

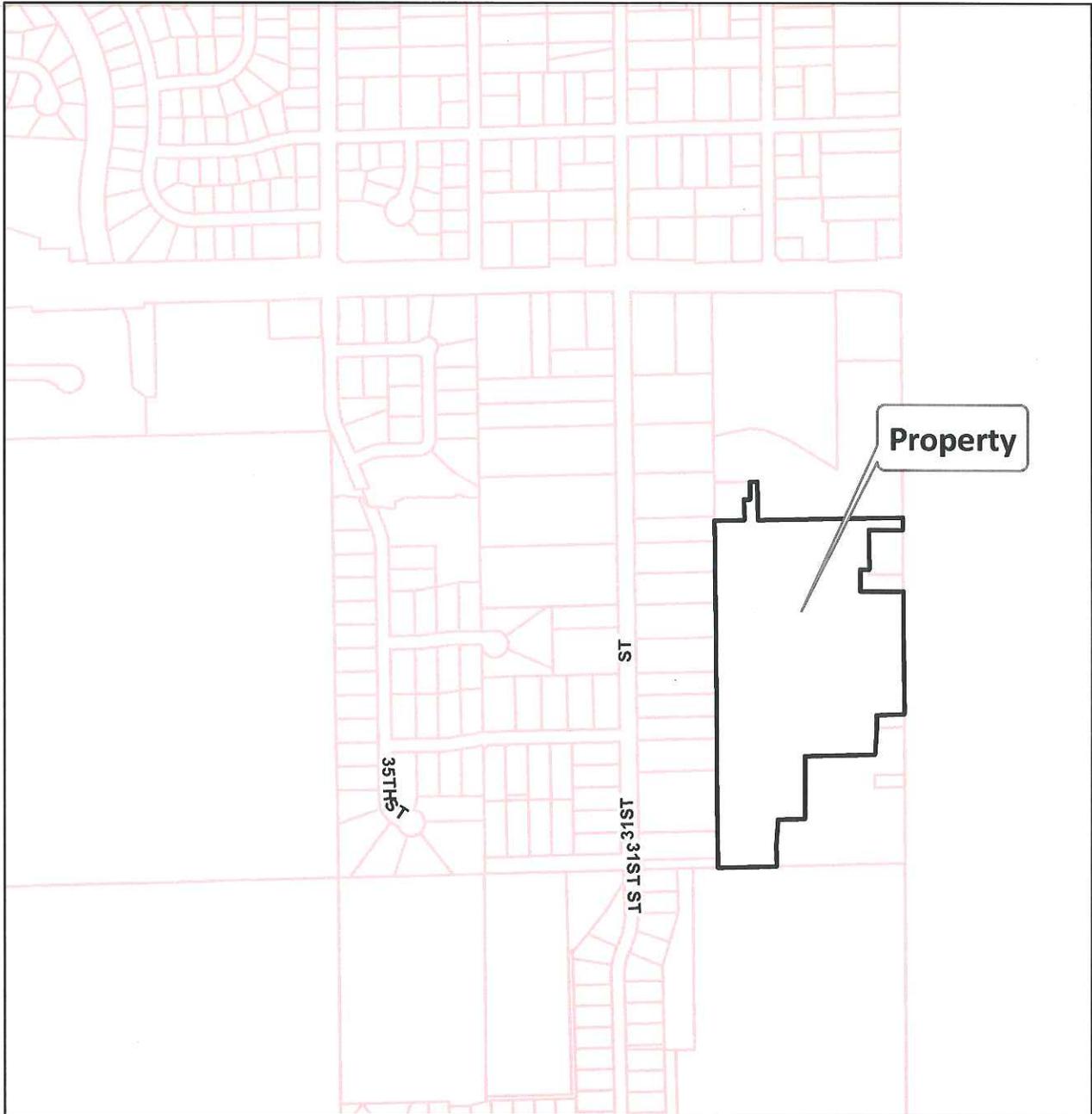
<p style="text-align: center;">APPROVAL</p> <p style="text-align: center;"><i>slw</i></p>	<p style="text-align: center;">REQUEST FOR COUNCIL ACTION</p>	<p style="text-align: center;">MEETING DATE</p> <p style="text-align: center;">7/10/12</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">RESOLUTION TO AMEND RESOLUTION NO. 94-4131 IMPOSING CONDITIONS AND RESTRICTIONS FOR THE APPROVAL OF A SPECIAL USE FOR THE CONSTRUCTION AND OPERATION OF A NURSERY WITH OUTSIDE SALES, STORAGE AND DISPLAY OF NURSERY STOCK FOR PROPERTY LOCATED AT 9801 SOUTH 27TH STREET TO ALLOW FOR HOSTING A WEEKLY FARMERS' MARKET (GRASS UNLIMITED, INC., D/B/A NATURE'S NOOK, APPLICANT)</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>G.5.</i></p>

At their meeting on July 5, 2012, the Plan Commission recommended approval of a resolution to amend Resolution No. 94-4131 imposing conditions and restrictions for the approval of a special use for the construction and operation of a nursery with outside sales, storage and display of nursery stock for property located at 9801 South 27th Street to allow for hosting a weekly farmers market (Grass Unlimited, Inc., D/B/A Nature's Nook, Applicant).

COUNCIL ACTION REQUESTED

A motion to adopt Resolution No. 2012-_____, a resolution to amend Resolution No. 94-4131 imposing conditions and restrictions for the approval of a special use for the construction and operation of a nursery with outside sales, storage and display of nursery stock for property located at 9801 South 27th Street to allow for hosting a weekly farmers market (Grass Unlimited, Inc., D/B/A Nature's Nook, Applicant).

9801 S. 27th Street Nature's Nook



0 425 850 1,700 Feet

This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.

City Development 2012
(2010 Aerial Layer)



RESOLUTION NO. 2012-_____

A RESOLUTION TO AMEND RESOLUTION NO. 94-4131 IMPOSING
CONDITIONS AND RESTRICTIONS FOR THE APPROVAL OF A
SPECIAL USE FOR THE CONSTRUCTION AND OPERATION OF A NURSERY
WITH OUTSIDE SALES, STORAGE AND DISPLAY OF NURSERY STOCK
FOR PROPERTY LOCATED AT 9801 SOUTH 27TH STREET TO
ALLOW FOR HOSTING A WEEKLY FARMERS' MARKET
(GRASS UNLIMITED, INC., D/B/A NATURE'S NOOK, APPLICANT)

WHEREAS, Grass Unlimited, Inc., d/b/a Nature's Nook, having petitioned the City of Franklin for the approval of an amendment to Resolution No. 94-4131, conditionally approving a Special Use to allow for the construction and operation of a nursery with outside sales, storage and display of nursery stock upon property located at 9801 South 27th Street, such property being zoned B-4 South 27th Street Mixed-Use Commercial District, more particularly described as follows:

Parcel 1 of Certified Survey Map No. 6044, recorded on November 17, 1994, as Document No. 7026224 in Reel 3419, Images 833-835 in the Office of the Register of Deeds, Milwaukee County, Wisconsin, being a redivision of all of Parcel 2 of Certified Survey Map No. 5782, Document No. 6698838, located in the Northeast Quarter and Southeast Quarter of the Northeast Quarter of Section 25, Town 5 North, Range 21 East, in the City of Franklin, Milwaukee County, Wisconsin. Excepting therefrom that part of Parcel 1 of said Certified Survey Map No. 6044, more fully described as follows: Commencing at the Southeast Corner of said Parcel 1; thence South 88°29'34" West along the South line of said Parcel 1, 131.00 feet to a point; thence North 00°22'41" West, 95.11 feet to a point; thence North 04°31'38" East, 116.30 feet to a point; thence North 88°29'34" East, 121.00 feet to a point on the Westerly right of way line of South 27th Street (U.S.H. "41"); thence South 00°23'33" East, along said Westerly right of way line, 210.79 feet to the place of beginning. ALSO excepting that part deeded in Warranty Deed recorded as Document No. 7701197; Tax Key Number: 902-9965-006; and

WHEREAS, such proposed amendment being for the purpose of applicant's hosting of a weekly Farmers' Market, with approximately 24 local vendors, selling vegetables, fruits, crafts, baked goods, beverages, prepared foods, clothing, jewelry and meats, on Saturdays, June through October, from 9:00 a.m. to 2:00 p.m.; and

WHEREAS, such petition having been duly referred to the Plan Commission of the City of Franklin for a public hearing, pursuant to the requirements of §15-9.0103D. of the

GRASS UNLIMITED, INC., D/B/A NATURE'S NOOK –AMENDMENT
TO SPECIAL USE
RESOLUTION NO. 2012-_____

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Unified Development Ordinance, and a public hearing having been held before the Plan Commission on the 5th day of July, and the Plan Commission thereafter having determined to recommend that the proposed amendment to Special Use be approved, subject to certain conditions, and the Plan Commission further finding that the proposed amendment to Special Use upon such conditions, pursuant to §15-3.0701 of the Unified Development Ordinance, will be in harmony with the purposes of the Unified Development Ordinance and the Comprehensive Master Plan; that it will not have an undue adverse impact upon adjoining property; that it will not interfere with the development of neighboring property; that it will be served adequately by essential public facilities and services; that it will not cause undue traffic congestion; and that it will not result in damage to property of significant importance to nature, history or the like; and

WHEREAS, the Common Council having received such Plan Commission recommendations and also having found that the proposed amendment to Special Use, subject to conditions, meets the standards set forth under §15-3.0701 of the Unified Development Ordinance.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Franklin, Wisconsin, that the petition of Grass Unlimited, Inc., d/b/a Nature's Nook for the approval of an amendment to Special Use for the property particularly described in the preamble to this Resolution, be and the same is hereby approved, subject to the following conditions and restrictions:

1. That this amendment to Special Use is approved only for the use of the subject property [as an accessory use to the existing principal plant nursery Special Use] by Grass Unlimited, Inc., d/b/a Nature's Nook, successors and assigns, for applicant's hosting of the weekly Farmers' Market, which shall be operated and occur pursuant to those event plans terms City file-stamped June 27, 2012 and annexed hereto and incorporated herein as Exhibit A.
2. Grass Unlimited, Inc., d/b/a Nature's Nook, successors and assigns, shall pay to the City of Franklin the amount of all inspection and review fees incurred by the City of Franklin, including fees of consultants to the City of Franklin, for applicant's hosting of the weekly Farmers' Market, within 30 days of invoice for same. Any violation of this provision shall be a violation of the Unified Development Ordinance, and subject to §15-9.0502 thereof and §1-19. of the Municipal Code, the general penalties and remedies provisions, as amended from time to time.
3. The approval granted hereunder is conditional upon Grass Unlimited, Inc., d/b/a

GRASS UNLIMITED, INC., D/B/A NATURE'S NOOK – AMENDMENT
TO SPECIAL USE
RESOLUTION NO. 2012-_____

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Nature's Nook and applicant's hosting of the weekly Farmers' Market for the property located at 9801 South 27th Street: (i) being in compliance with all applicable governmental laws, statutes, rules, codes, orders and ordinances; and (ii) obtaining all other governmental approvals, permits, licenses and the like, required for and applicable to the project to be developed and as presented for this approval.

4. The Farmers' Market use approved hereunder shall be personal to the applicant and shall not run with the land.
5. The applicant shall demonstrate compliance with all UDO parking requirements prior to commencement of use.
6. The applicant shall revise the site plan so that the existing bulk bins located in the parking lot area are relocated north of the existing building, adjacent to the seven existing bulk bins.
7. The applicant shall screen all existing and proposed bulk bins with fencing, in accordance with the outdoor storage requirements set forth in Sections 15-3.0803(F) and 15-3.0803(C) of the UDO. The applicant shall submit details of the fencing to planning department staff for their review and approval.
8. The applicant shall remove the metal canopy that is on display within the required front yard setback.
9. The applicant shall submit a draft conservation easement document to planning department staff and demonstrate that the proposed outdoor farmers' market does not encroach into the wetland buffer area, prior to commencement of use.
10. Vendors shall register and receive approval from the City of Franklin Clerk's office.
11. Vendors shall fully comply with the regulations set forth by the Wisconsin Department of Agriculture and the City of Franklin Health Department.
12. The applicant shall park all vehicles with an 8,000 lbs gross vehicle weight or greater behind the existing Nature's Nook building during overnight hours.
13. The applicant shall coordinate with the Police Department to inquire about the posting of no parking signs on South 27th Street.
14. The applicant shall restripe the parking in accordance with Unified Development Ordinance parking requirements prior to commencement of use.

GRASS UNLIMITED, INC., D/B/A NATURE'S NOOK – AMENDMENT
TO SPECIAL USE
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15. All items currently being displayed and/or stored within the parking lot shall be removed.
16. The applicant shall demonstrate compliance with the Unified Development Ordinance landscaping requirements prior to commencement of use.

BE IT FURTHER RESOLVED, that in the event Grass Unlimited, Inc., d/b/a Nature's Nook, successors or assigns, or any owner of the subject property, does not comply with one or any of the conditions and restrictions of this amendment to Special Use Resolution, following a ten (10) day notice to cure, and failure to comply within such time period, the Common Council, upon notice and hearing, may revoke the additional Special Use permission granted under this Resolution.

