and are not fixed. As such, use of such flexible hours shall not require use of vacation or personal leave balances, provided, however, that such usage may not cover a full-day block of time without approval of the Mayor. The Mayor shall notify the Employee if it is deemed by the Employer that the Employee is not balancing said demands reasonably or to the expectations of the Associations.

During the term of this Agreement, Employee shall not engage in any other employment, occupation, or consulting that would materially conflict or interfere with the performance of Employee's duties and responsibilities without the prior approval of the Mayor.

Section 2. TERM: The term of this contract shall commence February 1, 2012, or upon execution whichever occurs later, and terminate February 1, 2015, except as otherwise provided for herein. A resolution may be submitted to the Franklin Common Council by November 1st, 2014 on whether to renew this contract for three (3) years on the same terms and conditions except salary and benefit increases set forth therein or as otherwise mutually agreed to. If the resolution does not pass by a majority vote, then Employee will be terminated February 1, 2015. If no resolution on renewal of this contract is submitted to the Common Council by November 1st, 2014, this contract will automatically be renewed for 12 months under the same terms and conditions, subject to salary and benefit increases. Thereafter, if no resolution on renewal of this contract is submitted to the Common Council by November 1st of each subsequent year this contract will automatically be renewed for 12 months under the same terms and conditions, subject to salary and benefit increases.

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However, it is expressly agreed and understood by the parties hereto that the Employee is an at-will employee of the Employer. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employer to terminate the services of the Employee at any time, subject only to Employer providing ninety (90) days written notice to Employee of the intent to terminate the services of Employee. It is further understood and agreed by the parties hereto that the Employee shall have no property right or vested interest in a renewal contract and no promise to renew shall be binding unless reduced to writing, approved by the Mayor and the Common Council.

Further, nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time subject only to Employee providing thirty (30) calendar days written notice of the Employee's intent to resign.

Section 3. SALARY. The automatic 3% wage increase due the Employee effective June 26th, 2011, in accordance with the employment agreement immediately preceding this agreement is hereby eliminated without any obligation upon the City. However, in consideration for the services rendered, the Employer shall increase the Employee's annual base salary in effect on January 1, 2011, and provide calculated retroactive pay, consistent with the pattern of wage settlements previously established by the City, as follows: 0% on 1/1/11, 1% on 7/1/11, 1% on 1/1/12, 1% on 7/1/12, 0% on 1/1/13, 2% on 7/1/13, 1% on 12/31/13, and 1% on 7/1/14 and will pay the Employee bi-weekly in the same manner as salaries of other city employees (currently bi-weekly and direct deposited to financial institution of employee's choice). Thereafter, commencing on 1/1/15, following and in conjunction with a satisfactory performance evaluation, the annual base salary shall be increased in accordance with the general wage increase provided to non-represented, management employees as determined by the Common Council for each same period.

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- Deleted: Further, effective upon commencement of this contract, the Employee shall be paid a one-time payment of \$950, less required payroll taxes and deductions, which shall not become part of the base salary.
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In addition to Employee's salary above, Employer shall pay to Employee any temporary assignment pay over and above this Agreement for any work performed by Employee for job responsibilities not covered in the Job Description or "Duties" above and included in the job description of other employees.

Section 4. PERFORMANCE EVALUATION. The Mayor shall review and evaluate the performance of Employee during the first quarter of each calendar year. Annually the Mayor shall define such goals and performance objectives for the Employee which the Mayor determines are necessary and required and within the scope of the position description and "Duties" above. Based upon the Employee's performance, the Employee is eligible to receive merit compensation or to be considered under any merit pay program established by the City, provided, however, it is clearly

understood that the Employee has no right to additional merit compensation no matter what are the results of the performance evaluation.

Section 5. BENEFITS. Employee shall be entitled and subject to such comparable benefits as provided in the Resolution establishing benefits for full-time non-represented management emloyees of the City of Franklin and as otherwise established by the Common Council for exempt employees, with the following additions/modifications:

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1. Employee shall be allowed to use his personal days at the discretion of the Mayor, which use shall not be unreasonably withheld.
2. Employee will be provided with a City paid cell phone to be used for business purposes and personal use in order to provide the City with greater accessibility to the Employee and to increase the efficiency of the Employee.
3. Employee's current vacation balance may be used at the discretion of the Mayor and Employee's vacation leave accrual rate shall be at 1 week per year greater than the rate provided other Non-Represented Management Employees, per the above referenced resolution, based upon the Employee's years of service as provided for therein.
3. Professional fees to be paid by the Employer at the discretion of the Mayor (IPMA, ICMA, etc.)
4. In the event of termination or non-renewal of this contract, the Employer will continue to pay for family medical insurance for the Employee for a period of 6 months following termination should the Employee be unable to secure comparable Medical insurance through subsequent employment and will continue to pay the Employee's then current salary for a period of 6 months following termination. This section shall not restrict the Employee's rights to an extension of access to health benefits, funded by the Employee, in accordance with COBRA.

Section 6. RESIDENCY. During the term of this agreement, the employee shall not be required to become a resident of the City of Franklin.

Section 7. GENERAL PROVISIONS. This contract shall supercede a prior contract entered into November 21, 2007. The text herein shall constitute the entire agreement between the parties and may be amended or modified only by further written agreement between the parties.

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If any provisions or any portions of this agreement are held unconstitutional, invalid or unenforceable, the remainder of this agreement or portion thereof shall be deemed severable, shall not be affected and shall remain in full force and effect.

City of Franklin
By

Employee

Thomas M. Taylor, Mayor
Dated: _____

Mark W. Lubarda
Dated: _____

C-4

December 10, 2010

Mayor Tom Taylor
City of Franklin

Dear Mayor Taylor,

Effective September 1st of 2009, my employment agreement required that my salary be adjusted by 3% effective this past June 26th, 2010. At the time the June adjustment became contractually committed, the City had not yet established the wage pattern that has come into play. From a finance/accounting standpoint it would be useful to ensure all expenses for this year were booked in the current year. As such, at this time I respectfully request implementation of the 3% increase called for by my contract and obligated back on September 1, 2009 and effective this past June 26th.

As you are aware, we have since successfully implemented a 3-year pattern of wage increases in 5 of the 6 labor agreements (Dispatch remains outstanding). As of September 1, 2009, when my June increase became obligated, only AFSCME – Inspectors was settled. Since that time each other contract that had expired (except Dispatch) has been settled. Now that the negotiated pattern has been extended to nearly all employees, I believe it is important that it be extended to me as well. As such, please recognize that I would be open to a 3-year contract extension that eliminates the 3% increase currently scheduled for June 2011, and incorporates a wage adjustment pattern consistent with the labor units: 0% 1/1/11, 1% 7/1/11, 1% 1/1/12, 1% 7/1/12, 0% 1/1/13, 2.% 7/1/13, and 1% 12/31/13. Naturally, the extension would continue to preserve the City's unilateral right for termination during the term of the contract.

Please implement the past due adjustment at this time (which does not require Common Council approval) and consider addressing a contract modification prior to the next contractual adjustment in June of 2011 (which would require Common Council approval). For your convenience, I have requested that Dana complete the required "pink sheet" and have attached it to this letter. Also, recognize that when it comes to my own contract, I must represent myself and not the City. As such, I have attached a copy of my current contract, so that you may confirm the items noted above. If you have any questions regarding this letter, please do not hesitate to contact me.

Sincerely,



Mark W. Lubarda
422 Maple Lane
Williams Bay, WI 53191

M E M O R A N D U M

DATE: January 16, 2012
TO: Mark Lubberda, Director of Administration
FROM: Cal Patterson, Director of Finance & Treasurer
RE: Water Utility, Sewer Fund and TIF Districts Impact on the Finance Department

You asked that I review the duties being done for the Water Utility, Sewer Fund and TIF Districts to see if there was a benefit to having those entities have their financial services done by others.

To do that you need an understanding of what is currently being done in the Finance Department relative to these functions:

Water Utility and Sewer Fund

1. Payroll is being processed for the water/sewer department employees
2. Based upon job coding payroll is separated between Water Utility and Sewer Fund activities and charged to the respective fund
3. Accounts payable bills are being processed for the Water Utility and Sewer Fund with a water utility voucher listing prepared for each payment cycle
4. Quarterly water and sewer billing is being reviewed and recorded (Billing is done in the Engineering department)
5. Payments against the billings are received and processed
6. Financial activities are being recorded in separate General Ledgers
7. Cash and investment activities are being managed
8. Capital Assets records with depreciation schedules are being maintained
9. Quarterly and Annual financial reports are prepared
10. Financial health of each activity is monitored
11. Financial advice is provided to the Board of Water Commissioners
12. Budgets are reviewed and submitted for approval
13. Sewer Billing rates are set annually based upon the expected costs for the coming year
14. Water rate cases are filed with the PSC for the Board of Water Commissioners
15. Multi year forecasts are prepared for the Board of Water Commissioners
16. Board of Water Commissioner's meetings are attended as needed

TIF Districts

1. Accounts payable bills are being processed
2. Financial activities are being recorded in separate General Ledgers
3. Cash and investment activities are being managed
4. Quarterly and Annual financial reports are prepared
5. Financial health of each activity is monitored and financial advice is provided to the Community Development Authority (CDA)
6. Forecasted activity is prepared for each district based on CDA decisions
7. Multi Year cash flow forecasts are prepared and shared with the CDA
8. Separate audits of TIF Districts are coordinated as required in WI. Statutes
9. TIF termination reporting to the State is prepared, as needed

Currently as part of the budget process the Water Utility, Sewer Fund and TIF Districts Funds are charged for the cost of providing these services. The estimated cost of Finance Department employees providing this work is calculated and a payroll allocation estimate is prepared and recorded. In this way these funds are paying for the services that they are using which reduces the cost to the City of operating the Finance Department. Substantially all of the costs of providing these services is recovered through the allocation without the necessity of internal time recording and internal billing of each activity. When on time activities like a TIF Termination arises a separate allocation is made for the time incurred. IF separate staffing for these services was obtained the cost of the Finance Department would increase because the allocation would no longer be applicable. The 2011 cost allocation amounted to \$62,000.