BE IT FURTHER RESOLVED, that any violation of any term, condition or restriction of this Resolution is hereby deemed to be, and therefore shall be, a violation of the Unified Development Ordinance, and pursuant to §15-9.0502 thereof and §1-19. of the Municipal Code, the penalty for such violation shall be a forfeiture of no more than \$2,500.00, or such other maximum amount and together with such other costs and terms as may be specified therein from time to time. Each day that such violation continues shall be a separate violation. Failure of the City to enforce any such violation shall not be a waiver of that or any other violation.

BE IT FURTHER RESOLVED, that this Resolution shall be construed to be an amendment to such Special Use Permit as is contemplated by §15-9.0103 of the Unified Development Ordinance, and that all of the terms and conditions of Resolution No. 94-4131, not specifically and expressly amended by or in direct conflict with this Resolution, shall remain in full force and effect.

BE IT FURTHER RESOLVED, Pursuant to §15-9.0103G. of the Unified Development Ordinance, the additional Special Use permission granted under this Resolution shall be null and void upon [November 1 of any calendar year during which the Farmers' Market did not occur.]

BE IT FINALLY RESOLVED, that the City Clerk be and is hereby directed to obtain the recording of a certified copy of this Resolution in the Office of the Register of Deeds for Milwaukee County, Wisconsin.

GRASS UNLIMITED, INC., D/B/A NATURE'S NOOK – AMENDMENT
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RESOLUTION NO. 2012-_____

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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 _____

Exhibit A

Hilmer & Associates LLC Land Surveying
Office: 262-567-5893 Fax: 262-567-6235 Email: Hilmer@hwa.com

ALTA / ACSM Land Title Survey Review Copy

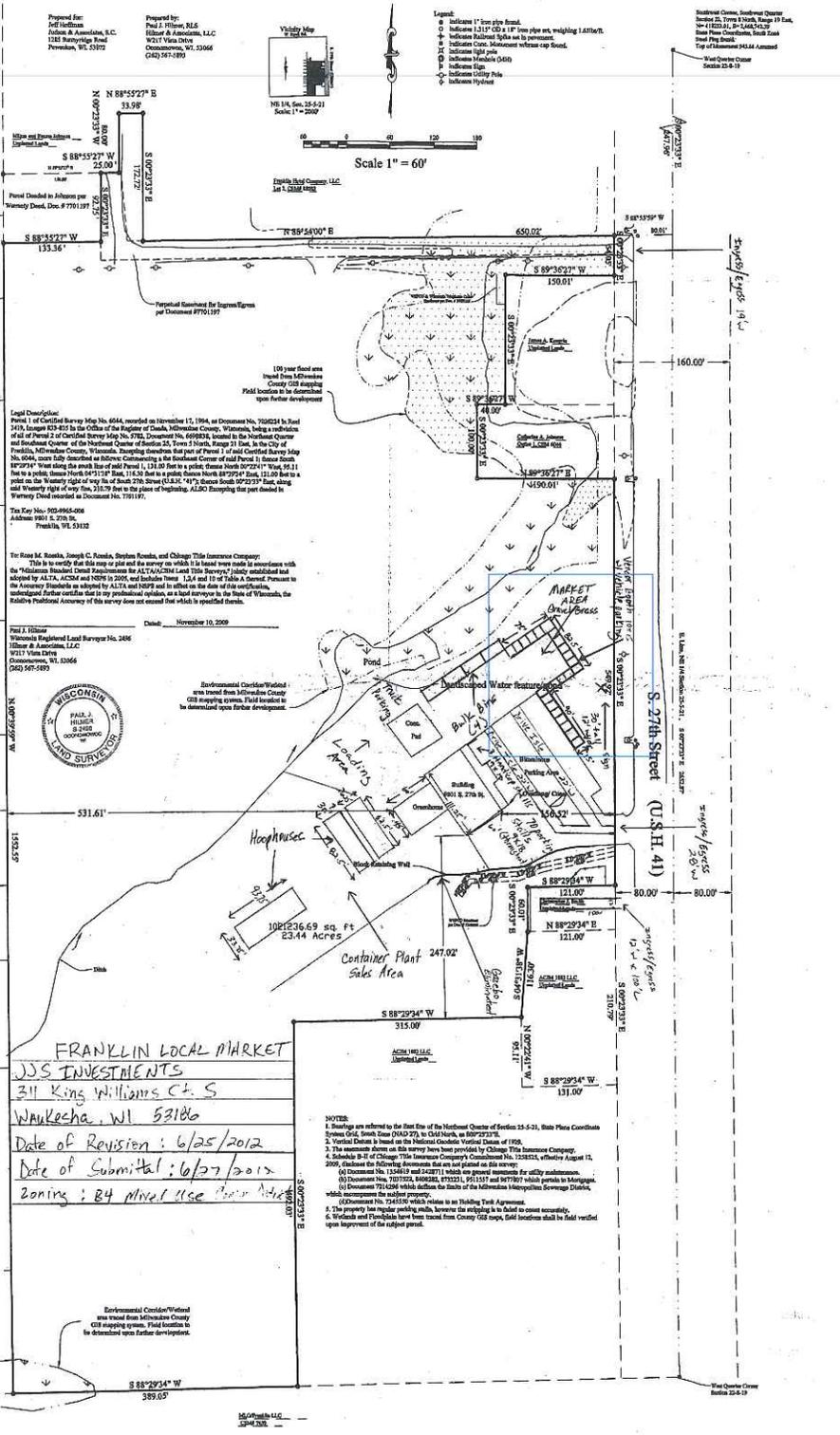
Prepared For:
JJS Investments
311 King Williams Ct. S
Waukecha, WI 53186

Prepared By:
Paul J. Hilmer, SLS
Hilmer & Associates, LLC
9211 Vista Drive
Dousman, WI 53006
262-567-5893



- Legend
- Indicate 1" Iron pipe found.
 - Indicate 1.25" OD x 18" Iron pipe with weighing 1.68lb/ft.
 - Indicate Railroad Spike as to placement.
 - Indicate Case, Moment release cap block.
 - Indicate light pole.
 - Indicate Utility (utility).
 - Indicate Sign.
 - Indicate Utility Pole.
 - Indicate Hydrant.

Section Corner, Northwest Quarter
Section 25, Town 3 North, Range 19 East,
North 113D.1, R-1544.2-10
Base Plan Coordinates, South Zone
Point From Bench
Top of Benchmark 452.44 Assumed
Section 25-9-19



Legal Description:
Part of 1st Certified Survey Map No. 6044, recorded on November 11, 1994, as Document No. 700224 in Book 247, Page 23-25 in the Office of the Register of Deeds, Milwaukee County, Wisconsin, being a subdivision of all of Parcel 2 of Certified Survey Map No. 3778, Document No. 699918, located in the Northeast Quarter and Southeast Quarter of the Northeast Quarter of Section 25, Town 3 North, Range 19 East, in the City of Waukecha, Milwaukee County, Wisconsin. Excepting therefrom that part of Parcel 1 of said Certified Survey Map No. 6044, more fully described as follows: Commencing at the Southeast Corner of said Parcel 1 (shown South 89°29'41" West along the south line of said Parcel 1, 131.00 feet to a point; thence South 89°29'41" West 65.11 feet to a point; thence North 94°11'13" East, 114.56 feet to a point; thence North 89°29'41" East, 121.00 feet to a point on the Western right-of-way line of South 27th Street (L.S.C. 40') shown South 89°29'41" East, along said Western right-of-way line, 215.79 feet to the place of beginning; A.L.S.D. Excepting that part located in Parcel 2 (shown in said Document No. 700119).

The Key No. 509-066-006
Address: 901 E. 27th St.
Pewaukee, WI 53102

To: Roy M. Roski, Joseph C. Roski, Stephen Roski, and Chicago Title Insurance Company.
This is to certify that this map or plan and the survey on which it is based were made in accordance with the Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys (as amended) and as required by ALTA, ACSM and NSDS in 2005, and Subtitle T-1, 2, 3, 4 and 10 of Title A General. Pursuant to the Minimum Standards as adopted by ALTA and NSDS and to effect on the date of this certification, undersigned further certifies that in my professional opinion, as a land surveyor in the State of Wisconsin, the relative positional accuracy of this survey does not exceed that which is specified therein.

Date: November 10, 2009

Paul J. Hilmer
Wisconsin Registered Land Surveyor No. 2496
Hilmer & Associates, LLC
9211 Vista Drive
Dousman, WI 53006
262-567-5893

Environmental Condition/Wetland
was traced from Milwaukee County GIS mapping system. Field location to be determined upon further development.

WISCONSIN
PAUL J. HILMER
SLS
LAND SURVEYOR

FRANKLIN LOCAL MARKET
JJS INVESTMENTS
311 King Williams Ct. S
Waukecha, WI 53186
Date of Revision: 6/25/2012
Date of Submittal: 6/27/2012
Zoning: R4 Mixed Use Local Ord.

NOTES:
1. Bearings are referred to the East line of the Northeast Quarter of Section 25-5-21, Base Plan Coordinates System Old, South Zone (OAD 27) as Old North, as 89°29'41".
2. Vertical Datum is based on the National Geodetic Vertical Datum of 1929.
3. The easement shown on this survey has been provided by Chicago Title Insurance Company.
4. Schedule B-1 of Chicago Title Insurance Company's Conditions No. 123151, effective August 17, 2005, disclaim the following statements that are not placed on this survey:
(a) Documents No. 124619 and 124711 which are general easements for utility easements.
(b) Documents No. 707325, 806388, 873221, 951157 and 957787 which pertain to Mortgage.
(c) Document No. 724268 which relates to the State of the Milwaukee Metropolitan Sewerage District, which encompasses the subject property.
(d) Document No. 745107 which relates to an Easement Agreement.
5. This property has regular zoning maps, however the mapping is to be used as a general guide only.
6. Wetland and Floodable have been traced from County GIS maps. Field location shall be field verified upon improvement of the subject parcel.

Environmental Condition/Wetland
was traced from Milwaukee County GIS mapping system. Field location to be determined upon further development.

Hilmer & Associates, LLC
9211 Vista Drive
Dousman, WI 53006
262-567-5893

Franklin

June 27, 2012

JUN 27 2012

Department of City Development,

City Development

Nature's Nook located at 9801 South 27th Street in Franklin, plans to host a weekly outdoor Farmers Market for a six-month period, between June and October, as well as a small indoor Market October thru December.

The outdoor market will be positioned off of the asphalt parking lot, on the gravel/grass surface. We anticipate 24 vendors for the market. Vendors to offer their products to the market include vegetables, fruits, crafts, baked goods, and beverages, prepared foods, clothing, jewelry and meats. No alcohol will be allowed. Each vendor will occupy a ten by fifteen space including space to park his or her vehicle. Vendor vehicle parking will not impact available customer parking. The indoor Market will be inside the retail building, with each vendor allotted a 10' by 10' space. We anticipate 10-12 vendors, offering similar products as the outdoor Market, except for prepared foods. Each vendor will be responsible to conform to regulations of weights and measure, the Health Department, or the office of the City Clerk.

Nature's Nook will not provide phone or electric connection, and vendors requiring such will need to conform to any and all regulations set forth by the city. Vendors will not be allowed any type of storage on site except for the market day. Storage on market day may only amount to what is considered needed for sale.

Operation hours for the outdoor Market will be on Saturdays between June and October, from 9:00 am until 2:00 pm, rain or shine. Indoor Market hours are to remain the same as the outdoor, running October thru December. Vendors will be allowed access to their booth at 8:00 am. Vendors will need to be off premises by close of business on market day. There will be an onsite manager assigned to each market to manage vendor placement and to address any needs of the vendors. The onsite manager will also assist with any potential public concerns. This is designed to allow Nature's Nook to operate independently from the market, all while adhering to zoning and special use requirements. Any conditions needing police, fire, or other city services, property owner with handle.

Approximate size of the entire outdoor Market, including vendor parking and shopper area, will be approximately 7,500 square feet. Additional paved parking area of approximately 11340 square feet. Approximate size of indoor Market will be approximately 1200 square feet. Water and handicap accessible restrooms and parking are available for both public and vendor use.

In season vendors will be assessed a small rental fee weekly. Advertising for vendors will be achieved through several Communities NOW publications, and limited onsite displays. On site displays not to exceed lit message board on already approved Nature's Nook sign. Also, two double sided professionally created 3 'x 4' signs. One sign to be visible from 27th street on Nature's Nook property, the other at Walgreen's on 27th and Ryan, of which we have received permission to do so. Fore mentioned sign to be placed within legal easements and on display market day only.

At this point, we would like to address some other issues that have come to light from the preliminary review by the planning department.

Parking

The approximate number of parking stalls available, minus drive aisles, and employee parking is slightly over 70. We have listed 70 on the site plan, with a size of 9' by 18', making total parking space of 11340 square feet. This number also includes 3 handicap accessible stalls, one being large enough for a van. This number was qualified through the American Disability Association via a phone call discussing the appropriate number of stalls needed for a lot our size. Based on the ordinance requirements the size of available parking is clearly ample for the size of both markets. Although from a satellite image, the parking lines are not as visible as from the lot itself. During regular business times, there have never been parking issues, even at the peak of the garden center season. We do not anticipate issues looking forward, recent traffic in our lot during last years market had as few as 20 cars coming in and out of the lot in an hour's time. We have not experienced more than 25 people at one time during Market hours. This was primarily during the first three hours of the market, as the last two hours were not as active. We did realize as many as 12 cars in the lot at one time without any issues.

Off street parking won't be necessary as our current lot is large enough to handle an uptick of parking even if there are 24 vendors on site. 27th street is posted south and east of the entrance to Nature's Nook. There could be a few signs posted north of the entrance on the Franklin side if deemed necessary. Again based on the ordinance, we feel strongly there is ample parking space.

Landscape Plan

Our position on landscaping the front space of this location would be based on approval of the market. Another factor we have to consider is snow placement. Should the market be approved in it's current format, the only real area to landscape would be at the entrance to the parking lot, between the furthest south vendor stall, and the concrete curb. Again, placement of snow becomes somewhat of an issue for that position, but being in the trade we are, we are confident that we can landscape that corner well, all while complying to the terms of the UDO. South of the paved surface there is landscape planting already in place inside the retaining wall, as well as the island towards the south end of the parking lot. We should also mention the 55 mile per hour color planted around our sign. We do understand what is needed to comply and are willing to do so.

Open Storage

After reviewing the Planning Staff comments regarding open storage, we reviewed the amended UDO, and found several areas where open storage is allowed without fences under both permitted and special use applications. Please review Section 15-3.0603 (special uses) #'s 181, 782, 783, 5261, 5992 and 5431. Section 15-3.0703U, parts 1, 2 and 3 also make reference to this. It is our understanding that open storage refers more to objects, or stagnant material, rather than inventory that is consistently replenished, and is seasonal. The two current bins on the asphalt are empty, and slated to be moved pending the market approval. The site plan shows relocation to an area that was originally approved upon conception of this site. To be frank, fencing an active bulk loading area used by the public seems excessive, and cumbersome. We have not been required to partition these areas for the last 15 years, and are confused and concerned why now it becomes an issue. This bulk storage area is in the perfect location for this site. It not only allows for a neat, clean display, but it is a smart use of the space, and does not impede traffic flow whatsoever. Any palletized material will be moved to under the overhang on the east side of the building, and the metal carport is slated to be repositioned as well. We are forced to display some of our smaller, seasonal plant material close to the building on the asphalt, just like many other business selling similar products. A short list of companies comes to mind throughout the city. Parking of the few vehicles used daily is in a spot that is out of traffic patterns, and makes sense from a business standpoint. They are

barely visible from the road, and during the course of a week, generally aren't even on site. However, relocation would be entertained if it makes sense for both parties.

Dumpster Plan.

Currently, there is a dumpster in place surrounded by an 8' high fence. This would remain the main source for refuse disposal. During Market hours, we have large 40+ gallon receptacles with lids we can place wisely throughout the market areas. At the end of every market, they will be collected and emptied in a neat fashion so as not to spill any debris on the grounds. This would become part of the normal closing protocol for the Market. Once emptied, the receptacles would be stored in an 'out of sight' location until the next Market, or when they were next needed for use.

It is the intention of Nature's Nook to host this market in an effort to bring the community an event that local residents can purchase local products, by local people. We have had tremendous, positive feedback from residents, and market goers. The only negative comment was the desire to have more vendors, hence a larger market. This weekly event would be the only one of its kind in the community, and would be a benefit to residents, businesses, and the city itself.

Nature's Nook
Steve Roeske
414-550-6931
connect@naaturesnook.com



CITY OF FRANKLIN



REPORT TO THE PLAN COMMISSION

Meeting of July 5, 2012

Special Use Amendment

RECOMMENDATION: City Development Staff recommends tabling the proposed Special Use Amendment for Grass Unlimited, Inc. d/b/a/ Nature's Nook to allow for hosting a weekly farmers' market upon property located at 9801 South 27th Street. Should the Plan Commission recommend approval of this request, staff would recommend including the conditions set forth in the attached draft resolution.

Project Name:	Franklin Local Market Special Use Amendment
Project Address:	9801 South 27 th Street
Applicant:	Grass Unlimited, Inc. d/b/a/ Nature's Nook
Zoning:	B-4 South 27 th Street Mixed-Use Commercial District
2025 Comprehensive Plan	Mixed Use and Areas of Natural Resource Features
Use of Surrounding Properties:	Single-family residential and a hotel to the north; single-family residential to the west; single-family residential, mixed-use commercial and mixed use office to the south; and an industrial park to the east (in the City of Oak Creek)
Applicant Action Requested:	Recommendation of approval to the Common Council for the proposed Special Use Amendment

Please note that:

- Staff recommendations are *underlined, in italics* and are included in the draft resolution.
- Staff suggestions are only underlined and are not included in the draft resolution.

BACKGROUND & INTRODUCTION:

On June 7, 1994, the Franklin Common Council adopted Resolution No. 94-4131, approving a Special Use for the construction and operation of a nursery with outside sales, storage and display of nursery stock, related nursery activities, and vehicles and equipment associated with the operation of the business upon property located at 9801 South 27th Street in the City of Franklin.

On July 8, 2011, Planning Staff administratively approved a Temporary Use Permit for Nature's Nook to operate a farmers' market on Saturdays from July through October 2011, upon property located at 9801 South 27th Street. Last year, the applicant operated under a Temporary Use approval to see what kind of response the event would generate. The first year of the farmer's market was limited to sales of homegrown fruits and vegetables, home-canned foods and honey. Staff instructed the applicant to file a Special Use Amendment Application in 2012 if the farmers' market was to become a yearly event.

On May 22, 2012, Mr. Steve Roeske of Nature's Nook submitted a Special Use Amendment Application, requesting approval to host a weekly farmers' market upon the existing Nature's Nook property located at 9801 South 27th Street.

PROJECT DESCRIPTION AND ANALYSIS:

The applicant is requesting Special Use approval to open a weekly outdoor farmers' market on the existing Nature's Nook property. Proposed hours of operation for the outdoor farmers' market are from 9:00 A.M. to 2:00 P.M. on Saturdays, from June to October. The applicant recently asked if the Special Use Amendment Application could be amended to include a small indoor market that would be open from October to December. Staff has informed the applicant that the indoor market request cannot be considered for approval at this time, since the public hearing notice, which only described an outdoor farmers' market from June to October, had already been published.

The applicant is proposing to open the outdoor farmers' market on the existing gravel/grass surface located between the parking lot and 27th Street. Approximately 24 spaces will be available for vendors who will sell products such as vegetables, fruits, crafts, baked goods, beverages, prepared foods, clothing, jewelry and meats. Each vendor will occupy a 10 x 15 foot space plus an area to park his or her vehicle. Staff recommends that vendors register and receive approval from the City of Franklin Clerk's office. In addition, staff recommends that vendors fully comply with the regulations set forth by the Wisconsin Department of Agriculture and the City of Franklin Health Department.

Parking:

The applicant has stated that the outdoor market, including vendor parking and shopping areas, will have an area of 7,500 square feet, and that customers will be able to utilize an 11,340 square foot paved area for parking. The applicant has also stated that the outdoor parking area has a capacity of 70 parking spaces. However, the applicant has not provided a vehicle parking and circulation plan that identifies the specific location of the parking rows and parking spaces. In addition, the submitted ALTA survey indicates that the property has regular parking stalls, but the striping is too faded to make an accurate count. Furthermore, the letter of intent states that water stations and handicap accessible restrooms and parking will be available for both public and vendor use; however, these areas have also not been adequately detailed or dimensioned on the site plan.

Section 15-5.0203 of the UDO defines the requirements for off-street parking. Ordinance No. 2011-2043 amended the section of the ordinance to reduce the minimum parking requirements and address queuing requirements. Per this ordinance, nurseries require one parking space per 4,000 square feet of outdoor display area, plus one parking space for each company vehicle, plus one parking space per employee. In addition to the above parking requirements for the Nature's Nook operation, the Franklin Local Market must provide 3.3 parking spaces per 1,000 square feet of gross floor area, pursuant to the minimum off-street parking requirement for a farm stand from Ordinance No. 2011-2043. Staff recommends that the applicant demonstrate compliance with all UDO parking requirements prior to Common Council review of the Special Use Amendment Application. In addition, staff suggests that the applicant hire a company to professionally

restripe the parking lot, in accordance with UDO parking requirements, prior to opening the farmers' market.

It should be noted that the Police Department, during its review of the subject request, asked if the site would have sufficient parking capacity to handle the proposed farmers' market. The Police Department would like to confirm that sufficient parking is available so that unauthorized parking on South 27th Street and unsafe pedestrian crossings across traffic can be avoided. Staff recommends that the applicant coordinate with the Police Department to inquire about the posting of no parking signs on South 27th Street.

Outdoor Storage:

Seven bulk bins are currently located on the existing concrete pad located north of the building. In addition, two other bins have been installed within the parking lot area since the original Special Use was approved for the subject property. Staff recommends that the applicant revise the site plan so that the existing bulk bins located in the parking lot area are relocated north of the existing building, adjacent to the seven existing bulk bins. The applicant also wishes to add four bulk bins along the north side of the property, east of the seven existing bins. Staff recommends that all existing and proposed bulk bins be screened with fencing, in accordance with the outdoor storage requirements set forth in Sections 15-3.0803(F) and 15-3.0803(C) of the UDO. Staff recommends that the applicant submit details of the fencing to planning department staff for their review and approval.

Staff also recommends that the metal canopy on display in the front yard of the Nature's Nook property be removed from the site, as it is located in the front yard setback, and not related to the Nature's Nook Special Use approval.

In addition, staff suggests that all items currently being displayed and/or stored within the parking lot be removed. Bagged goods, plants, bulk materials or any other items for sale by nature's nook should not be located within the parking lot area.

Section 15-5.0202G. of the Unified Development Ordinance requires the screening of overnight parked company vehicles with an 8,000 lbs gross vehicle weight or greater from public view. Staff recommends that the applicant park all vehicles with an 8,000 lbs gross vehicle weight or greater behind the existing Nature's Nook building during overnight hours.

Natural Resource Protection Plan (NRPP):

On April 27 and 29, 2010 SEWRPC field delineated the natural resources that are located on the subject property. The attached site plan identifies a floodplain, wetlands and a Secondary Environmental Corridor. All of these natural resources are located outside of the development footprint; however, it appears that the wetland buffer, a protected natural resource feature that is not identified on the Site Plan, is located within 30 feet of the proposed market area. Staff recommends that the applicant submit a draft conservation easement document to planning department staff and demonstrate that the proposed outdoor farmers' market does not encroach

into the wetland buffer area, prior to Common Council review of the Special Use Amendment Application.

Landscaping Plan:

The UDO requires one canopy/shade tree, one evergreen tree, one decorative tree, and one shrub per five provided parking stalls. Staff suggests that the applicant demonstrate compliance with the UDO landscaping requirements prior to Common Council review of the subject application.

Signage:

The applicant is proposing new signage on the property; however, all sign requests must be approved by the architectural review board.

Outdoor Lighting:

The applicant is not proposing to make any changes to the site's outdoor lighting.

STAFF RECOMMENDATION:

City Development Staff recommends tabling the proposed Special use for Grass Unlimited, Inc. d/b/a/ Nature's Nook, to allow for hosting a weekly farmers' market upon property located at 9801 South 27th Street, so additional or more detailed information can be provided for City review and consideration. Should the Plan Commission recommend approval of this request, staff would recommend including the conditions set forth in the attached draft resolution.

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APPROVAL	REQUEST FOR COUNCIL ACTION	MTG. DATE
<i>slw</i> Reports & Recommendations	SUBJECT: A resolution awarding contract to the lowest bidder, Payne and Dolan, Inc. in the amount of \$274,852.60, for improvement of S. 51 st Street north of W. Rawson Avenue including a bituminous path and concrete sidewalk	7/10/12 ITEM NO. <i>G.6.</i>

BACKGROUND

The City of Franklin received three (3) bids on June 28, 2012 for the improvement of S. 51st Street north of W. Rawson Avenue. The road improvement will include resurfacing its two lanes, shouldering, left turn lanes at intersections and sections of concrete curb & gutter. The project includes a small portion of work in Greendale. Costs associated have been agreed to by Greendale. The hill at the north drive to St. Paul's Lutheran Church will be leveled out. Bituminous path on west side will be extended from an existing walk to Princeton Drive. Concrete sidewalk on the east side will be extended from the existing walk to Xavier Drive.

The City is coordinating this project with We Energies. The relaying of 4 inch gas main and 16 inch high pressure gas main being performed now will avoid future road cuts.

The project preparation has begun. The project should be completed in early September, sooner if good weather continues.

ANALYSIS

The bids received and tabulated correctly were as follows:

Payne & Dolan, Inc.	\$274,852.60
Black Diamond Group	\$279,300.00
Stark Asphalt	\$297,172.50

The engineer's estimate was \$293,390. Staff recommends the award to Payne & Dolan in the amount of \$274,852.60. Low prices were received for most bid items. Bituminous pavement was bid in the upper \$40's per ton, for binder course; surface (top) course was somewhat higher being in the mid \$50's per ton.

OPTIONS

Approve or deny the award.

FISCAL NOTE

Funding of this project will be taken from local road program for roadway construction and from the capital improvement fund for the bituminous path and concrete sidewalk extensions. The WDOT will fund \$77,771.00 of the road work through LRIP program.

RECOMMENDATION

Motion to adopt Resolution No. 2012-_____, a resolution awarding contract to the lowest bidder, Payne and Dolan, Inc. in the amount of \$274,852.60, for improvement of S. 51st Street north of W. Rawson Avenue including a bituminous path and concrete sidewalk. A small northern portion of the road project is in Greendale, the reimbursement anticipated at \$25,800.