I have been asked many times over the years are these funds paying their fair share of department costs? My reply is that I believe that the allocation methodology does have them paying their fair share of Finance and other departments (primarily Clerk, Administration and Engineering) costs to provide services to these funds.

The Finance Department is organized along functional lines so the additional cost of providing these services is less than the separate cost of providing these services.

For instance could the Water Utility and Sewer Fund employ a single half time person to provide the services listed above? I do not believe they could even ignoring the substantial costs of separate systems. The variety of tasks and the different skill sets would make that difficult and more expensive to the City of Franklin ratepayers who would end up paying these extra costs.

The TIF Districts have been mentioned as an area that could possibly be outsourced. Looking at the nine areas above the most likely items to outsource would be the second half of item 5, item 7 and item 9. The second half of item 5 and item 7 were the items provided by Ehlers in the past. Why did we bring them in house? First of all the other parts of items 1 thru 8 were already being done by City Staff. The first thing that the consultant does after receiving a contact for providing financial review services is to ask City staff to provide them a list of information they needed to make up their forecasts. They then take the information, do the analysis and made the presentation to the CDA or Council.

In the case of TIF projections after reviewing their presentation it became obvious that 90% or better of the information was from the information provided by City staff. All that was required was to prepare a model that could be updated periodically with current project information and the same result could be achieved at significantly lower cost than using an outside consultant. Going back to an outside consultant saves very little staff time, costs the TIF Districts significantly more and results in a less informed staff that, due to the reliance on the outside consultant, which results in the CDA having to rely more on the outside consultants to provide their over site role.

Regarding Item 9 the same information needed for the termination reporting is also needed for the final audit of the TIF District. This information has been maintained by City staff, in a year by year format, so that it will be available for both the final audit and the termination reporting to the State. The cost of having outside contractor prepare item 9 will be significantly more than having staff do the work. It will also reduce the approximate 25% share of the remaining TIF District funds that the city will receive.

Because of the operating efficiencies associated with staff functions already being done and the higher costs to the Water Utility, Sewer Fund and TIF Districts increasing the resources to the Finance Department is a more efficient and effective use of resources than hiring a separate half time person for the Water Utility and Sewer Fund or farming out to consultants TIF Districts tasks.

<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;">1/09/12</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">An Ordinance to Repeal the Office of Director of Finance and Treasurer, to Create the Office of Treasurer, and to Amend the Municipal Code as it Pertains to Such Positions</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>II. B.</i></p>

At the Council meeting of 12/20/11, the Common Council approved a motion directing staff to proceed with the steps necessary to restructure the management of the Finance Department in light of the failure of the attempted hiring process to achieve any acceptable results. Part of that motion directed staff to create separate job descriptions for Finance Director and Treasurer, slightly revise the Director of Administration job description, and place them on the agenda for this meeting. Those are on your agenda this evening.

Although the job descriptions themselves can be approved by a simple majority vote, a charter ordinance is required to actually implement a new Treasurer job description. As the Treasurer is a statutory officer of the City and as the position (not job description) of Director of Finance and Treasurer was created by charter ordinance, the City Attorney advises that a charter ordinance is similarly needed to rescind the current position and create the Treasurer position.

A charter ordinance requires an approval vote of at least two-thirds, whereas the motion to proceed was approved 4-3 with the Mayor breaking the tie. The necessary charter ordinance, therefore, is being brought for your consideration at this time, because without its approval, the actions directed at the last meeting cannot ultimately be implemented.

The full packet of information from the last meeting is attached because the packet and memo provided a detailed explanation of the basis for the recommendation. You are strongly encouraged to read that packet again to understand the human resources and risk management basis for continuing to pursue the recommended strategy. Instead of repeating that information here, I will briefly present a more real world perspective on the scenario.

At this immediate time, only two options are generally available: 1) find a viable candidate for the position of Director of Finance and Treasurer or 2) restructure the position or department in some manner. The previous memo explained the failed attempt to fill the anticipated vacancy. The previous hiring process undertaken taught us the following: a) the job has incorporated such a broad range of duties that it effectively is very difficult to find a thoroughly qualified individual, b) there are very few interested/potentially qualified candidates (West Allis only had 10 applicants for a similar position), and c) the job entails more work than one person can reasonably accomplish (this last fact cost us the only three viable candidates). Again, please review the attached copy of the last packet for a more detailed discussion on this aspect of the issue.

As Human Resources Director, I do not have any evidence to suggest that a second hiring process will yield any better results than the first effort, and I am very concerned that the few candidates ultimately deemed qualified all rejected the position. I believe this is very telling evidence that there is a high probability that a second hiring process will not be successful and that we should learn from our efforts.

Nonetheless, if the Common Council provides no alternative and effectively requires that the Mayor and staff attempt the hiring process again, we will of course do so. I would be remiss, however, if I did not further explain to the Council the potential risks and significant costs if the hiring process again yields poor or no results.

If a second hiring process again fails to find a qualified candidate, the City would very likely face a vacancy at the position of Director of Finance and Treasurer at the end of April. Staff would of course try to step in to fill the void, but the Council must be aware that this would be an expensive, stop-gap, and potentially risky scenario. In the event of such a vacancy, certain tasks would have to be parsed out to consultants or postponed. This is similar to what occurred in the Planning Department a few years back. As occurred in Planning at that time, consultants were much more expensive than staff. The City could expect to pay \$135 to \$75 per hour for consultant support from accounting or public finance firms. Direct investment management would likely be forgone, and the state investment pool would likely again become the City's primary investment tool. This highlights a single example of the potential lost revenues that could occur with a vacancy. Cal's direct investment management currently has a significant investment earning three to ten times the rate of the state pool. Such a vacancy could also put revenue or expenditures at risk if certain procedures are unintentionally overlooked due to insufficient staff. For example, less-than-attentive monitoring of grant requirements could inadvertently lead to a failure to meet grant requirements and loss of the funds or, worse, a requirement to reimburse funds. The bottom line is that either expensive consultants will fill the void or an already staff-short system will struggle to avoid potentially costly errors or oversights.

If the hiring process only finds a moderately qualified candidate, the City will similarly have to parse out aspects of the job to expensive consultants or will simply receive a lower level of service than we expect or currently receive. For example a less qualified candidate might not have figured out the internal loaning strategy Cal identified for the coming year which will generate a three-year savings of over \$430,000 (and helped balance our 2012 budget). Similarly, a less qualified candidate might again require that the CDA, for example, gets its financial advice and cash flow scenarios from (expensive) consultants, such as previously occurred with Ehlers. These are just two examples.

As noted above, the Common Council must first decide the question of retaining our current structure or restructuring the position. I am simply advising you that retaining the current structure and continuing to try to find a viable candidate at our general rate of pay is a potentially very risky scenario. There is apparently a very narrow qualified candidate pool for the breadth of responsibility that we now require of the position. Obviously, the City faces these same risks everyday in the "hit-by-a-bus" scenario. At this point in time, -- when we can see the bus coming -- we have an opportunity to consider if an alternative course of action can limit our risks and potentially avoid costly or problematic events.

It was on this basis that it was recommended that an alternative be considered. Again, the attached document from the last meeting describes in greater detail the benefits of a reallocation of the duties of the Director of Finance and Treasurer that takes advantage of known and available resources. Importantly, it also restructures the Finance Director position to align it with a larger segment of the job market place. Such a strategy significantly reduces the risks identified above, particularly given that it takes advantage of known employees with proven skill sets. At the same time, the alternative presented restricted the new personnel to just one-half time employee. (Alternatively, a full-time Assistant Finance Director could be added but this would involve two new personnel and is likely more expensive (if more information is needed on this option, please advise) or the Planning Manager can serve without cabinet level oversight thereby reducing the cost of the proposed option.)

As highlighted above, if the Common Council agrees that there is an unacceptable risk to attempting to fill the Director of Finance and Treasurer position, particularly given what experience has already taught us, then the Common Council must conclude that restructuring the position or department in some manner must be considered. Although expressed differently in the packet from the last meeting (it was discussed from a detail human resources and risk management perspective), this is the same conclusion that was reached in the recommendation provided by the Mayor and myself. I don't believe that the City has to – or should – accept the added risk. I believe the proposal previously recommended is the most cost effective manner to allocate known resources and skill sets to the tasks at hand and thereby reduce the potential risks and costs identified. **Therefore, approval of a charter ordinance eliminating the position of Director of Finance and Treasurer and creating the position of Treasurer is the best alternative and is recommended.**

COUNCIL ACTION REQUESTED

Motion to adopt Ordinance No. 2012-____, An Ordinance to Repeal the Office of Director of Finance and Treasurer, to Create the Office of Treasurer, and to Amend the Municipal Code as it Pertains to Such Positions.

CHARTER ORDINANCE

ORDINANCE NO. 2012-_____

AN ORDINANCE TO REPEAL THE OFFICE OF DIRECTOR OF FINANCE AND TREASURER,
TO CREATE THE OFFICE OF TREASURER, AND TO AMEND THE MUNICIPAL CODE
AS IT PERTAINS TO SUCH POSITIONS

WHEREAS, the Common Council having previously created the Office of Director of Finance and Treasurer, having reconsidered such position in the light of current circumstances, and having determined that repealing the Office of Director of Finance and Treasurer and creating the Office of Treasurer will promote the efficiency of the financial operations of the City while taking advantage of current resources.

NOW, THEREFORE, the Mayor and Common Council of the City of Franklin, Wisconsin, do ordain as follows:

SECTION 1:

Having previously consolidated the Office of Treasurer with another position, the Common Council of the City of Franklin, Wisconsin, consistent with Wisconsin Statutes Section 66.0101(4), as set forth under Wisconsin Statutes Section 62.09(3)(c), providing that a city may "proceed pursuant to s. 66.0101 to consolidate any such other office or offices", hereby elects to rescind such consolidation and to create the Office of Treasurer.

SECTION 2:

The Office of Director of Finance and Treasurer be and the same is hereby abolished and the Office of Treasurer be and the same is hereby created, and as such, Section 55-1. of the Municipal Code of Franklin, Wisconsin, is hereby amended as follows: under the column titled "Official", delete: "Director of Finance and Treasurer" and the respective accompanying methods of selection and terms of such official and in place thereof, insert: "Treasurer"; and under the column titled "Method of Selection", insert: "Mayor, subject to confirmation by majority of all members of Council"; and under the column titled "Term", insert: "Indefinite (removal by three-fourths vote of all members of Council)".

SECTION 3:

The terms and provisions of this Ordinance are severable. Should any term or provision of this Ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION 4:

This Charter Ordinance shall take effect upon the expiration of sixty (60) days after its passage and publication or May 1, 2012, which ever comes later, unless, within such sixty (60) days, a petition signed by a number of electors of the City of Franklin equal to not less than seven

percent (7%) of the votes cast therein for governor of the last general election shall be filed in the office of the Clerk of the City of Franklin demanding that this Charter Ordinance be submitted to a vote of the electors and then, it shall only take effect upon submission to a referendum and approval by a majority of electors voting thereon, pursuant to Wis. Stat. §66.0101(5).

SECTION 5:

All ordinances and parts of ordinances in contravention to this Ordinance are hereby repealed upon the effective date established by Section 4 above.

Introduced at a regular meeting of the Common Council of the City of Franklin this 10th day of January, 2012, by Alderman _____.

PASSED AND ADOPTED at a regular meeting of the Common Council of the City of Franklin this 10th day of January, 2012.

APPROVED:

Thomas M. Taylor, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

<p>APPROVAL</p> <p><i>Slw</i> </p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>1/10/12</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>Creating Finance Director and Treasurer Job Descriptions and Amending the Job Description of the Director of Administration</p>	<p>ITEM NUMBER</p> <p>G.14.</p>

At the Council meeting of 12/20/11, the Common Council approved a motion directing staff to proceed with the steps necessary to restructure the management of the Finance Department in light of the failure of the attempted hiring process to achieve any acceptable results. Part of that motion directed staff to create separate job descriptions for Finance Director and Treasurer, slightly revise the Director of Administration job description, and place them on the agenda for this meeting.

Attached for your consideration are the job descriptions reflecting the distribution of duties as set forth in the memo from the Director of Administration (dated 12/15/2011) that accompanied the item on the last agenda.

The Finance Director position would take effect upon approval so that a job description is available for use within the hiring process. As can be seen, the position duties were structured to enhance the ability to maintain and monitor internal control issues and coordinate such issues with the Treasurer position. This position is essentially "the City's CPA" and would maintain the general ledger, payroll, and accounts payable systems, in addition to many other specific tasks. The position would report to the Director of Administration following expiration of the current succession plan. The position was slotted at range IX based upon a review of current salaries reported in applications recently received and placing the anticipated necessary salary level at mid-range.

The Treasurer position would be a City "officer" position as is statutorily required and would take effect May 1, 2012, upon expiration of the current contract for Calvin Patterson. The position would be filled as a half-time position as would be set forth within the applicable employment agreement. Again, internal control issues have been balanced with those of the position of Finance Director. The position (full-time comparable) was slotted at range IX recognizing a comparable level of experience requirements and responsibilities between this and the Finance Director positions. If approved, however, an employment agreement for Mr. Patterson, which would take effect May 1 following his current contract, would be prepared for a future Common Council meeting, which would set the salary and terms of his employment.

The Director of Administration job description has very few changes. It reflects the position's supervision of the above positions effective May 1, 2012, following completion of the existing succession plan. It also reflects elimination of the position's supervision of the Planning Department. It adds the primary responsibility for oversight of the City's budget process. Placement within the salary grade is not changed. If approved, a revised employment agreement for the current Director of Administration would be prepared for a future Common Council meeting.

The May 1 effective date corresponds to the end of the current approved succession plan, but a primary reason for the delay is that the requirement to establish the Treasurer position by Charter Ordinance forces a minimum delay of 60 days in the effective date. The job descriptions need not be approved if the Common Council elected not to approve a Charter Ordinance that provides for the position of Treasurer.

The Personnel Committee will review the job descriptions on January 9, 2012.

COUNCIL ACTION REQUESTED

Motion to approve the Job Description for Finance Director, to approve the Job Description for Treasurer effective May 1, 2012, and to approve a revised Job Description for Director of Administration effective May 1, 2012.

CITY OF FRANKLIN
Job Description

Job Title: Treasurer Deleted: Director of Finance &

Department: Finance - Treasury Office Deleted: and Treasury

Reports to: Director of Administration Deleted: Mayor

Salary level: Management/Administrative/Supervisory Level IX Deleted: XI

FLSA Status: Exempt

Prepared by: Mark Luberda & Dana Zahn Deleted: Calvin A. Patterson

Prepared Date: January 5, 2012 Deleted: May 17

Approved By: Common Council Deleted: , 2011

Approved Date: January 10, 2012 Deleted: May 17, 2011

Summary:

Supervise, direct, analyze, interpret and communicate treasury operations of the City, provide management of the Treasury Office, and provide information and guidance to the Mayor, Director of Administration, Finance Committee, and Common Council Members.

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Essential Duties and Responsibilities:

Manage the investment of City funds, including but not limited to making the short term investment decisions for the City, in accordance with investment policies and goals, and with local, state, and federal regulations, including maintaining required investment records and preparing necessary reports.

Supervise and maintain the City's cash receipting system to ensure the proper receipt, deposit and recording of all funds received.

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Act in the lead role in debt management, bond issuance and credit rating issues including determining appropriate times to refinance existing debt to ensure the most efficient use of the City's bond capacity and borrowed monies.

Evaluate, develop, recommend, and implement treasury policies that will result in sound fiscal and treasury management.

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Analyze, interpret, and communicate financial operating results (monthly, quarterly, and through special reports) to provide information, guidance, and technical financial support to City officials and departments.

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Prepare complex financial analysis and reports and provide high level consultation to City officials on treasury management issues.

Deleted: Prepare complex financial analysis and reports

In regards to cash receipting, has primary responsibility for establishing and maintaining good internal control policies and procedures and for ensuring proper segregation of duties to the extent possible with available manpower in order to see that all receipts are properly deposited and City assets are safeguarded to the extent possible.

In regards to disbursements, has secondary responsibility for establishing and maintaining good internal control policies and procedures and ensuring proper segregation of duties to the extent possible with available manpower in order to see that all disbursements are properly expended and City assets are safeguarded to the extent possible. To ensure the proper review of bank statements is performed on a regular basis, each month's bank statement reconciliation to receipts must be signed and dated by both the preparer and the Treasurer indicating the bank reconciliation was completed, reviewed, and acceptable.

Supervise the annual property tax collection to ensure that all funds received are properly credited against taxpayers' receivable balance and deposited daily, that timely payment is made to other taxing jurisdictions, and that the final settlement is timely made to the County.

Supervise the subsequent collection of delinquent personal property taxes to maximize the subsequent collection of these delinquent taxes to the extent possible and the timely chargeback of any uncollected personal property taxes to the taxing jurisdictions.