RJR/sg

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

RESOLUTION NO. 2012 - _____

A RESOLUTION AWARING CONTRACT TO THE
LOWEST BIDDER, PAYNE AND DOLAN, INC. IN THE AMOUNT OF \$274,852.60,
FOR IMPROVEMENT OF S. 51ST STREET NORTH OF W. RAWSON AVENUE
INCLUDING A BITUMINOUS PATH AND CONCRETE SIDEWALK

WHEREAS, the City of Franklin advertised and solicited bids for the improvement of S. 51st Street north of W. Rawson Avenue, also a bituminous path and concrete sidewalk extensions; and

WHEREAS, the low bidder was Payne & Dolan, with a bid of \$274,852.60; and

WHEREAS, Payne & Dolan are qualified public works contractors.

WHEREAS, it is in the best interest of the City as recommended by the City's staff to award the contract at the total base bid of \$274,852.60 to Payne & Dolan.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Franklin, that Payne & Dolan be awarded the contract for the improvement of S. 51st Street north W. Rawson Avenue, bituminous path and concrete sidewalk.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are authorized and directed to execute a contract with Payne & Dolan on behalf of the City.

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

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 _____

RJR/sg

APPROVAL <i>slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 7/10/2012
REPORTS & RECOMMENDATIONS	Resolution Awarding Contract To The Lowest Bidder For The 2012 Pavement Marking Program In The City Of Franklin	ITEM NUMBER <i>67</i>

BACKGROUND

Pavement marking is done on a yearly basis. Streets showing severe paint deterioration are selected. Typically streets are striped every other year.

ANALYSIS

Contract documents were prepared by staff, the project advertised and bids opened June 21, 2012. Two bids were received as follows:

Century Fence Company	\$32,320.00
Crowley Construction Corporation	\$28,160.00

The bids were found to be in order, with Crowley Construction having the low bid at \$28,160.00. Crowley Construction has always done an exceptional job and has worked well with city staff in the past.

OPTIONS

Award or reject bids.

FISCAL NOTE

Sufficient funds are available through the Public Works Department 2012 Operating Budget (pavement marking).

RECOMMENDATION

Motion to adopt Resolution No. 2012-_____, awarding contract to the lowest bidder, Crowley Construction Corporation, in the amount of \$28,160.00, for the 2012 Pavement Marking Program in the City of Franklin.

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 2012- _____

A RESOLUTION AWARDDING CONTRACT TO THE LOWEST BIDDER FOR THE 2012
PAVEMENT MARKING PROGRAM IN THE CITY OF FRANKLIN

WHEREAS, the City of Franklin advertised and solicited bids for the 2012 Pavement Marking Program in the City of Franklin, and

WHEREAS, two bids were received as follows:

Century Fence Company	\$32,320.00
Crowley Construction Corporation	\$28,160.00

WHEREAS, the low bidder is Crowley Construction Corporation, with a bid in the amount of \$28,160.00, and

WHEREAS, Crowley Construction Corporation is a pre qualified public works contractor, and

WHEREAS, it is in the best interest of the City, as recommended by the City's staff, to award the contract at the total base bid of \$28,160.00 to Crowley Construction Corporation.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Franklin, that Crowley Construction Corporation be awarded the contract for the 2012 Pavement Marking Program in the City of Franklin for the sum of \$28,160.00 in accordance with bid specifications.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are authorized and directed to execute a contract with Crowley Construction Corporation on behalf of the City.

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

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 <i>slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 7/10/12
Reports & Recommendations	SUBJECT: Replacement of Global Positioning System (GPS) Data Collector	ITEM NO. E.8.

BACKGROUND

The City data collector for the Global Positioning System (GPS) has failed and is not repairable. The data collector was purchased in 2008 with half the funding from the Engineering Department and ¼ funding from each of the Sewer Fund and Water Fund.

ANALYSIS

The data collector is a Trimble System that is distributed and serviced by Seiler located in the Franklin Business Park. As the data collector is a part of the Trimble System, it must be replaced with a Trimble Data Collector. The sole distributor of the Trimble in Wisconsin is Seiler. The data collector can be rented for \$600.00 per month, but rental for one year would be more than the cost of a new replacement unit. As most all of the City's surveying is now completed by GPS, this system is needed to complete this year's construction program and all future survey work. A joint approval will be required by the Board of Water Commissions.

OPTIONS

Authorize purchase.

FISCAL NOTE

The total cost of the data collector is \$6,745 with one half or \$3,372.50 from Engineering and \$1,686.25 from each of the Sewer and Water Fund. The financial officer has recommended that the City's share be taken from the Capital Outlay Contingency Fund.

RECOMMENDATION

Motion to authorize the purchase of a Trimble Data Collector for the City's GIS with half the cost from Engineering, through the Capital Outlay Contingency Fund, and the other half split between the Sewer and Water Fund.

JMB/db/sr
Encl.



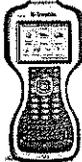
Sales Quotation

Office Locations

ST. LOUIS
 ST. CHARLES
 KANSAS CITY
 INDIANAPOLIS
 CHICAGO
 MILWAUKEE
 OMAHA

City of Franklin, WI
 Ronnie Asuncion
 Email: rasuncion@franklinwi.gov
 Phone: (414) 425-7510
 Fax: (414) 425-3106
 9229 West Loomis Road
 Franklin, WI 53132

Date Issue: 5/18/2012
 Expiration Date: 6/17/2012
 Quote Number: 301554

QTY	Part Number	Product Description	Sales Price	Total Price
1.00	TSC3101-001 	CU - TSC3, w/Trimble Access, no internal 2.4 GHz radio, ABCD keypad -	\$5,495.00	\$5,495.00
1.00	SA-ROADS-01	Specialized Application Roads, perpetual license --	\$1,250.00	\$1,250.00
Totals				\$6,745.00

Please Contact Us:

Terry Lueschow
 9755 Airways Court
 Franklin WI 53132
 Phone: 920-451-8686
 Mobile:(920) 980-7585
 E-mail: tlueschow@seilerinst.com

This is not an Invoice

Taxes and shipping charges are not included and may apply

Your signature below acknowledges acceptance of terms and conditions of this quote: 301554. Please sign and return via fax to: (920) 451-8696.

Signed: _____

Name: _____

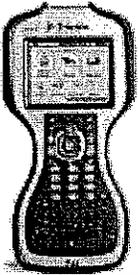
Title: _____

Terms: Net 30 Days

Net 30 upon approved credit, major credit cards accepted and financing options available

Survey			
Rental Rates	Daily	Weekly	Monthly
GPS Base & Rover Bundle complete w/ Base Radio and Rover Data collector	\$500.00	\$2000.00	\$4,500.00
GPS Rover Kit	\$250.00	\$1,000.00	\$3,000.00
GPS VRS Ready Rover System (includes cell & username/password access)	\$300.00	\$1,200.00	\$3,600.00
TSC2 or TSC3 Data Collector	\$50.00	\$200.00	\$600.00

The TSC3 is the latest and greatest but there is no trade-in allowed. (datasheet attached). Add ROADS for \$1250. Total \$6795.

QTY	Part Number	Product Description
1.00	TSC3101-001	CU - TSC3, w/Trimble Access, no inte 2.4 GHz radio, ABCD keypad -
		

Terry Lueschow
 Seiler Instrument
 605 N 8th St., Suite 522
 Sheboygan, WI 53081
 920-451-8686 office
 920-451-8696 fax
tlueschow@seilerinst.com

Subscribe to the Seiler Support Blog
<http://seilersupport.wordpress.com/>

Check out the Seiler newsletter
<http://solutions.seilerinst.com/blog/tabid/184/blogid/2/default.aspx>

Become a member of the Trimble Survey Team at: www.trimblesurveyteam.com Promotional code = 1239



June 20, 2012

Integrays Business Support

Re: Seiler Instrument Territory

Attn: Kory Rentmeester, PLS

This letter is intended to confirm the distribution territory of our local distributor in the State of Wisconsin. Seiler Instrument is the authorized and exclusive Trimble Navigation Survey distributor for the State of Wisconsin.

Please feel free to call me if you have any questions.....Thank you,

Fred Bulger
Trimble Navigation
5475 Kellenburger Road
Dayton, OH 45424
800-538-7800 ext5233
937-609-1160 cell

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<p>APPROVAL</p> <p><i>slw</i> </p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>7/10/12</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>An Ordinance to Repeal and Recreate Sections 13-1 through 13-3 of the Municipal Code of the City of Franklin, Chapter 13, "Budget", in order to amend the budget process, including delegating to the Committee of the Whole the responsibility for the initial review of the Mayor's Proposed Annual Budget, and a motion to set the Budget Preparation Timetable for the 2013 Budget</p>	<p>ITEM NUMBER</p> <p><i>6.9.</i></p>

At the April 30th Committee of the Whole meeting, the Aldermen discussed the issue of the role of the Finance Committee, particularly related to the budget. At the May 1, 2012, Common Council meeting the Common Council by consensus indicated that the Finance Committee should remain in place, except its role in the budget development process should be eliminated with the Common Council taking a more direct role in the initial review of the Mayor's proposed budget. Alderman Solomon indicated he would work with staff to come up with a revised budget calendar and an ordinance revision addressing the change in the process.

Budget Preparation Timetable: Consistent with such a new budget practice, the attached budget calendar would establish the timeline for annual Aldermanic consideration of the Mayor's proposed 2013 budget. It commences with the initial distribution of the Mayor's proposed budget and concludes with the Special Common Council Meeting for the adoption of the annual budget. Both of these dates are the same date as the dates previously set by the Common Council. The calendar provides time for Aldermen to contact Department Heads directly with questions and for Aldermen to work together in committee to review the proposed budget and/or meet with staff. Importantly, the timeline keeps to the same schedule for the public hearing and final adoption essential in helping to ensure property tax bills are prepared and distributed in a timely manner.

Ordinance to Amend Chapter 13, Budget, of the Municipal Code: The attached ordinance proposes an amendment to Chapter 13 of the Municipal Code to put in place the budgetary responsibilities discussed by the Common Council at the above referenced meetings. The primary change is the Mayor's submission of his proposed budget directly to the Common Council and the substitution of the Committee of the Whole for the Finance Committee in the review of the proposed budget as submitted.

To ensure the public hearing and tax bill preparation timeline can continue to be met each year (which is very important), the proposed language establishes that the budget recommendation of the Committee of the Whole shall be the budget submitted to the public hearing. Absent any action by the Committee of the Whole to recommend any changes to the Mayor's proposed budget as submitted, the Mayor's proposed budget would be forwarded to the public hearing. This parallels the current practice with the Finance Committee's actions. It also effectively gives the Alderman, through their motions at the Committee of the Whole, direct control as to what considerations or proposed considerations are submitted to the public at the public hearing.

I recommend two other, minor changes be incorporated at the same time; both of which are included in the version presented. The budget calendar is to be addressed by the Common Council by March 1 of each year, instead of February 1. This simply provides some administrative flexibility coming off of the holiday season and is still very timely given the budget calendar itself. The second suggestion addresses "availability" of copies of the budget for public review. Given the size of the budget document and the population of Franklin, the current language could be very burdensome if a hard copy were to be given to everyone who asks for one. Given the lack of specificity in the current ordinance language, ensuring access to the document, no matter how many hard copies are printed, should be the primary point of that particular section.

I have attached a red-lined version of the municipal code sections for your convenience. Also note that it is not necessary to change the current municipal ordinance language related to the Committee of the Whole or the Finance Committee and that the actions do not appear in conflict with any requirements of Wisconsin Statutes 65.90 Municipal Budgets.

Action Required: To put into effect the budget practices as discussed by the Common Council at the May 1st meeting, two actions are required.

First: Put into effect the proposed ordinance, via a motion to adopt Ordinance No. 2012-____ "An Ordinance to Repeal and Recreate Sections 13-1 through 13-3 of the Municipal Code of the City of Franklin, Chapter 13, "Budget", in order to amend the budget process, including delegating to the Committee of the Whole the responsibility for the initial review of the Mayor's Proposed Annual Budget".

Second: Establish the revised 2013 Budget Preparation Timetable, via a motion to adopt the 2013 Annual Budget - Budget Preparation Timetable dated July 10, 2012.

COUNCIL ACTION REQUESTED

1) Move to adopt Ordinance No. 2012-____ "An Ordinance to Repeal and Recreate Sections 13-1 through 13-3 of the Municipal Code of the City of Franklin, Chapter 13, "Budget", in order to amend the budget process, including delegating to the Committee of the Whole the responsibility for the initial review of the Mayor's Proposed Annual Budget".

2) Move to adopt the 2013 Annual Budget - Budget Preparation Timetable dated July 10, 2012, as presented.

ORDINANCE NO. 2012-_____

AN ORDINANCE TO REPEAL AND RECREATE SECTIONS 13-1 THROUGH 13-3 OF THE MUNICIPAL CODE OF THE CITY OF FRANKLIN, CHAPTER 13, "BUDGET", IN ORDER TO AMEND THE BUDGET PROCESS, INCLUDING DELEGATING TO THE COMMITTEE OF THE WHOLE THE RESPONSIBILITY FOR THE INITIAL REVIEW OF THE MAYOR'S PROPOSED ANNUAL BUDGET.