Monitor the City's special assessment collection system to ensure the proper collection of special assessment receivables from taxpayers when due.

Supervise and maintain the operation of the treasury data processing systems and analyze and recommend data processing alternatives.

Provide financial management of, but not the accounting of, Impact fees and the Self Insurance Fund including the setting of reimbursement rates from City departments, employees, and retirees to ensure the solvency of this fund.

Provide financial management of, but not the accounting of, the water utility, sewer fund, and TIF districts, including providing the Board of Water Commissioners and Community Development Authority with professional guidance, assistance, and consultation.

Supervise and train assigned personnel, to ensure development of their full potential.

Calculate the tax bills to ensure that the proper amounts get billed to taxpayers.

Ensure the statutory duties of Treasurer are performed as required and serve as an "officer" of the City of Franklin.

Attend meetings, when required, to support treasury items. This may include meeting outside of normal business hours.

Maintain and catalog permanent treasury records as required by the State.

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Peripheral Duties:

Perform other duties and assume other responsibilities as apparent or as delegated.

Minimum Qualifications

Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in accounting or finance, five (5) years of either accounting experience (municipal accounting preferred) or finance experience (a focus on treasury, banking, or investments preferred), or any equivalent combination of education and experience.

Licensing and Certification:

Certified Public Accountant, or Certified Public Finance Officer certification or Certified Governmental Finance Manager certification or Certified Treasury Professional (Association for Financial Professionals).

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of regulations, policies and procedures that apply to accounting and financing in municipal government.

Ability to read, analyze and interpret complex documents.

Working knowledge of data processing equipment and applications which apply to municipal government.

Ability to formulate, initiate, and administer policies and procedures for effective treasury fiscal control.

Ability to plan, delegate and supervise personnel in a manner that will gain and maintain respect.

Ability to maintain effective and respected work relationships with other appointed officials, elected officials, department heads and the general public.

Ability to present and communicate ideas and concepts in public and private, both verbally and in writing.

Ability to make independent judgments that have highly significant impacts on the organization.

Supervision Received:

Reports to: Director of Administration.

Supervision Exercised:

Exercises supervision of the Deputy Treasurer.

Responsibility for Public Contact:

Daily contact requiring courtesy, discretion and sound judgment.

Tools and Equipment Used:

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Deleted: a minimum of two years in public accounting,

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Deleted: Accounting Supervisor and

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Familiar with computers and computer software including financial, tax, cash receipting, and special assessment software, spreadsheet, database, presentation and word processing software, copy machine, fax machine, 10-key calculator and telephone.

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Physical Demands:

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

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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Work Environment:

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

The noise level in the work environment is usually moderately quiet.

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

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

Page 2: [1] Deleted	danaz	1/6/2012 8:38:00 AM
Manage the investment of City funds including making the short term investment decisions for the City in accordance with investment policies and goals, and local, state and federal regulations including maintaining required investment records and preparing necessary reports.		
Page 2: [2] Deleted	danaz	1/6/2012 8:39:00 AM
Act in the lead role in debt management, bond issuance and credit rating issues including determining appropriate times to refinance existing debt to ensure the most efficient use of the City's bond capacity and borrowed monies.		
Page 2: [3] Deleted	rosanne	12/30/2011 12:10:00 PM
Supervise and maintain the City's payroll operations to ensure the efficient handling of employees' pay, deductions and benefit payments.		
Page 2: [4] Deleted	rosanne	12/30/2011 12:11:00 PM
Supervise and maintain the City's accounts payable operations to ensure the efficient and timely handling of payment of the City's obligations.		
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Supervise a		
Page 2: [6] Deleted	danaz	1/6/2012 8:39:00 AM
Supervise and maintain the City's cash receipting system to insure the proper receipt, deposit and recording of all funds received.		
Page 2: [7] Deleted	rosanne	12/30/2011 12:16:00 PM
Prepare the annual revenue and expenditure budget forecast, coordinate the requests for capital and operating budget expenditures and summarize the budgets requests for the Mayor, Finance Committee and Common Council all under the general direction of the Mayor. Monitor the changes to the budget as it goes through the review process. Support the departments by preparing, for their review, the departmental personal service budgets and assisting them with budget related issues.		
Page 2: [8] Deleted	rosanne	12/30/2011 12:16:00 PM
Prepare the annual adopted budget document based on the input received.		
Page 2: [9] Deleted	rosanne	12/30/2011 12:16:00 PM
Supervise preparation of the annual audit and prepares the City's Comprehensive Annual Financial Report.		
Page 2: [10] Deleted	rosanne	12/30/2011 12:18:00 PM
Receive the tax levy certifications from the other taxing jurisdictions and combined with the City of Franklin tax levy information calculate the proper tax increment for the TIF Districts Prepare the annual property tax rates for use in the annual property tax bills.		
Page 2: [11] Deleted	danaz	1/6/2012 8:35:00 AM
Maintain all official treasury accounting records and insures that reporting is in conformance with generally accepted government accounting principles.		

Insure

Provide the Board of Water Commissioners with assistance in financial matters.

Provide the Community Development Authority with assistance in financial matters.

Supervise the financial aspects of Impact fees for the City.

**CITY OF FRANKLIN
Job Description**

Job Title: Finance Director,

Department: Finance - Finance Office

Reports to: Director of Administration,

Salary level: Management/Administrative/Supervisory Level IX

FLSA Status: Exempt

Prepared by: Mark Luberdia & Dana Zahn

Prepared Date: January 5, 2012

Approved By: Common Council

Approved Date: January 10, 2012

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Deleted: Calvin A. Patterson

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Summary:
Supervise, direct, analyze, interpret and communicate the financial operations of the City, provide management of the Finance Office, and provide information and guidance to the Mayor, Director of Administration, Finance Committee and Common Council Members.

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Essential Duties and Responsibilities:

Supervise and maintain the City's general ledger, accounting, and financial reporting operations to ensure the accurate, efficient, and transparent maintenance of the City's financial documents.

Supervise and maintain the City's payroll operations to ensure the efficient handling of employees' pay, deductions and benefit payments.

Supervise and maintain the City's accounts payable operations to ensure the efficient and timely handling of payment of the City's obligations.

Evaluate, develop, recommend and implement fiscal policies that will result in sound fiscal management.

Analyze, interpret and communicate financial operating results (monthly, quarterly and through special reports) to provide information and guidance to City officials and departments and provide technical financial support to City departments.

Provide high level consultation to City officials on financial management issues, and prepare complex financial analysis and reports

In regards to cash receipting, has secondary responsibility for establishing and maintaining good internal control policies and procedures and for ensuring proper segregation of duties to the extent possible with available manpower in order to see that all receipts are properly deposited and City assets are safeguarded to the extent possible.

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In regards to disbursements, has primary responsibility for establishing and maintaining good internal control policies and procedures and ensuring proper segregation of duties to the extent possible with available manpower in order to see that all disbursements are properly expended and City assets are safeguarded to the extent possible. To ensure the proper review of bank statements is performed on a regular basis, each month's Treasury office bank statement reconciliation must be reconciled to the General ledger which must be signed and dated by both the preparer and the Director indicating the bank reconciliation was completed, reviewed, and was acceptable.

Act in a secondary role in debt management, bond issuance and credit rating issues including determining appropriate times to refinance existing debt to ensure the most efficient use of the City's bond capacity and borrowed monies.

Maintain the City's special assessment collection system to ensure the proper collection of special assessment receivables from taxpayers when due.

Supervise and maintain the operation of the financial data processing systems and analyze and recommend data processing alternatives.

Support the Director of Administration throughout the annual budget process, including, but not limited to, preparing revenue and expenditure budget forecasts; coordinating, compiling, and summarizing departmental requests for capital and operating budgets; supporting departments by preparing personal service budgets and assisting with budget-related issues; monitoring changes to the budget as it goes through the review process; and preparing components of the budget document.

Supervise the accounting and financial reporting of the Self Insurance Fund, the Water Utility, the Sewer Fund, the TIF districts and Impact fees, and to report such information to the appropriate oversight Board or Commission, as necessary.

Supervise and train assigned personnel, to ensure development of their full potential.

Supervise preparation of the annual audit and prepares the City's Comprehensive Annual Financial Report.

Receive the tax levy certifications from the other taxing jurisdictions and combined with the City of Franklin tax levy information calculate the proper tax increment for the TIF Districts.

Prepare the annual property tax rates for use in the annual property tax bills.

Maintain all official accounting records and ensure that reporting is in conformance with generally accepted government accounting principles.

Attend meetings, when required, to support financial items. This may include meeting outside of normal business hours.

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Deleted: Manage the investment of City funds including making the short term investment decisions for the City in accordance with investment policies and goals, and local, state and federal regulations including maintaining required investment records and preparing necessary reports.

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Deleted: Supervise the annual property tax collection to insure that all funds received are properly credited against taxpayers receivable balance and deposited daily. The timely payment is made to other taxing jurisdictions and the final settlement is timely made to the County.

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Deleted: Supervise the subsequent collection of delinquent personal property taxes to maximize the subsequent collection of these delinquent taxes to the extent possible and the timely chargeback of any uncollected personal property taxes to the taxing jurisdictions.

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Deleted: Calculate the tax bills [7]

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Maintain and catalog permanent finance records as required by the State.

Peripheral Duties:

Perform other duties and assume other responsibilities as apparent or as delegated.

Minimum Qualifications

Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in accounting, five (5) years accounting experience (municipal accounting preferred), a minimum of two years in public accounting preferred, or any equivalent combination of education and experience.

Licensing and Certification:

Certified Public Accountant or Certified Public Finance Officer certification or Certified Governmental Finance Manager certification.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of regulations, policies and procedures that apply to accounting and financing in municipal government.

Ability to read, analyze and interpret complex documents.

Working knowledge of data processing equipment and applications which apply to municipal government.

Ability to formulate, initiate and administer policies and procedures for effective fiscal control.

Ability to plan, delegate and supervise personnel in a manner that will gain and maintain respect.

Ability to maintain effective and respected work relationships with other appointed officials, elected officials, department heads and the general public.

Ability to present and communicate ideas and concepts in public and private, both verbally and in writing.

Ability to make independent judgments that have highly significant impacts on the organization.

Supervision Received:

Reports to: Director of Administration,

Supervision Exercised:

Exercises supervision of the Accounting Supervisor

Responsibility for Public Contact:

Daily contact requiring courtesy, discretion and sound judgment.

Tools and Equipment Used:

Familiar with computers and computer software including financial, cash receipting, special assessment and payroll software, spreadsheet, database,

Deleted: Provide the Board of Water Commissioners with assistance in financial matters. ¶

¶
Provide the Community Development Authority with accounting and reporting assistance in financial matters. ¶

¶
Maintain the accounting and reporting of Impact fees for the City. ¶

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Deleted: of either municipal

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Deleted: Mayor, except when the position of Chief Financial Officer (CFO) is filled, in which instance the Director of Finance & Treasurer reports to the Chief Financial Officer who shall supervise, oversee, and mentor this position and may delegate, move, and/or assign duties, tasks, and authorities of this position between this position and the CFO position.

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¶

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presentation and word processing software, copy machine, fax machine, 10-key calculator and telephone.

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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Work Environment:

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

The noise level in the work environment is usually moderately quiet.

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

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

Page 2: [1] Deleted	danaz	1/6/2012 8:56:00 AM
Supervise and maintain the City's payroll operations to ensure the efficient handling of employees' pay, deductions and benefit payments.		
Page 2: [2] Deleted	danaz	1/6/2012 8:56:00 AM
Supervise and maintain the City's accounts payable operations to ensure the efficient and timely handling of payment of the City's obligations.		
Page 2: [3] Deleted	cal	12/31/2011 7:26:00 AM
Supervise and maintain the City's cash receiving system to insure the proper receipt, deposit and recording of all funds received.		
Page 2: [4] Deleted	danaz	1/6/2012 8:51:00 AM
Prepare the annual revenue and expenditure budget forecast, coordinate the requests for capital and operating budget expenditures and summarize the budgets requests for the Mayor, Finance Committee and Common Council all under the general direction of the Mayor and Director of Administration. Monitor the changes to the budget as it goes through the review process. Support the departments by preparing, for their review, the departmental personal service budgets and assisting them with budget related issues.		
Page 2: [5] Deleted	danaz	1/6/2012 8:54:00 AM
Prepare the annual adopted budget document based on the input received.		
Page 2: [6] Deleted	cal	12/31/2011 7:28:00 AM
including the setting of reimbursement rates from City departments, employees and retirees to insure the solvency of this fund		
Page 2: [7] Deleted	cal	12/31/2011 7:29:00 AM
Calculate the tax bills to insure that the proper amounts get billed to taxpayers.		
Page 2: [8] Deleted	cal	12/31/2011 7:29:00 AM
Insure the statutory duties of Treasurer are performed as required.		

CITY OF FRANKLIN
Job Description

Job Title: Director of Administration
Department: Administration
Reports To: Mayor
Salary Level: Management/Administrative/Supervisory Level XII
FLSA Status: Exempt
Prepared By: Dana Zahn, Human Resources Coordinator
Prepared Date: January 5, 2012
Approved By: Resolution 2012-
Approved Date: January 10, 2012

Deleted: February 28, 2006

Deleted: 2006-6054

Deleted: 03/07/06

Deleted: No. 99-1562

Summary Directs and coordinates administration of City of Franklin in accordance with policies and Ordinances, as determined by the Mayor and Common Council or other authorized elected officials by performing the following duties personally or through subordinate supervisors. Functions as the Human Resources Director.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Supervise and coordinate City staff and contracted employees in the following departments: Administration, Assessor, Municipal Buildings, Building Inspection, Finance and Information Services.

Serves under the direction of the Mayor facilitating City wide Department Head meetings and in the absence of the Mayor has the authority to resolve any urgent administrative matters and refers to Council President for policy direction.

Act as Chief Negotiator in all labor contract negotiations including handling grievances and arbitrations.

Administer the human resources policies and administrative contracts of the city.

Attend meetings as required by the Mayor and Common Council. This may include meetings outside of normal business hours.

Keep the Mayor and Common Council advised about developments in the City's administration, business and affairs and such matters as may be directed by the Mayor or Common Council.

Make recommendations for the improvement of the efficiency and quality of the services

Comment [d1]: Was given responsibility for Building Inspection on 1/29/07. Planning was added in November of 2007. These two departments were not added to the job description. Planning is now being deleted from the duties of this position and the Finance Department is being added.

performed by the City. Research and coordinate application for appropriate grants and aids in consultation with the Mayor and other department heads.

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Page Break

Monitor county, state and federal legislation for potential impact on the affairs of the City.

Assure that all City ordinances and resolutions are efficiently and equally administered.

Represent the City in intergovernmental and legislative functions as requested by the Mayor.

Assure that annual performance reviews are conducted per Common Council directive.

Develop and administer an Employee Appraisal and Growth program that reflects the tasks of each department and adds efficiency and employee growth to the benefit of the employee and the citizens.

Assumes lead role in the annual preparation of the Mayor's recommended budget, the compilation of the Finance Committee's recommended budget, and the Common Council's approved annual budget, Presents budget to the Finance Committee, Common Council, and the general public.

Deleted:
Deleted: Provide input to the Mayor and Director of Finance & Treasurer as they prepare the annual City budget requests for submission to the Finance Committee, Mayor and Common Council.

Assure that all City property and personnel are properly protected by adequate insurance coverage.

Inform the Mayor and Common Council concerning any proposed change in services rendered to City residents, taxpayers or City-located businesses.

Provide departmental staff support to the Personnel Committee, Technology Committee, Police & Fire Commission, and the Finance Committee.

Assure a uniform and effective information technology system throughout the City. This includes managing the outside contractor that provides the ongoing systems support, the geographic information system and the telephone system.

Provide overall management of the Assessor's Office through direction to the contracted assessor.

Manages special projects and provides staff support to special committees and task forces as directed by the Mayor and Common Council.

Act as Plan Administrator for the City's defined benefit and defined contribution Pension Plans and for the Employee Health and Welfare Benefit Plan.

Produce and maintain the City web site, newsletters and other communication media.

Develops City policies for approval by the Mayor and Common Council.

Act as City of Franklin Public Information Officer/Administration during City emergencies.

Oversee the issuance of requests for proposals and recommend selection of consultants for various City projects.

Function as the City's representative to the Milwaukee County Community Development Block Grant Program.

Act as City representative to the Senior Meals Program to ensure City support of the program.

Review monthly financial operating statements for assigned departmental budgets and approve City administrative costs (including office supplies, postage meter, copy machines, UPS, land and cell phones, etc.)

Supervisory Responsibilities

Manages subordinate supervisors and directly supervises non-supervisory employees in the Administration, Information Services, Municipal Buildings, Building Inspection, Finance and Assessor Departments. Is responsible for the overall direction, coordination, and evaluation of these units. Oversees outside contractual services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

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

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university in Human Resources Management, Public Administration, Business Administration or a related field (Master's Degree is preferred); at least five years related experience and/or training; or equivalent combination of education and experience. Must have demonstrated experience as the chief negotiator in collective bargaining. Demonstrated experience with Wisconsin interest arbitration law and public sector labor negotiations preferred.

Language Skills

Ability to read, analyze, and interpret very complex documents. Ability to respond effectively to very sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Cabinet Level Officers of the City, public groups, boards and commissions and/or the Common Council.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference.
Ability to apply concepts of accounting and budgeting to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.
Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet Explorer software, Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Valid Wisconsin Driver's License

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

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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

The noise level in the work environment is usually moderate.

Other Qualifications

Within one (1) year of appointment, it is desirable to have the Director of Administration become and remain a City of Franklin resident.