WHEREAS, at their May 1, 2012 meeting, the Common Council, by consensus, indicated that the Finance Committee's role in the budget development process should be eliminated so that the Aldermen, functioning primarily through the Committee of the Whole, can take a more direct role in the initial review of the Mayor's proposed budget, and

WHEREAS, in order to effectuate the desired change, it is necessary to amend portions of Chapter 13, "Budget", of the City of Franklin Municipal Code.

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

SECTION 1: §13-1 through §13-3 of the Municipal Code of Franklin, Wisconsin, is hereby repealed and recreated as follows:

§13-1. Departmental Estimates.

When requested by the Common Council each year, the Mayor shall file with the Clerk an itemized statement of disbursements made to carry out the powers and duties of each officer, department or committee during the preceding fiscal year and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer, department or committee during such year, and of the conditions and management of such fund; also detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statements shall be presented in the form prescribed by the Mayor and shall be designated as "Departmental Estimates," and shall be as nearly uniform as possible for the main division of all departments.

§13-2. Preparation of Budget; Information Included; Copies.

A. Budget to include. Each year, the Mayor shall present a budget timetable to the Common Council no later than March 1, for the review and approval of the Common Council. Each year, the Mayor, with the assistance of the Director of Administration, all other department heads, and other staff as the Mayor shall determine is appropriate, shall be responsible for the preparation of the City's proposed annual budget, presenting a financial plan for conducting the affairs of the City for the ensuing calendar year, and shall submit same to the Committee of the Whole for its review and recommendation. Upon its review of the proposed budget, the Committee of the Whole shall submit same, together with the Committee of the Whole's recommendations thereon, to the Common Council for its review and approval. The budget shall include the following information:

[Amended 1-23-2001 by Ord. No. 2001-1635]

- (1) The expense of conducting each department and activity of the City for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year.
- (2) An itemization of all anticipated income of the City from sources other than general property taxes and bond issued, with a comparative statement of the amounts received by the City from each of the same or similar sources for the last preceding and current fiscal year.
- (3) An itemization of the amount of money to be raised from general property taxes, which, with income from other sources, will be necessary to meet the proposed expenditures.
- (4) Such other information as may be required by the Council and state law.

B. The Council shall provide a reasonable number of copies of the budget thus prepared for distribution or availability to citizens.

§13-3. Public Hearing.

The Council shall hold a public hearing on the budget as required by law. Unless otherwise directed by the Common Council, the Mayor's proposed annual budget, as amended by action or actions of the Committee of the Whole, shall be the budget proposal for the public hearing.

SECTION 2: 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 3: All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION 4: This ordinance shall take effect and be in force from and after its passage and publication.

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

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 10th day of July, 2012.

APPROVED:

Thomas M. Taylor, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

CHAPTER 13 BUDGET

[HISTORY: Adopted by the Common Council of the City of Franklin 8-5-1997 by Ord. No. 97-1461 as Secs. 3.02 through 3.04 of the 1997 Code. Amendments noted where applicable.]

§ 13-1 Departmental estimates.

When requested by the Finance Committee **[Common Council]** each year, each officer, department and committee **[the Mayor]** shall file with the Clerk an itemized statement of disbursements made to carry out the powers and duties of such **[each]** officer, department or committee during the preceding fiscal year and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer, department or committee during such year, and of the conditions and management of such fund; also detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statements shall be presented in the form prescribed by the Clerk **[Mayor]** and shall be designated as "Departmental Estimates," and shall be as nearly uniform as possible for the main division of all departments.

§ 13-2 Preparation of budget; information included; copies.

A. Budget to include. Each year, the Finance Committee **[Mayor]** shall present a budget timetable to the Common Council no later than February **[March]** 1, for the review and approval of the Common Council. Each year, the Mayor, with the assistance of the Director of Administration, Finance Officer and all other department heads, **[and other staff as the Mayor shall determine is appropriate,]** shall be responsible for the preparation of the city's proposed annual budget, presenting a financial plan for conducting the affairs of the City for the ensuing calendar year, and shall submit same to the Finance Committee **[Committee of the Whole]** for its review and recommendation. Upon its review of the proposed budget, the Finance Committee **[Committee of the Whole]** shall submit same, together with the Finance Committee's **[Committee of the Whole's]** recommendations thereon, to the Common Council for its review and approval. The budget shall include the following information:

[Amended 1-23-2001 by Ord. No. 2001-1635]

- (1) The expense of conducting each department and activity of the city for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year.
- (2) An itemization of all anticipated income of the city from sources other than general property taxes and bond issued, with a comparative statement of the amounts received by the city from each of the same or similar sources for the last preceding and current fiscal year.
- (3) An itemization of the amount of money to be raised from general property taxes, which, with income from other sources, will be necessary to meet the proposed expenditures.
- (4) Such other information as may be required by the Council and state law.

B. The Council shall provide a reasonable number of copies of the budget thus prepared for distribution **[or availability]** to citizens.

§ 13-3 Public hearing.

The Council shall hold a public hearing on the budget as required by law. **[Unless otherwise directed by the Common Council, the Mayor's proposed annual budget, as amended by action or actions of the Committee of the Whole, shall be the budget proposal for the public hearing.]**

§ 13-4 Changes in budget; public notice.

[Amended 12-15-1998 by Ord. No. 98-1526]

The amount of the tax to be levied or certified, the amounts of the various appropriations and the purposes thereof shall not be changed after approval of the budget except by a two-thirds vote of the entire membership of the City Council. Notice of such transfer shall be given by publication within 10 days thereafter in the Official City Newspaper.

§ 13-5 Appropriation of funds.

No money shall be drawn from the treasury of the city nor shall any obligation for the expenditure of money be incurred except in pursuance of the annual appropriation in the adopted budget or when changed as authorized by § 13-4 this chapter. At the close of each fiscal year, any unencumbered balance of an appropriation shall revert to the general fund and shall be subject to reappropriation; but appropriations may be made by the Council, to be paid out of the income of the current year, in furtherance of improvements or other objects or works which will not be completed within such year, and any such appropriations shall continue in force until the purpose for which it was made shall have been accomplished or abandoned.

City of Franklin
2013 Annual Budget
BUDGET PREPARATION TIMETABLE

Revised July 10, 2012

Schedule

Monday, September 17*	Distribution of Mayor's Recommended Budget to Common Council
Tuesday, September 18	Common Council Meeting Agenda Item: Presentation on overview of budget and major budget initiative. Aldermen determine or identify additional materials or information needed for 10/1 budget discussions.
Wednesday September 19 To Monday, October 1	Aldermen may contact department heads with budget questions
Monday, October 1	Committee of the Whole Agenda Item: Review of Mayor's Recommended Budget.
Monday, October 8	Alternate day for additional Committee of the Whole meeting and budget discussion
Thursday, October 11*	Preparation of Public Hearing Notice
Tuesday, October 16	Regular Common Council Meeting, available for discussion of any budget topic as may be needed.
Thursday, October 18*	Publication of Preliminary Budget and Hearing Notice
Monday, November 5*	Public Hearing on the Proposed Annual Budget
Tuesday, November 13*	Special Common Council Meeting: Adoption of Annual Budget

*Same as per current budget calendar.

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APPROVAL <i>slw</i> <i>[Signature]</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 7/10/2012
REPORTS & RECOMMENDATIONS	City of Franklin's Community Development Block Grant Program Projects for 2013	ITEM NUMBER <i>G. 10.</i>

Completed 2013 Community Development Block Grant Applications must be returned to Milwaukee County by July 27, 2012. Following is background information relative to the CDBG Program, a summary of project requests and considerations, and the recommendation of the Director of Administration.

2012 CDBG PROJECT ALLOCATIONS

Background Information: During the past few years, the Milwaukee County CDBG program has had increasing pressure from HUD to ensure approved projects meet the federal requirement that no more than 15% of project dollars go towards Public Service projects, social service type programs not involving construction. At the same time, the County and HUD have become much more stringent in their interpretation as to what qualifies as an allowable Public Service expenditure. In past years, enough Milwaukee County communities had dedicated sufficient funds toward construction projects (as is the focus of the CDBG project according to federal law) such that some communities, such as Franklin, could exceed their public services expenditure cap and the County, as a whole, could still meet the federal standard. That is no longer clearly the case. Our 2012 applications, as preliminarily approved, were at 19.8% Public Service expenditures.

As can be seen from the table below, the stricter interpretations and increased administrative requirements are coming at a time when the program is receiving reductions in resources nationally, which is reflected in our nearly 15% cut over the last two years.

	2010 Contracts		2011 Contracts		2012 Contracts	
USES OF CDBG ALLOCATIONS						
Clare Meadows 51st Street Handicap Sidewalk	40,500		37,422		37,422	
Lions Legend Park Restrooms						
Senior Citizen Activities	5,240	9.7%	4,578	9.2%	-0-	0%
Elderly Persons Home Support Serv. (sw Interfaith)	5,000	9.2%	4,620	9.2%	3,381	7.2%
Senior Travel Program	3,460	6.4%	3,460	6.9%	5,883	12.6%
Subtotal - Public Service Projects	13,700	25.3%	12,658	25.3%	9,264	19.8%
CDBG TOTAL	54,200		50,080		46,686	
General Fund Public Service Project Support						
Senior Travel Program	5,740		5,750		5,750	
Senior Citizen Activities	9,260		9,250		9,250	
Total General Fund Support	15,000		15,000		15,000	
% of Total Public Service Funding (below)	52.3%		54.2%		61.8%	
Combined Total Public Service Funding						
Senior Citizen Activities	14,500	50.5%	13,828	50.0%	9,250	38.1%
Elderly Persons Home Support Services	5,000	17.4%	4,620	16.7%	3,381	13.9%
Senior Citizen Travel Program	9,200	32.1%	9,210	33.3%	11,633	48.0%
Total	28,700		27,658		24,264	

The City currently has two projects that can be considered as serving a public service purpose: the Senior Travel Program Transportation Services and the Elderly Persons Home Support Services. As shown in the preceding table, the final CDBG contracts for 2012 were recommended for approval to the County Board for the following

projects and amounts:

Clare Meadows North Handicap Accessible Sidewalk (Phs. III)	\$37,422
Senior Citizen Activities/Travel Program	5,883
SW Interfaith Elderly Home Support Services	<u>3,381</u>
TOTAL 2012 CDBG MONIES	\$46,686

In 2011, the Senior Citizens Activities program (funding for Franklin Senior Citizens, Inc.) ultimately had to transition its funding entirely to the City portion of the funding for these activities. Again, this is a result of the interpretations as to eligible expenditures. Note that the City currently budgets \$15,000 in its Recreation budget which will enable Franklin Senior Citizens to still receive its allocation of approximately \$9,500 to \$10,000 and for the Senior Travel Program to continue with a budget of \$9,200. (Please note that these numbers do not precisely tie out to the 2012 planned amounts referenced above as some cushion was incorporated in the event the final awards ended up lower than they did.)

2013 Project Considerations and Requests: The City is aware of a need and request to continue to fund the current Public Service Projects: Senior Activities/Travel Program and the Elderly Persons Home Support Services. The project administered by Franklin Senior Citizens, Inc. will remain within the Recreation Program from City funds. Naturally, if additional funding were available, each of these valuable projects would likely request additional funding; however, additional funding for Public Service Projects is simply not available. As such, for 2013, staff recommends submitting Public Service Project requests for the Travel Program and the Elderly Persons Home Support Services (Southwest Interfaith) equivalent to the anticipated 2012 award referenced above.

Clare Meadows Sidewalk Project: When the Council approved the CDBG projects for 2011 they added the Clare Meadows/S. 51st Street sidewalk going north project and committed to up to \$25,000 of City funds for Phase 1. This action was repeated in 2012 creating a three phase project and recommending the budget provide an additional \$55,000 to complete Phase 2. Construction has not yet begun because the County ultimately approved the City holding its 2011 funds over to 2012 in order to bid those sections as one, more significant construction project. Subsequently, the County's delay in issuing 2012 project contracts has meant that construction still hasn't commenced. The third and final phase (from W. Minnesota Avenue to Rawson Avenue), however, remains planned for 2013, with \$37,422 in CDBG money matched with up to \$43,000 in City funding. In the end, the project would be 52% CDBG funded and 48% City funded. (Note: the project becomes 36% City funded and 64% CDBG funded if contingency funds remain unspent.) The attached Council Action Sheet from 9/6/11 reflects the anticipated allocation of project costs. Staff's recommendation for the 2013 CDBG program reflects a continuation of this plan; however, there may be some benefit to submitting for the full project costs of \$80,000. Although we should prepare for the contingency of only receiving our annual allocation of \$37,422 for completion of Phase 3, the new HUD and County procedures may make some additional resources available that could be allocated to the project. The bottom line is that it doesn't hurt to ask for the full project cost of \$80,000.