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

The job description does not constitute an employment agreement between the employer

and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

<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;">01/24/2012</p>
<p style="text-align: center;">REPORTS AND RECOMMENDATIONS</p>	<p style="text-align: center;">Award of Towing Contract for 2012-2015</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>6.9.</i></p>

In 2000 and 2006, the Common Council awarded 3-year towing contracts to N&S Towing, Inc. and, as permitted by the contract, the maximum of three 1-year extensions were approved for each of those contracts; thereby bringing the expiration of the current contract with extensions to February 29, 2012. The City Clerk proceeded with the Request For Proposal and attached is the comparison of the two proposals received.

Police Chief Oliva reviewed the proposals and in his consideration of the high quality of prior service provided, it is the recommendation that N&S Towing, Inc. be awarded the towing contract for 2012-2015.

COUNCIL ACTION REQUESTED

Motion to award the 2012-2015 Towing Contract to N&S Towing, Inc.

2012 TOWING PROPOSALS

	Current N&S Towing, Inc. contract	2012 Proposal from N&S Towing, Inc.	2012 Proposal from B&B Automotive Towing & Recovery, LLC
Towing disabled or abandoned vehicle to contractor's shop or within five miles distance, up to 10,000 GVW	\$80.00 per vehicle	\$70.00 per vehicle	\$55.00 per vehicle
Towing disabled or abandoned vehicle to contractor's shop or within five miles distance, over 10,000 GVW	\$150.00 per vehicle	\$150.00 per vehicle	\$200.00 per vehicle
Towing rate per mile after first five-destination other than contractor's shop, up to 10,000 GVW	\$2.50 per vehicle	\$3.50 per vehicle	\$1.50 per vehicle
Towing rate per mile after first five-destination other than contractor's shop, over 10,000 GVW	\$3.50 per vehicle	\$4.50 per vehicle	\$4.00 per vehicle
Roadside service charge, up to 10,000 GVW	\$45.00 per service call	\$50.00 per service call	\$40.00 per service call
Roadside service charge, over 10,000 GVW	\$75.00 per service call	\$75.00 per service call	\$95.00/hr. \$1.50/mile
Flat bed use-only when needed	\$100.00 per use	\$100.00 per use	\$55.00 per use
Winching Service Charge, up to 10,000 GVW	\$75.00 per call	\$75.00 per call	\$45.00 per call
Winching Service Charge, over 10,000 GVW	\$100.00 per call	\$125.00 per call	\$200 per hour
Winching Rate per hour, up to 10,000 GVW	\$120.00 per hour	\$125.00 per hour	\$60.00 per hour
Winching Rate per hour, over 10,000 GVW	\$180.00 per hour	\$180.00 per hour	\$200.00 per hour
Outside Storage per day, up to 10,000 GVW	\$10.00 per day	\$20.00 per day	\$10.00 per day
Outside Storage per day, over 10,000 GVW	\$35.00 per day	\$40.00 per day	\$50.00 per unit
Inside Storage per day, up to 10,000 GVW	\$15.00 per day	\$25.00 per day	\$15.00 per day
Inside Storage per day, over 10,000 GVW	\$75.00 per day	\$75.00 per day	\$75.00 per unit
Other:		See addendum for no charge for City vehicles	

January 12, 2012

N&S Towing Inc.
1719 S. 83rd St.
West Allis, WI 53214

RE: Item 9 of bid sheets labeled other charges

This letter is to guarantee billing terms between the City of Franklin and N & S Towing Inc. for vehicles towed to the City of Franklin Police Department/ D.P.W.

- 1) N & S Towing Inc. will not charge the City of Franklin for the towing of police department vehicles into and out of the police department / D.P.W. up to ten miles which are owned by the city and assigned to the police dept.
- 2) N & S Towing Inc. will discount any invoices billed to the City of Franklin, for vehicles towed to their police department, not owned by the City of Franklin at the time of tow, if the City of Franklin seizes that vehicle for the propose of sale at the annual city auction. N&S Towing will reduce the invoice fifty percent.
- 3) Any vehicle towed to the City of Franklin police department and returned to the owner/representative of the owner or to the insurance company/ representative of the insurance company for the vehicle owner shall be paid in full by said person prior to the release of the vehicle to the owner/ representative of the owner or to the insurance company / representative if the insurance company for the vehicle owner.

These three billing terms shall be considered addendums to the new City of Franklin towing and storage contract beginning March 1, 2012

Sincerely


Jeff Sancinati

Item 9. Other:

Specify in detail and state in words and figures, rates or charges for other services not listed above. No charge will be allowed under the agreement which is not stated here.

- 9-1 AFTER HOURS Release Fee Twenty Five and ^{no}/₁₀₀ Dollars (25.00)
- 9-2 motor cycle, low riders, Boats, trailers and other misc Recreational vehicles or machinery Forty Five and ^{no}/₁₀₀ (45.00)
- 9-3 Specialize Equipment such as Skis, Ramps, tie down STRAPS USED TO Facilitate a Tow Twenty Five and ^{no}/₁₀₀ dollars (25.00)
- 9-4 Tarping of Vehicle Fifty and ^{no}/₁₀₀ Dollars (50.00) per Tarp USED
- 9-5 SEE Attached Sheet For Billing Addendums

Towing and storage service will be performed by:

Name of Company N+S Towing INC
Address: 1719 S 83rd St
West Allis, Wisconsin 53214

Location of primary storage area:

Address: 1719 S 83rd St
West Allis, WI 53214

Storage area is Owned () Leased (X)

Location of additional storage area to be used for Franklin vehicles: (if applicable)

Address: 11011 Whayton Ave
Greenfield, Wisconsin 53221

2+ ACRES outside storage
20 CARS inside storage

Storage Area is Owned (X) Leased ()

Location of business office:

Address: 1719 S 83rd St
West Allis, WI 53214

Date: January 9 2012

Company Name N+S Towing INC

Authorize Signature M. Smith

JEFF SOWENACK

Printed Name

Title Secretary

Address 1719 S 83rd St
West Allis, Wisconsin 53214

Telephone 414) 476-8697

SUPPLEMENTAL QUESTIONNAIRE

RETURN WITH YOUR PROPOSAL

Address where primary storage facility is located. 1719 S 83rd St

West Allis, Wisconsin 53214

What is the size of storage facility?

A. Outside 33,000 sq. ft.

B. Inside 2,200 sq. ft.

How many vehicles can storage facility hold?

A. Outside 100

B. Inside 15

List contact person.

Name Deborah Wiebe / Jeff Sancinich

Title Treasurer / Secretary

Phone/Fax (414) 476-8697 / Fax (414) 476-7828

How long have you been providing towing services?

Years 24

Months 4

RETURN WITH YOUR PROPOSAL

WRECKER EQUIPMENT

List the equipment you plan to use in this contract:

Item	Unit No.	Make	Year	Ident. No.	GVW	Towing Capacity	Owner/ Lienholder	
1.	250	Kenworth Kenworth T300	1989	1NKDL29X8 KJ518471	60,000 ^{lbs}	35,000 ^{lbs}	Owner	Wrecker
2.	150	Chevrolet	1999	1G8J6H1L6 XJ104933	26,000 ^{lbs}	20,000 ^{lbs}	Owner	Wrecker
3.	50	GMC	1996	1G0J6H1F7 TJ503849	20,000 ^{lbs}	16,000 ^{lbs}	Owner	Wrecker
4.	99	Chevrolet 6500	2009	1G8J6C1B8 9F400070	26,000 ^{lbs}	10,000 ^{lbs}	Wells Fargo	Flatbed
5.	46	Gmc 6500	2009	1G0J6C1B5 9F408245	26,000 ^{lbs}	10,000 ^{lbs}	Wells Fargo	Flatbed
6.	40	Ford F550	2008	1F0AF56R9 8EA97795	16,000 ^{lbs}	10,000 ^{lbs}	Wells Fargo	Wrecker
7.	26	Ford F550	2008	1F0AF56R6 8EA26585	16,000 ^{lbs}	10,000 ^{lbs}	Wells Fargo	Wrecker
8.	21	Gmc	2006	1G0J5C124 6F422698	26,000 ^{lbs}	10,000 ^{lbs}	Owner	Flatbed
9.	17	Ford	2007	3FRN65F7 V434884	26,000 ^{lbs}	10,000 ^{lbs}	Owner	Flatbed
10.	5 Additional units not listed ^{owned} owned by NIS Towing							

OPERATIONAL REFERENCES

INSTRUCTIONS

List at least three (3) persons or businesses who within the last two (2) years have knowledge of your ability to operate a high quality towing and roadside service operation, other than the City of Franklin, its officers, agents, or employees.

REFERENCE NO. 1

Name: MIKE Jungbluth
Firm: CITY OF West Allis Police Dept
Title: Chief of Police
Address: 11301 W Lincoln Ave West Allis, Wisconsin
Phone/Fax: 414) 302-8000
Nature of Association: Police Contract

REFERENCE NO. 2

Name: ~~Brad~~ Brad Wentlandt
Firm: City of Greenfield
Title: Chief of Police
Address: 5300 W Dayton Ave Greenfield, Wisconsin
Phone/Fax: 414) 761-5300
Nature of Association: Police Contract

REFERENCE NO. 3

Name: Richard OLIVA
Firm: City of Franklin
Title: Chief
Address: 9455 W Loomis
Phone/Fax: 414) 425-2522
Nature of Association: Current Police Contractor

RETURN WITH YOUR PROPOSAL

FINANCIAL INFORMATION

SURETY INFORMATION

Have you or any business of which you were an officer ever had a bond or surety canceled or forfeited?