(Note: If Phase 3 is approved for submission, staff will also prepare the necessary budget modification document to authorize the necessary appropriation to complete phases 1 & 2, as previously indicated by the Council's actions on Phase 1 and 2. Again, see the attached CAS from 9/6/11)

Preliminary Recommendation Summary: Absent any other suggested projects, the Director of Administration preliminarily recommends the following allocation be requested for 2013:

	Recommended	Anticipated
Senior Travel Program	5,883	5,883
Elderly Persons Home Support Services	3,381	3,381
Clare Meadows North Handicap Access Sidewalk (Phs. III)	<u>80,000</u>	<u>37,422</u>
Total	\$89,264	\$46,686

This recommendation attempts to secure the same level of funding for Public Services Programs as the City anticipates receiving in 2012. Although requests exceed the 15% cap, it would attempt to take advantage of any available public services allocation allowance that might be available in the county-wide allocation. If capped at 15% of our total allocation, the total available for public service projects would only be \$7,003. The City has historically gained access to some of this additional public service allowance, and this request holds that need at the 2012 level. If the County is unable to award that level of allocation based upon the other county-wide submissions, funding would be moved to the Clare Meadows North Handicap Access project.

This recommendation also anticipates that the City will continue to allocate \$15,000 from its operating budget to support the Senior Travel Program and the Franklin Senior Citizen Activities Program. This final decision does not have to be made at the time of application for CDBG funds, but without the same funding the programs would naturally experience program cuts.

COUNCIL ACTION REQUESTED

Motion to authorize the Mayor to execute and the Director of Administration to submit applications for the 2013 Milwaukee County Community Development Block Grant Program in accordance with the recommendation as provided herein and to authorize the necessary CDBG funding contracts, if approved as submitted or if approved with equally proportionally adjusted funding within the Public Service Projects.

APPROVAL 	REQUEST FOR COUNCIL ACTION <i>Approved</i>	MEETING DATE 9/6/11
REPORTS & RECOMMENDATIONS	Authorizations necessary to proceed with the CDBG project "Handicap Accessibility Sidewalk to Clare Meadows" (51st Street from Clare Meadows north to Rawson) including extending the project plan to three phases and affirming use of Capital Improvement Fund fund balance and initiation of project steps.	ITEM NUMBER <i>G.4.</i>

At their meeting of July 5, 2011, the Common Council authorized pursuing additional CDBG funding from River Hills to help make it possible for the City of Franklin to complete the Handicap Accessibility Sidewalk to Clare Meadows as a two-year project. That approval included the authorization of \$25,000 of City funds this year and a recommendation that the 2012 budget include \$55,000 in City funding. Unfortunately, the additional funding from River Hills remains tied up as River Hills continues to address CDBG issues with the County and the Federal Office of Housing and Urban Development. The City of Franklin, however, still needs to move forward to use its current year allocation. The County is strongly suggesting that money must be used during the current year or risk loss of the funding.

Without the additional funding, however, it will be necessary to convert the project from a two-year project to a three-year project. Phase 1 would become Clare Meadows to the equivalent of Marquette extended. Phase 2 would become the Phase 1 termination to Minnesota. Phase 3 would become Minnesota to Rawson.

The best estimate of the cost restructuring would be as follows:

Estimated Cost Scenario

	2011	2012	2013	Total
	Phase 1	Phase 2	Phase 3	
A. Construction Estimate	\$50,000	\$62,000	\$62,750	\$174,750
B. Restoration	4,700	5,800	6,120	
C. Estimated Cost Less Restoration	45,300	56,200	56,630	
D. Estimated Contingency	10,000	13,000	17,250	
E. Maximum Estimated Cost (A+D)	60,000	75,000	80,000	215,000

Estimated Funding Scenario

CDBG	37,422	37,422	37,422	112,266	52%
Potential Approximate City Funding	23,000	38,000	43,000	104,000	48%

As one can see, the project remains significantly funded by the CDBG program, so if the project is ever going to be done, use of CDBG dollars is the most efficient way to proceed. The total potential City cost, however, increases from the previously estimated (and approved) \$80,000 to approximately \$104,000 over three years. The increase of \$24,000 is very roughly the difference between the lost 2011 funding from River Hills of \$63,747 and the City's additional year (2013) of CDBG funding of \$37,422.

Although it is operationally not the best for the City, the City's direct costs could be reduced if it took on the restoration obligations, estimated at around \$16,600. Furthermore, if only half of the contingency is ultimately required \$20,125 would come off of the City's portion. Although relying on a contingency reduction is not advisable, it does indicate that the final results could potentially remain in line with the last estimates of City costs, which is the estimate under which the Common Council directed staff to proceed.

Alternatively to a three-year project, delaying Phase 1 and 2 construction until next year would make the construction project easier to implement, but it puts the 2011 CDBG allocation at risk and, importantly, it does not change the overall funding allocation. Similarly, keeping the project on its current two-year plan would require as much as \$63,747 in additional City funding in 2011 beyond that already addressed.

Therefore, assuming the Common Council still wants to move forward with this project, the above scenario presents the current best option for moving forward. In summary, the overall project would be extended one additional year and there is a potential need for an additional \$24,000 in City funding required in 2013. On the off chance that the additional funding previously anticipated does become available (on short notice), I would suggest the motion provide flexibility so that additional delay can be avoided (additional delay would seriously jeopardize completing any phase 1 work yet this year).

COUNCIL ACTION REQUESTED

Approved

Motion to direct the Director of Administration to request and execute a CDBG funding contract modification altering Phase 1 to cover the area from the entrance road at Clare Meadows to Marquette extended (approximately 7637 to 7508 S. 51st Street), authorize the Director of Administration to modify the 2012 CDBG application to reflect the revised Phase 2 schedule as indicated herein, authorize continued use of \$25,000 of fund balance in the Capital Improvement Fund previously approved for this project, affirm direction to staff relative to action steps necessary to compete the Phase 1 installation in 2011, and, alternatively, if additional CDBG funding comes available the Director of Administration is authorized to execute an amended CDBG project contract that incorporates the additional funding and alters the project plan as needed but consistent with the Common Council's intent as evidenced by this action and its action of July 5, 2011.



MILWAUKEE COUNTY

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PROJECT PROPOSAL FOR 2013 CDBG FUNDS

I. APPLICATION SUMMARY

ORGANIZATION NAME	City of Franklin		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	9229 W. Loomis Road Franklin, WI 53132		
TELEPHONE	414-858-1100	LEGAL STATUS	
FAX NUMBER	414-427-7627	<input type="checkbox"/> Municipality	
NAME CHIEF ADMIN/ CONTACT	Mark Lubberda, Director of Administration	<input type="checkbox"/> Private, Non-Profit	
INTERNET WEBSITE (if applicable)	www.franklinwi.gov	<input type="checkbox"/> Private, For Profit	
E-MAIL ADDRESS	mlubberda@franklinwi.gov OR lhuening@franklinwi.gov	<input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>39-6005897</u> DUNS Number: 21110432	

PROJECT NAME: Please list the project for which you are applying.

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
Senior Travel Program Transportation Services	Mark Lubberda	414-858-1100	mlubberda@franklinwi.gov

FUNDS REQUESTED: Please list the amount and source of funding for which you are applying.

AMOUNT OF CDBG FUNDS REQUESTED	TOTAL PROJECT COST	PERCENT OF CDBG FUNDS TO TOTAL PROJECT COST
\$5,883.00	\$5,883.00	100%

Signature of Chief Elected Official/Organization Head

Mayor
Title

Thomas M. Taylor
Printed Name

Date

FOR OFFICE USE ONLY

_____ RECEPTION RECORD _____ INITIAL _____

II. PROJECT INFORMATION

A. PROJECT TYPE: Check the appropriate statement below that best describes the service to be offered as part of this application.

- 1. Economic Development
- 2. Minor Home Repair
- 3. Home Buyer Counseling
- 4. Fair Housing Education and Outreach
- 5. Public Service
- 6. Public Facilities Improvements
- 7. Other, specify:

B. PROJECT DESCRIPTION: Provide a description of the project. Include information on any partnerships that have been or will be formed in order to ensure the success of the project. Include information on what will be accomplished in 2013.

This project would fund a monthly bus rental cost to transport senior citizens to educational opportunities/tours. The tours feature cultural and educational activities and venues throughout Wisconsin and across the region. The City of Franklin works with Ms. Shirley Bird, Tour Director for the Franklin Senior Travel Program, who volunteers her time in scheduling these venues through a travel agency such as Badger Tour & Travel. Again, funds would strictly be used for the bus transportation rental cost only. It is anticipated for 2013 that 12 trips will be accomplished in being offered to approximately 200 low-to-moderate income senior citizens.

C. NEEDS STATEMENT

Describe the need(s) which your proposed project is designed to address. Be sure to cite outside data sources to support your case. The information presented should be sufficient to justify your proposed project.

This project supports the Public Service Category of the Milwaukee County 2012 Annual Action Plan as the means of funding is aimed at providing health and recreational services to a growing elderly and low income population. The Franklin Senior Travel Program serves persons 55 years of age and older. Per the US Census, persons 55 and over has climbed from 5,485 in 2000 to 9,804 in 2010. The Franklin Senior Travel Program continues to be a strong, vital, and stable organization with consistently high levels of participation. Most of the monthly scheduled travel programs are sold out and have a waiting list. This transportation funding will allow this growing elderly and low-to-moderate income population the opportunity to establish and maintain a suitable living environment physically (exercising the body and mind) and emotionally (social camaraderie) that they would not be able to experience otherwise. The accessibility provided by the travel program is what helps enhance the senior's suitable living environment. The Franklin Travel Program is also opened up to nearby Milwaukee County communities if space is available after the deadline dates.

D. GEOGRAPHIC SERVICE AREA: Provide a brief description of the location(s) where the project or services will take place. Maps may be included as separate attachments. If the activity is site specific, provide the street address of the activity or some other readily recognizable description. If the activity is a service provide the address of the site or sites from which the service will be provided.

The Franklin Senior Travel Program serves the senior population of the City of Franklin and primarily travels within the State of Wisconsin, but will go to regional locations as well. The Franklin Senior Travel Program is marketed/advertised through the City of Franklin newsletter and the Franklin Senior Citizens, Inc. All program trips depart from the northeast corner of the Pick 'N Save parking lot at 76th Street and Rawson Avenue in the City of Franklin, Wisconsin.

E. PROJECT SERVICE AREA: Describe the service area of the project. You may use street boundaries, census tract information, or other recognizable boundaries of the service area. A service area may differ substantially from the project's specific location as reported above. A service area is where project beneficiaries come from or where residents using a facility live. If a proposed project will provide a service that is available to residents throughout Milwaukee County simply state that the project is County-wide.

All portions of the City of Franklin, from South 27th Street to South 124th Street, and from West College Avenue to West South County Line Road, covering 34.5 square miles. Participation in tours is opened up to nearby Milwaukee County communities if space is available after the deadline dates.

F. PROJECT PARTNERS: Describe any partnerships between the applicant and other organizations to implement the project. Partnerships may also include local municipalities located within the Milwaukee County CDBG jurisdiction.

The City of Franklin works with the Tour Director of the Franklin Senior Travel Program to implement this public service project. The Tour Director volunteers her time to oversee/schedule these transportation tours through a travel agency. The travel program trips are marketed/advertised through the City newsletter and the Franklin Senior Citizens, Inc. to reach the targeted senior population.

G. NATIONAL OBJECTIVE: Provide a full explanation of how the proposed activity meets a HUD National Objective, as described in the Request for Proposal.

This senior/public service activity meets the national objective of benefitting low-and-moderate income persons, particularly a limited, identifiable clientele of elderly persons. These services are provided in the form of providing senior transportation services to cultural and educational activities and venues throughout Wisconsin and across the region. This senior transportation service is accessible to a growing elderly population, regardless of physical disability. As referenced in the 2012 Action Plan as one of HUD's objectives and outcomes, the accessibility provided by the Franklin Travel Program is what helps enhance the senior's suitable living environment.

H. PROPOSAL BENEFICIARIES

Projected total beneficiaries: (persons or households)

Persons Approximately 200 (or)

Households _____

Projected percentage of total beneficiaries that meet low and moderate income limits (See Table 1 on page 2g): (persons or households)

% **Persons** 81% (or)

% **Households** _____

Fill out Section D below only if your activity exclusively serves one of the listed presumed clientele groups (enter numbers proposed to be served):

- 1. Abused Children
- 2. Battered Spouses
- 3. Elderly (over 65 years)
- 4. Severely Disabled Adults (according to HUD definition)
- 5. Homeless
- 6. Illerate Adults
- 7. Migrant Farm Workers

8. Persons Living w/Aids

NOTE: Funded projects shall submit *actual* beneficiary data.

I. PROPOSAL ACTIVITY OBJECTIVES

On the lines below list, specifically and concisely, the objectives of the proposed activity, providing a cost to accomplish each objective.

Total costs for all objectives must equal the total application funding request specified on the application summary (first page).

Quantify activity objectives to the greatest extent possible. (Examples: "Install 1200 lineal feet of 18 inch sewer pipe"; "construct 26 individual curb ramps"; "rehabilitate a 50,000 square foot structure"; "install new windows and hot air furnace in an existing structure"; "create 4 new jobs by constructing a 4,000 square foot addition to an existing facility"; "conduct a study of weekend facility use by the elderly".) **If more than one objective is listed, the objectives should be in priority order.**

Senior Travel Program Transportation Costs	\$5,883
	\$
	\$
	\$
TOTAL REQUEST	\$5,883

J. WORK PLAN WITH TIMELINE AND MILESTONES: In the space below, provide a work plan for how the project will be organized, implemented, and administered. Include a timeline and accomplishments from initiation through project completion. This should assume that contracts will be awarded in the second quarter of 2013 (April 1 – June 30, 2013). Add in extra quarters as needed.

ON OR BEFORE	ACCOMPLISHMENTS
June 30, 2013	Advertise trip programs and complete 6 trips.
September 30, 2013	Advertise trip programs and complete 9 trips.
December 31, 2013	Advertise trip programs and complete 12 trips.

K. HANDICAPPED ACCESSIBILITY

The Federal government requires that no qualified individual with handicaps shall, because a facility is inaccessible to or unusable by individuals with handicaps, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance. *Describe how your facility and/or program either currently complies with this requirement or will be made to comply.*

All buses currently utilized meet handicapped accessible requirements.

L. DETAILED PROJECT BUDGET – 2013

If applying for funds for program related expenses, detail the budget for the program in the table below.

Uses Line Item	Total Activity Budget	CDBG-Funded Activity Costs	Funding Source:	Funding Source:
A. Personnel				
Salaries				
Taxes				
Benefits				
Subtotal Personnel				

If your agency leases the property please identify the building owner by name and address and attach a copy of the lease.

O. MBE/WBE PARTICIPATION

The County has adopted a policy requiring every CDBG-funded construction project to expend 20% of the grant award for minority-owned businesses and 5% on women-owned businesses. This can be achieved through sub-contractors, or the purchase of services or supplies. If your proposed project involves construction, explain how you will meet this requirement.

P. LEVERAGE

Based on the Revenue Plan for the proposed activity, describe the degree to which the project is leveraging Milwaukee County CDBG funds with other funds. If Milwaukee County CDBG funds is more than 25% of the total Project Budget, what is being done to raise additional funds from other sources?

Q. BUDGET: CAPITAL PROJECTS

For Capital projects, provide a detailed budget for the proposed project (additional project budget information may be requested). Include the following components in the detail budget:

Acquisition of land or structures	\$
Capital Equipment	\$
Soft Costs	\$
Construction or rehabilitation	\$
TOTAL PROJECT COSTS	\$

III. AGENCY INFORMATION

A. APPLICANT MISSION STATEMENT

Describe your agency's goals and objectives, as stated in Articles of Incorporation or in practice. Include a description of your agency's overall programs, its primary target population(s), and the desired outcomes for your clients.

City of Franklin's Mission Statement: The City of Franklin's mission is to be a well-planned model community providing for a high quality of life for residents of all ages. The future of Franklin is founded on quality development that includes smaller and mixed-use commercial centers and corridors, that provides for new office parks that attract knowledge-workers and information industries to the community, while continuing to develop and maintain quality residential areas that provide a wide range of housing opportunities to support the needs of working professionals, seniors, and families. The residents of Franklin will have access to parks, open space, and a wide range of recreational programs and facilities that help to promote an active and healthy lifestyle. Franklin will be a community where modern conveniences, friendly people, and a small town atmosphere combine with low crime, a clean environment, and quality educational opportunities to make Franklin the primary destination to live and learn, work and play, and to do business.

The primary targeted population for this public service project is the elderly/low-to-moderate income population. The senior population is an essential part of the Franklin community and the City believes it is important to provide this service to create a suitable living environment for the senior population to enhance their lives physically and emotionally.

B. APPLICANT HISTORY

Provide a brief history of your agency, including major accomplishments and experience in meeting the goals and objectives stated above. **Specifically include the number of years your agency has been in operation.**

The City of Franklin was incorporated in 1956. The City of Franklin has requested CDBG project funding for senior services for at least the past 12 years. The City has always met the goals and objectives of this public

service project catering to the limited, identifiable clientele of senior citizens. Funds have consistently been completely expended within the yearly project timelines. This specific program activity has been an important part of the community for many years.

C. AGENCY EXPERIENCE AND QUALIFICATIONS: Describe the experience and qualifications of your agency related to the proposed project or program. If your agency has received HUD CDBG funds in the past from Milwaukee County, please mention the specific program, year or award and dollar amount of award.

The City of Franklin has requested public service CDBG project funding for senior services for at least the past 12 years. The Franklin Senior Travel Program Tour Director has volunteered/operated the program successfully for many years and is experienced with the program operations. Additionally, following is a list of the public service projects the City has received CDBG funds for in the last 3 years. Funds have consistently been completely expended within the yearly project timelines.

2010 SW Interfaith Home Support Services - \$5,000 / Senior Activities/Transportation - \$8,700
 2011 SW Interfaith Home Support Services - \$4,620 / Senior Activities/Transportation - \$8,038
 2012 SW Interfaith Home Support Services - \$3,381 / Senior Activities/Transportation - \$5,883

D. STAFF EXPERIENCE AND QUALIFICATIONS: Describe the experience and qualifications of key staff related to the proposed project or program. Be sure to attach resumes for key staff to the application.

The Franklin Senior Travel Program Tour Director has volunteered/operated the program successfully for many years and is experienced with the program operations. She volunteers her time in scheduling these almost monthly bus tours with travel agencies, choosing cultural and educational activities and venues throughout Wisconsin and across the region that best suit the elderly/senior low-to-moderate income population.

E. PERSONNEL SCHEDULE

Please complete the Personnel Schedule for all staff who will be assigned to this project.

- Column 1) each individual staff position by title.
- Columns 2) indicate the full time equivalent (FTE) of each position in the noted year.
- Column 3) indicate the estimated total salary for that staff position for noted year.
- Column 4) indicate the estimated number of hours that this staff position will work on this project.
- Column 5), for each staff position whose time will be charged to this project, please indicate the amount of funds being requested for this individual through the CDBG Program. Do not include payroll taxes or benefits in this table.

1) POSITION TITLE	2013 ESTIMATED		CDBG-FUNDED	
	2) FTE	3) TOTAL SALARY	4) ESTIMATED HOURS ON THIS PROJECT	5) CDBG – FUNDED AMOUNT OF SALARY
Tour Director	0	0 (Volunteer)		0 (Volunteer)

F. AGENCY GOVERNING BODY: Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Mayor Home Address Occupation Representing Term of Office:	Tom Taylor 9229 W. Loomis Road Mayor City of Franklin April 2011 thru April 2014	Alderman-District 1 Home Address Occupation Representing Term of Office:	Steve Olson 8091 S. Meadowcreek Court Alderman City of Franklin April 2010 thru April 2013
Alderman-District 2 Home Address Occupation Representing Term of Office:	Tim Solomon 8026 S. Mission Drive Alderman City of Franklin April 2010 thru April 2013	Alderman-District 3 Home Address Occupation Representing Term of Office:	Kristen Wilhelm 3851 W. College Avenue Alderman City of Franklin April 2011 thru April 2014
Alderman-District 4 Home Address Occupation Representing Term of Office:	Steve Taylor 2812 W. Hilltop Lane Alderman City of Franklin April 2011 thru April 2014	Alderman-District 5 Home Address Occupation Representing Term of Office:	Doug Schmidt 7961 S. 68th Street Alderman City of Franklin April 2010 thru April 2013
Alderman-District 6 Home Address Occupation Representing Term of Office:	Ken Skowronski 8642 S. 116th Street Alderman City of Franklin April 2011 thru April 2014		

IV. PROGRAM BUDGET AND OTHER FUNDS

A. DETAILED PROJECT BUDGET: Following the description of allowable costs that may be charged to the CDBG Program are the Project Budget for 2013. Complete the budget identifying the amount and source of all funds and their uses. Use additional pages as necessary. An Excel file may be submitted in lieu of this Project Budget provided that it contains all of the same column and row headers.

CDBG Allowable Activity Costs

Item	Activity Related Costs
a. Activity Hard Costs	
1. These are detailed in the program standards and defined under 24 CFR 570.201, 202, 203, and 204. Depending on the activity this may include: acquisition; disposition; clearance and remediation activities; acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements; public services; homeownership assistance; economic development, etc.	X
b. Activity Personnel Costs	
2. Staff and overhead costs DIRECTLY related to carrying out the activity specified in 24 CFR 570.201-204, such as providing direct services to consumers, work specifications preparation, loan processing inspections, and other services related to assisting potential clients, owners, tenants, and homebuyers. This may include staff time spent supervising staff who are carrying out the activities specified in 24 CFR 570.201-204 when that time is spent addressing a direct consumer, service, or property issue. It does not include supervisory time spent on such functions as employee evaluations.	X
c. Related Soft Costs/Operating Costs	
3. PUBLIC SERVICES ONLY: Operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program. ¹ 24 CFR 570.207 (b) (2)	\$5,883
4. Architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups.	X
5. Costs to process and settle the financing for a project, such a private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorney's fees, private appraisal fees, and fees for an independent cost estimate, builders or developers fees.	X
6. Costs of a project audit	X
7. Costs to provide activity related information services, such as affirmative marketing and fair housing information to prospective homeowners and tenants.	X
8. Impact fees that are charged to all projects within Dane County.	X
9. Environmental Reviews.	X
d Relocation costs for persons displaced by the project.	
10. Relocation payments – replacement housing payments, moving expenses, and payments for reasonable out-of-pocket costs incurred in the relocation of persons.	X
11. Other relocation assistance – staff and overhead costs directly related to providing advisory and other relocation services to persons displaced by the project, including timely written notices to occupants, referrals to comparable and suitable replacement property, property inspections, counseling, and other assistance necessary to minimize hardship assistance.	X

¹ For example the use of CDBG funds to pay the allocable costs of operating and maintaining a facility used in providing a public service would be eligible under 570.201 (e), even if no other costs of providing such a service are assisted with such funds. 24 CFR 570.207 (b) (2).

FORM 2: PROPOSED USE OF FUNDS

SCHEDULE 1A: STAFF POSITIONS AND PAYROLL COSTS

1	2	3	4	5	6
No. of Positions		Position Title	Avg. Annual Salary	% Effort	Cost to Project
New	Existing				

Fringe benefits can include Social Security tax (employer's share), pension, employer's share of employee's annuity payments, workmen's compensation, and health, life, and unemployment insurance	TOTAL:	
	1. Salaries	\$ _____
	2. Fringe benefit costs	\$ _____
	3. TOTAL SALARY & FRINGE BENEFITS	\$ _____

SCHEDULE 1B: SUPPORT COSTS

LINE ITEMS		
4. Rent		\$ _____
5. Maintenance service		\$ _____
6. Telephone/telecommunications		\$ _____
7. Office material/supplies		\$ _____
8. Postage		\$ _____
9. Duplicating/printing		\$ _____
10. Books/periodicals		\$ _____
11. Mileage (_____ miles @ \$._____ mile)		\$ _____
12. _____		\$ _____
13. _____		\$ _____
EXPLAINED/IDENTIFIED ITEMS (Describe Each)		
14. Office furniture/business equipment		\$ _____
15. Travel (Senior Travel Program-funding for rental of buses to Transport senior citizens to cultural/educational venues.)		\$5,883.00
16. TOTAL SUPPORT COSTS		\$5,883.00

SCHEDULE 1C: CONSULTANT COSTS (Describe Each)

17. Accounting/audit services	\$ _____
18. Architectural/engineering services	\$ _____
19. Legal services	\$ _____
20. Other professional services or consultants	\$ _____
21. TOTAL CONSULTANT COSTS	\$ _____

SCHEDULE 1D: CAPITAL COSTS (Describe Each)

22. Acquisition of land or structures	\$ _____
23. Capital Equipment	\$ _____
24. Construction or rehabilitation	\$ _____
25. TOTAL CAPITAL COSTS	\$ _____

INSTRUCTIONS FOR COMPLETION

FORM 2: PROPOSED USE OF FUNDS

SCHEDULE 1A:

All information reported on this schedule concerning staffing should include only costs to be charged to the County Community Development Block Grant.

Number of Positions (Cols. 1 and 2) - Indicate the number of positions by position title, and whether the position will be newly created (new) with the requested funds or whether the position exists now (existing) and will be funded with requested Community Development funds.

Position Title (Col. 3) - Use titles common to your organization.

Average Annual Salary (Col. 4) - Indicate what the annual salary for each position listed is, regardless of the duration of the proposed project.

Percent Effort (Col. 5) - Indicate the percentage of time during the program year that will be spent on this project by persons filling the positions listed. This percentage should relate only to the time that will be charged to County Community Development funding. Example - If the Executive Director of your organization will spend 10% of his or her time on this project, and the full 10% will be charged to County Community Development, then 10% should be entered in Col. 5. If the total number of persons in a single position title is more than one, then the percentage of effort should be the total for all persons with that position title. Example - If in Col. 2 you listed 2 persons filling the position of housing counselor, and each was to work on the project full time, then the proper entry in Col. 5 is 200%.

Cost to Project (Col. 6) - Multiply Col. 4, Average Annual Salary, by Col. 5, Percent Effort, to arrive at the total costs to the project for its one year period of operation.

Line 1 (Salaries) - This figure should be the total of costs reported in Cost to Project (Col. 6).

Line 2 (Fringe benefit costs) - This figure should include all normal fringe benefits paid by the employer on behalf of the employees, that are not otherwise included in the staff salary cost.

SCHEDULES 1B, 1C, and 1D:

Once again, all costs reported for items on these schedules should include only those to be charged to the County Community Development Block Grant. Questions about specific items listed in the schedules should be addressed to program staff.