YES () NO (X)

If yes, state name of bonding company, date, amount of bond, and reason for such cancellation or forfeiture.

REFUSAL OF AWARD

Have you or any business of which you were an officer ever been awarded a freeway towing roadside service contract and refused to enter into same?

YES () NO (X)

If yes, please explain.

BANKRUPTCY INFORMATION

Have you or any business of which you were an officer ever filed for protection in U.S. Bankruptcy Court?

YES () NO (X)

If yes, provide date, court jurisdiction, case number, amount of liabilities, and amount of assets.
(Use space below)

RETURN WITH YOUR PROPOSAL

Identify all claims or lawsuits made or filed against Proposer within the last five years which relate to Proposer's towing and roadside service operations.

Case # 2009SC006802 Damage Claim Case Closed

Case # 2007CV002884 Accident Case Closed

ALSO @ Case was filed By The Owner of CASANOVA marine
Suing owner of Property who Evicted Him Naming Property owner
Milwaukee County Sheriff's Dept and N+STOWING as Defendants
We were under The Direction of Sheriff's Dept to Remove Boats + trailers
From Property that CASANOVA'S Occupied Per Court Eviction order

B+B Towing

Item 9. Other:

Specify in detail and state in words and figures, rates or charges for other services not listed above. No charge will be allowed under the agreement which is not stated here.

Extra charges For up to 10,000 GVW = Skates, GO Jacks, Snatch Block = 25⁰⁰ Twenty Five Dollars

Labour Charge For Motorcycles = \$25⁰⁰ Twenty-Five Dollars, Disconnect Linkage 10⁰⁰ Ten Dollars

Extra Charges Heavy Duty over 10,000 GVW = 85 Ton Rotator for Crane or Boom work = 550⁰⁰

per Hour (Five Hundred Fifty Dollars Per Hour), Tractor w/ Landoll lowboy Trailer 150⁰⁰ per Hour

(One hundred Fifty Dollars Per Hour) 2 Hr Min, Forklift and/or Skidsteer w/ Driver \$100⁰⁰ per hour

(One hundred Dollars per hour) 2 Hr Min, Extra Man per Hour \$95⁰⁰ (Ninety-Five Dollars) Port To Port Towing and storage service will be performed by:

Name of Company B+B Automotive Towing + Recovery LLC P: 414-769-7777
Address: 1020 W Armour Ave, Ste. RN
Milwaukee WI 53221 F: 414-769-7749

Heavy Duty

Name of Company: Homer's Towing + Service P: 414-355-4001
Address: 11412 W Brown Deer Rd F: 414-355-4015
Milwaukee WI 53224

Location of primary storage area: ..

Address: 1020 W Armour Ave, Ste. RN
Milwaukee WI 53221

Storage area is Owned () Leased (X)

Location of additional storage area to be used for Franklin vehicles: (if applicable)

Address: 1020 W Armour Ave, Ste. RN
Milwaukee WI 53221

Storage Area is Owned () Leased (X)

Location of business office:

Address: 1020 W Armour Ave, Ste. RN
Milwaukee WI 53221

Date: 01-11-2012

Company Name B+B Automotive Towing + Recovery LLC

Authorize Signature B. Reinke

Brian S Reinke
Printed Name

Title Owner

Address 1020 W Armour Ave, Ste. RN
Milwaukee WI 53221

Telephone 414-769-7777

SUPPLEMENTAL QUESTIONNAIRE

RETURN WITH YOUR PROPOSAL

Address where primary storage facility is located. 1020 W Armour Ave, Ste. RN
Milwaukee WI 53221

What is the size of storage facility?

A. Outside 9710 sq. ft.

B. Inside 5000 sq. ft.

How many vehicles can storage facility hold?

A. Outside 80

B. Inside 12

List contact person.

Name Brian S Reinke

Title Owner

Phone/Fax 414-769-7777 414-769-7749

How long have you been providing towing services?

Years 5

Months 10

RETURN WITH YOUR PROPOSAL

WRECKER EQUIPMENT

List the equipment you plan to use in this contract:

Item	Unit No.	Make	Year	Ident. No.	GVW	Towing Capacity	Owner/Lienholder
1.	1	Ford	2006	FB32999 1FDAF5L6PL66A02525	20,000	16,250	B+B Automotive Towing Zip's Truck Equip.
2.	2	Chevrolet	2008	DG78183 1GBJK39LX8E119426	12,000	10,000	B+B Automotive Towing Zip's Truck Equip.
3.	3	GMC	2003	FB33424 1GDESE1163F519692	20,000	20,000	B+B Automotive Towing Zip's Truck Equip.
4.	4	Chevrolet	2006	GD57985 1GBK7C1316F410640	26,000	21,250	B+B Automotive Towing Zip's Truck Equip.
<i>Heavy Duty Wreckers</i>							
5.	14	Peterbilt	1994	RN338432		25T	Homers Towing + Service
6.	20	Kenworth	1999	XF799893		30T	Homers Towing + Service
7.	23	Peterbilt	1998	X0467441		35T	Homers Towing + Service
8.	31	Peterbilt	2007	7N730274		85T	Homers Towing + Service
9.	38	Kenworth	2006	6J112008		50T	Homers Towing + Service
10.	28	Freightliner	2000	YLB49521		25T	Homers Towing + Service
11.	30	Ford Tractor	1997	VVA33769			Homers Towing + Service
<i>Service Trucks</i>							
12.	15	Chevrolet	1998	W1040747			Homers Towing + Service
13.	24	Ford	2000	YHA76522			Homers Towing + Service
14.	33	GMC	2001	17007061			Homers Towing + Service
<i>Other Equipment</i>							
15.		Landall Lowboy	1995	81007403			Homers Towing + Service
16.		Volvo Skid Loader					Homers Towing + Service
17.		Yale Forklift					Homers Towing + Service
18.	26	Peterbilt	1993	PD324895		25T	Homers Towing + Service

OPERATIONAL REFERENCES

INSTRUCTIONS

List at least three (3) persons or businesses who within the last two (2) years have knowledge of your ability to operate a high quality towing and roadside service operation, other than the City of Franklin, its officers, agents, or employees.

REFERENCE NO. 1

Name: Chief John Edwards
Firm: OAK Creek Police Department
Title: Chief of Police
Address: 301 W Ryan Road, OAK Creek WI 53154
Phone/Fax: 414-762-8200 FAX: 414-766-6691
Nature of Association: Towing Provider For OAK Creek Police Dept.

REFERENCE NO. 2

Name: Chief Ann Wellens
Firm: South Milwaukee Police Department
Title: Chief of Police
Address: 2424 15th Ave, South Milwaukee WI 53172
Phone/Fax: 414-768-8060 FAX: 414-768-8067
Nature of Association: Towing Provider For South Milwaukee Police Dept.

REFERENCE NO. 3

Name: Jeff Windpassinger
Firm: Braeger Ford
Title: Service Writer
Address: 4201 S 27th St, Milwaukee WI 53221
Phone/Fax: 414-281-6600 FAX: 414-921-9724
Nature of Association: Towing Company For Service Dept.

RETURN WITH YOUR PROPOSAL

FINANCIAL INFORMATION

SURETY INFORMATION

Have you or any business of which you were an officer ever had a bond or surety canceled or forfeited?

YES () NO (X)

If yes, state name of bonding company, date, amount of bond, and reason for such cancellation or forfeiture.

REFUSAL OF AWARD

Have you or any business of which you were an officer ever been awarded a freeway towing roadside service contract and refused to enter into same?

YES () NO (X)

If yes, please explain.

BANKRUPTCY INFORMATION

Have you or any business of which you were an officer ever filed for protection in U.S. Bankruptcy Court?

YES (X) NO ()

If yes, provide date, court jurisdiction, case number, amount of liabilities, and amount of assets.
(Use space below)

Personal Bankruptcy 2004 Milwaukee, WI

RETURN WITH YOUR PROPOSAL

Identify all claims or lawsuits made or filed against Proposer within the last five years which relate to Proposer's towing and roadside service operations.

N/A (None)

B & B AUTOMOTIVE TOWING & RECOVERY LLC

1020 West Armour Avenue, Ste. RN

Milwaukee, WI 53221

Phone (414) 769-7777

Fax (414) 769-7749

bbautomotivetowing@att.net

Property Lease & Insurance

LEASE AGREEMENT

8/01 /09

LESSOR: ANDREW VERBESKI

LESSEE: B&B AUTOMOTIVE

DESCRIPTION: OFFICE, AND FOUR BAYS IN 102⁰ RN W. ARMOUR BLDG
AND STORAGE LOT AS INDICATED ON CERTIFIED SURVEY MAP EXHIBIT A
A

LEASE TERM: 5 YEARS FROM 9/01 /09 TO 9/30/14

LEASE RATE: \$3,000.00 PER MONTH FIRST AND LAST MONTHS LEASE
PAYMENTS DUE AT SIGNING.

SECURITY DEPOSIT \$3,000.00 DUE AT SIGNING

BUILDOUT COSTS MATERIALS ONLY \$4000.00 DUE AT SIGNING

LATE PAYMENTS: ANY LEASE PAYMENTS NOT RECEIVED BY THE 1ST OF
THE MONTH ARE SUBJECT TO A \$300.00 LATE FEE ASSESSED AS
ADDITIONAL RENT AND DUE ON DEMAND.

INSURANCE: LESSEE SHALL AT ITS EXPENSE MAINTAIN GENERAL PUBLIC
LIABILITY INSURANCE FOR THE MUTUAL BENEFIT OF LESSOR AND LESSEE
AGAINST CLAIMS FOR PERSONAL INJURY, DEATH OR PROPERTY DAMAGE
OCCURRING AT THE LEASED PREMISES, TO THE LIMITS OF AT LEAST
\$1,000,000.00 IN RESPECT TO THE INJURY OR DEATH TO A SINGLE PERSON,
AT LEAST \$3,000,000.00 IN RESPECT TO ANY ONE ACCIDENT, AND AT LEAST
\$500,000.00 IN RESPECT TO ANY PROPERTY DAMAGE INCLUDING BUILDING
WITH ANDREW VERBESKI LISTED AS NAMED INSURED. INSURANCE
CERTIFICATE TO BE PROVIDED BEFORE BUILDING IS OCCUPIED.

FENCE /GATE /AND POLE DAMAGE: LESSEE IS ACCEPTING LEASE OF SPACE
WITH FENCING IN GOOD CONDITION AND GATE IN GOOD CONDITION AND
POLES ALONG ENTRANCE DRIVE AS WELL AS LIGHT POLES IN GOOD
CONDITION. ANY DAMAGE TO ANY OF THESE ITEMS IS THE SOLE
RESPONSIBILITY OF THE LESSEE . REPAIRS TO THESE ITEMS WILL BE
ASSESSED AS ADDITIONAL RENT AND BILLED WHEN REPAIRS ARE FINISHED
AND ARE DUE ON DEMAND.

UTILITIES: LESSEE WILL PAY 50% OF GAS BILL ON METER #WG1003959
ASSESSED AS ADDITIONAL RENT AND DUE ON DEMAND. LESSEE WILL PAY
50% OF ELECTRIC CHARGES ON METER #PVXZT64304 ASSESSED AS
ADDITIONAL RENT AND DUE ON DEMAND. WATER /SEWER CHARGES
WILL BE ASSESSED AS ADDITIONAL RENT . ON A QUARTERLY BASIS AND
ARE DUE ON DEMAND. WATER WILL BE METERED AS SOON AS POSSIBLE.

STORM WATER CHARGES: LESSEE IS RESPONSIBLE FOR 40% OF STORM WATER MMSD CHARGES ASSESSED ON A QUARTERLY BASIS AND DUE ON DEMAND.

COMPRESSED AIR SYSTEM: BUILDING IS SUPPLIED WITH A WORKING COMPRESSED AIR SYSTEM. HOWEVER, MAINTENANCE AND REPAIR OF THE SYSTEM IS LESSEES RESPONSIBILITY.

AIR MAKEUP SYSTEM: BUILDING IS SUPPLIED WITH AN AIR MAKEUP SYSTEM. HOWEVER, MAINTENANCE AND REPAIR OF THE SYSTEM IS THE LESSEES RESPONSIBILITY.

MAINTENANCE: ALL MAINTENANCE OF LEASED AREAS DESCRIBED IN THIS LEASE ARE SOLE RESPONSIBILITY OF LESSEE, IF MAINTINANCE IS NOTED BY LESSOR AND NOT ADDRESSED BY LESSEE WITHIN 30 DAYS, LESSOR MAY REMEDY AND ASSESS COSTS AS ADDITIONAL RENT DUE ON DEMAND. {NOTE: THE TERM MAINTINANCE ALSO INCLUDES HOUSEKEEPING, REMOVAL OF GARBAGE, CLEANUP OF ANY OIL OR WASTE SPILLS.}

COMMON AREAS: LESSEE'S USE AND OCCUPANCY OF THE PREMISES SHALL INCLUDE THE REASONABLE NONEXCLUSIVE USE OF THE COMMON AREAS AS DEFINED IN EXHIBIT AA. LESSEE SHALL NOT ENCUMBER OR OBSTRUCT COMMON AREAS NOR PLACE ANYTHING IN THEM WITHOUT LESSORS CONSENT. LESSEE AGREES NOT TO OBSTRUCT TRAFFIC FLOW OF LESSOR OR ANY OTHER TENNANTS AT 1004, 1010, 1020, OR 1020R WEST AMOUR AVE.

SIGNS: LESSEE IS PERMITTED TO PLACE A SIGN AT HIS OWN EXPENSE WITH LESSORS APPROVAL.

HYDRONIC HEAT: LESSEE WILL NOT DRIVE ANY FASTENERS INTO FLOOR WITHOUT PERMISSION FROM LESSOR. ANY DAMAGE TO HYDRONIC FLOOR PIPES WILL BE ASSESSED AS ADDITIONAL RENT AND DUE ON DEMAND.

SUBLETTING: LESSEE WILL NOT SUBLET WITHOUT LESSORS APPROVAL AND LESSEE ASSUMES ALL LIABILITY FOR ANY ENTITY SUBLETTING FROM THEM, THIS INCLUDES MAINTENANCE, COMMON AREAS, INSURANCE, AND ALL ITEMS LISTED IN THIS LEASE.

TERMINATION: WHEN APPROACHING THE END OF LEASE TERM, LESSEE SHALL NOTIFY LANDLORD AT LEAST 30 DAYS BEFORE VACATING THE PREMISES TO ARRANGE FOR A JOINT INSPECTION OF THE PREMISES. IF LESSEE FAILS TO GIVE NOTICE LESSOR'S INSPECTION SHALL BE

CONCLUSIVELY DEEMED CORRECT FOR PURPOSES OF DETERMINING LESSEE'S RESPONSIBILITY FOR REPAIRS.

ON OR BEFORE THE EXPIRATION DATE OF THIS LEASE, LESSEE SHALL AT ITS EXPENSE REMOVE ALL PROPERTY OWNED BY OR IN CUSTODY OF LESSEE. ALL PROPERTY NOT TIMELY REMOVED SHALL BE DEEMED ABANDONED AT LESSORS OPTION. LESSEE APPOINTS LESSOR ITS AGENT TO REMOVE ITS PROPERTY FROM THE PREMISES ON TERMINATION OF THIS LEASE AND TO CAUSE TRANSPORT AND STORAGE OF LESSEE'S PROPERTY FOR LESSEE'S BENEFIT ALL AT LESSEE'S SOLE COST AND RISK, AND LESSOR SHALL NOT BE LIABLE FOR ANY DAMAGE TO OR LOSS OR THEFT OF ANY OF THE PROPERTY.

SNOW REMOVAL: LESSEE IS RESPONSIBLE FOR SNOW REMOVAL ON PROPERTY COVERED IN LEASE EXCLUDING COMMON AREAS. LESSOR WILL PROVIDE DESIGNATED AREAS TO PUSH SNOW INTO.

THE LEASE AND CONDITIONS DESCRIBED ABOVE ARE HEREBY ACCEPTED THIS 1ST DAY OF AUGUST 2009.

LESSOR:

ANDREW VERBESKI

LESSEE: B&B AUTOMOTIVE LLC.

BY: BRIAN REINKE

BY: AMY REINKE

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 1/24/2012
Licenses and Permits	Miscellaneous Permits	ITEM NUMBER <i>H.1.</i>

See attached list from meeting of January 24, 2012

COUNCIL ACTION REQUESTED



City of Franklin

9229 W. Loomis Road
Franklin, WI 53132-9728

414-425-7500

**License Committee
Agenda***

Alderman's Room

January 24, 2012 – 5:55 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 5:55 p.m.	Mudgett, Dale E 9911 S 92 nd St Franklin, WI 53132 The Landmark				
Operator 6:00 p.m.	Gridley, Elizabeth A 8540 W Blackbird Ct Franklin, WI 53132 Wegner's St Martins Inn				
Operator	Nessmann, Carolyn M 8503 W Puetz Rd Franklin, WI 53132 Country Lanes				
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>Jw Slav</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 1/24/2012
Bills	Vouchers and Payroll Approval	ITEM NUMBER <i>I.1.</i>

Provided separately for Council approval is a list of vouchers Nos. 141348 through 141554 in the amount of \$1,788,147.51. The net City vouchers are \$1,788,147.51

Approval is requested for the net payroll of January 13, 2012 in the amount of \$ 349,135.36.

COUNCIL ACTION REQUESTED

Motion approving net City vouchers in the range of Nos.141348 through 141554 in the amount of \$ 1,788,147.51.

Approval is requested for the net payroll of January 13, 2012 in the amount of \$ 349,135.36.