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

FORM 3: SCHEDULE OF PERFORMANCE

APPLICATION TITLE: Senior Travel Program Transportation Costs

APPLICATION SPONSOR: City of Franklin

ACTIVITY: Public Service - Senior Services

IF CLIENTELE ORIENTED , ACTIVITY SERVES X PERSONS or HOUSEHOLDS

ACTIVITY PHASES:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	PROJECTED TOTAL BENEFICIARIES
PREPARATION													
IMPLEMENTATION													
GRAND TOTAL PROJECTED BENEFICIARIES													Approximately 200

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

INSTRUCTIONS FOR COMPLETION
FORM 3: SCHEDULE OF PERFORMANCE

APPLICATION SPONSOR: From Page 1 of this Application

APPLICATION TITLE: From Page 1 of this Application

ACTIVITY: From Page 6, Item #11 of this Application.
For each activity listed in Item #11, fill out a separate FORM 3 according to the instructions below.

TYPE OF SCHEDULE:

- **TIMELINE** Activities which have a **TIMELINE** should project date ranges of activity and/or non-client based activity goals. Date ranges are indicated by arrows across the appropriate months. Non-client goals are to be numerically designated. (Examples of non-client based goals would be 1) a number of workshops to be held during a year when the number of individual participants could not be determined, or 2) publication of a periodic newsletter when a number of each issue is distributed).

- **CLIENTELE** Activities which are based on **CLIENTELE** served should project the number of clients to be served during each month of the program year. Clients should not be counted more than once if they are to receive service on a continuing basis throughout the program year.

Activities which have both **TIMELINE** and **CLIENTELE** aspects to them are hybrids of the above descriptions. Each phase of such an activity should be filled out according to whether it is **TIMELINE** oriented or **CLIENTELE** oriented.

IF **CLIENTELE**:

- **PERSONS** Indicate, by a check mark, if persons are served, or

- **HOUSEHOLDS** Indicate, by a check mark, if households are served.

ACTIVITY PHASES Use only the phases appropriate for the activity. Describe what will take place in the left hand phase title box. **DO NOT INCLUDE SCHEDULES FOR PHASES NOT PAID FOR WITH COUNTY CDBG FUNDS.** Continuing activities may need only the **IMPLEMENTATION** phase. Examples:

PREPARATION May include design and work plan preparation, surveys, or client identification.

IMPLEMENTATION May include bidding and contract awards, initial outreach, or equipment purchasing, activity's principal accomplishment(s), and project completion.

TOTAL BENEFICIARIES For **CLIENTELE** activities, sum the total of the monthly projected clients in the far right hand column.

**MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013**

R. FORM 4: REVENUE PLAN

<u>ADDITIONAL SOURCES OF FUNDS FOR PROPOSED PROJECT</u>	<u>APPLIED FOR</u>	<u>SECURED</u>
Milwaukee County CDBG	\$5,883.00	\$ -0-
Other Milwaukee County Funds (Identify department)	\$ _____	\$ _____
Other Federal Funds (Identify agency)	\$ _____	\$ _____
State Funds (Identify agency)	\$ _____	\$ _____
Local Government Funds (Identify specific source)	\$ _____	\$ _____
Foundation Grants (Identify foundation(s))	\$ _____	\$ _____
Other Revenue Sources	\$ _____	\$ _____
1.	\$ _____	\$ _____
2.	\$ _____	\$ _____
3.	\$ _____	\$ _____
Total Project Budget	\$5,883.00	\$ _____

<u>SPONSOR'S PROJECTED FUNDING FOR ENTIRE AGENCY, FROM ALL SOURCES</u>	<u>2013</u>
Milwaukee County CDBG (same as above)	\$ _____
Milwaukee County Funds (Identify)	\$ _____
Other Federal Funds (Identify agency)	\$ _____
State Funds (Identify agency)	\$ _____
Local Government Funds (Identify specific source)	\$ _____
Foundation Grant (Identify foundations)	\$ _____
Other Revenue Sources	\$ _____
1.	\$ _____
2.	\$ _____
3.	\$ _____
Total Agency Budget	\$ _____

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013

FORM 5: SPONSOR PROFILE

NAME: City of Franklin (Municipality)

MAILING ADDRESS: 9229 W. Loomis Road

Franklin, WI 53132

CHECK IF: NON-PROFIT ORGANIZATION

FOR-PROFIT ORGANIZATION

DATE OF INCORPORATION, IF INCORPORATED: 1956

PRINCIPAL OFFICES LOCATED AT: 9229 W. Loomis Road, Franklin, WI 53132

CHECK IF: PRINCIPAL OFFICES ARE OWNED

EXEMPT FROM PROPERTY TAXES

PRINCIPAL OFFICES ARE LEASED

(Identify the building owner by name and address):

DEPOSITORY INSTITUTION HANDLING FINANCIAL ACCOUNTS:

FINANCIAL ACCOUNTING AND AUDITS

(Describe who does financial accounting (in-house or contracted); how often independent audits are conducted): Financial accounting is in-house. Audits are conducted yearly.

SPONSOR'S TOTAL EMPLOYEES:

MANAGERIAL/PROFESSIONAL 4

CLERICAL/OFFICE 4

TASK EMPLOYEES --

EXECUTIVE DIRECTOR'S NAME: Thomas M. Taylor, Mayor

IN THIS POSITION SINCE: 2005

SPONSOR'S INTERNAL REVENUE SERVICE EMPLOYEE IDENTIFICATION NUMBER: 39 - 6005897

SPONSOR'S D-U-N-S NUMBER: 21110432

A DUNS number is now a requirement for any business that receives CDBG funds. If you do not have one, you can register online at <http://fedgov.dnb.com/webform> or call 866-705-5711 to receive your number. This process takes approximately ten minutes. DUNS Number assignment is FREE for all businesses required to register with the U.S. Federal government for contracts or grants.

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013

FORM 6: CERTIFICATIONS
(Submit one copy with original signatures)

I, _____
(chief elected officer of Board of Directors) _____
(title)

of _____
(organization)

do hereby attest to and certify the following:

1. The Application described in this document has been considered by the Board of Directors of this organization, and the Board, in a meeting of its quorum on _____, authorized, by a majority vote, the submission of this Application to the Milwaukee County Community Development Block Grant Program.
2. The Board of Directors has authorized this organization to accept any funds granted by the County for this Application, and to implement the purposes of this Application it is herein described.
3. The Board of Directors has been informed of, and recognizes that this Application shall be operated in accordance with, all relevant Federal, State, County and municipal legislation, codes, ordinances, or other controlling regulations, and furthermore, the Board recognizes and accepts whatever directions the County makes to ensure compliance with these.
4. The Board of Directors of this organization has considered and recognizes that the primary objective of the Community Development Block Grant Program is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income. The Board of Directors shall ensure that this Application, if accepted, shall be implemented consistent with this objective.
5. This organization has the administrative capacity, financial accounting capability, and legal authority to carry out the Application.

Signed _____
Name

Date

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
_____ County)

Personally came before me this ____ day of _____, 20____, the above named _____ to me known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public _____ County, WI
My commission is permanent. (If not:
Expiration date: _____, 20

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013

FORM 7: SUBMISSIONS

Sponsors other than agencies of Milwaukee County or other offices of government MUST SUBMIT THE FOLLOWING WITH THIS APPLICATION: N/A

1. One copy of the Sponsor's current Articles of Incorporation and By-Laws (If your organization has submitted these to Milwaukee County Community Development Program in a previous year, and they have not changed, it is not necessary to resubmit them at this time).

N/A

2. A list of the current Board of Directors including name, address, and identification of officers.

N/A

3. One copy of the Sponsor's most recent audited financial statement.

N/A



MILWAUKEE COUNTY

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PROJECT PROPOSAL FOR 2013 CDBG FUNDS

I. APPLICATION SUMMARY

ORGANIZATION NAME	City of Franklin		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	9229 W. Loomis Road Franklin, WI 53132		
TELEPHONE	414-858-1100	LEGAL STATUS	
FAX NUMBER	414-427-7627	<input type="checkbox"/> Municipality	
NAME CHIEF ADMIN/ CONTACT	Mark Luberda, Director of Administration	<input type="checkbox"/> Private, Non-Profit	
INTERNET WEBSITE (if applicable)	www.franklinwi.gov	<input type="checkbox"/> Private, For Profit	
E-MAIL ADDRESS	mluberda@franklinwi.gov OR lhuening@franklinwi.gov	<input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>39-6005897</u> DUNS Number: 21110432	

PROJECT NAME: Please list the project for which you are applying.

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
Elderly Persons Home Support Services (SW Interfaith)	Mark Luberda	414-858-1100	mluberda@franklinwi.gov

FUNDS REQUESTED: Please list the amount and source of funding for which you are applying.

AMOUNT OF CDBG FUNDS REQUESTED	TOTAL PROJECT COST	PERCENT OF CDBG FUNDS TO TOTAL PROJECT COST
\$3,381.00	\$3,381.00	100%

Signature of Chief Elected Official/Organization Head

Thomas M. Taylor
Printed Name

Mayor
Title

Date

FOR OFFICE USE ONLY

_____ RECEPTION RECORD _____ INITIAL _____

II. PROJECT INFORMATION

A. **PROJECT TYPE:** Check the appropriate statement below that best describes the service to be offered as part of this application.

- 1. Economic Development
- 2. Minor Home Repair
- 3. Home Buyer Counseling
- 4. Fair Housing Education and Outreach
- 5. Public Service
- 6. Public Facilities Improvements
- 7. Other, specify:

B. **PROJECT DESCRIPTION:** Provide a description of the project. Include information on any partnerships that have been or will be formed in order to ensure the success of the project. Include information on what will be accomplished in 2013.

The Elderly Persons Home Support Services is provided by Southwest Interfaith and is part of their Neighborhood Outreach Program. The objective of the program is to enable older adults to remain in their own homes as long as they choose and can safely do so. Interfaith seeks to locate isolated older persons and put them in touch with existing county-wide and neighborhood services and benefits to which they are entitled. Additionally, through developing and coordinating volunteers, it links the elderly in our community who are in need of assistance with caring people who can help them.

The program focuses on reaching out to the more frail older persons, and following along with them as things change in their lives. In this way, staff and volunteers are able to help older persons remain at home by performing various services not generally available in the community. Volunteers provide transportation to medical appointments, grocery stores, and beauty shops; assist with errands, bills, and paperwork; visit the homebound; and do minor household repairs and yard work. Additionally, provision of information, referral to other support and social services, and advocacy in seeking other services are important roles performed by Southwest Interfaith to help seniors remain in their own homes. As referred to in the 2012 Milwaukee County Community Development Action Plan, this project definitely helps create a suitable living environment for the elderly, low-income population.

The following table shows the types of services offered and the approximate number of service units anticipated for 2013. Most categories reflect an increase over the 2012 levels.

<u>Activity</u>	<u>Sum of Units</u>
In Person Visit	460
Telephone Visits	50
Shopping	376
1-Way Ride	1,598
Cards/Gifts	175
Home Chores/Repairs	62
Advocacy/Referrals	160

Through providing these services, the program meets its objective to aid seniors to stay in their homes or apartments as long as they are able to do so.

C. NEEDS STATEMENT

Describe the need(s) which your proposed project is designed to address. Be sure to cite outside data sources to support your case. The information presented should be sufficient to justify your proposed project.

The objective of the program is to enable older adults to remain in their own homes as long as they choose and can safely do so. As referred to in the 2012 Milwaukee County Community Development Action Plan, this social public service project definitely helps create a suitable living environment for the elderly, low-income population. The need for this program occurs from 3 perspectives. First, the senior adult population continues to climb in Franklin. Per the US Census, persons 60 and over has climbed from 4,032 in 2000 to 7,005 in 2010. Second, the program brings together volunteers and clients to enhance the total social services available to seniors in need. Third, the trend is to provide care to people in homes rather than institutions.

- D. GEOGRAPHIC SERVICE AREA:** Provide a brief description of the location(s) where the project or services will take place. Maps may be included as separate attachments. If the activity is site specific, provide the street address of the activity or some other readily recognizable description. If the activity is a service provide the address of the site or sites from which the service will be provided.

Southwest Interfaith serves an area bounded by West Howard Avenue on the north; the Milwaukee County line on the south and west; and South 27th Street/south of College (I-94 north of College) on the east. The Southwest Interfaith Office is located at 5980 West Loomis Road in Greendale. This project will track only those receiving services within the City of Franklin.

- E. PROJECT SERVICE AREA:** Describe the service area of the project. You may use street boundaries, census tract information, or other recognizable boundaries of the service area. A service area may differ substantially from the project's specific location as reported above. A service area is where project beneficiaries come from or where residents using a facility live. If a proposed project will provide a service that is available to residents throughout Milwaukee County simply state that the project is County-wide.

All portions of the City of Franklin, from South 27th Street to South 124th Street, and from West College Avenue to West South County Line Road, covering 34.5 square miles.

- F. PROJECT PARTNERS:** Describe any partnerships between the applicant and other organizations to implement the project. Partnerships may also include local municipalities located within the Milwaukee County CDBG jurisdiction.

The Elderly Persons Home Support Services is provided by Southwest Interfaith and is part of their Neighborhood Outreach Program. SW Interfaith serves older adults over the age of 60. Their goal is to provide services, at no charge, so older adults can remain independent and continue to live in their homes or apartments.

- G. NATIONAL OBJECTIVE:** Provide a full explanation of how the proposed activity meets a HUD National Objective, as described in the Request for Proposal.

The Elderly Persons Home Support Services serves elderly persons over the age of 60. During 2011, 80% of the elderly persons served were over the age of 75. These program participants clearly meet the national objective relating to identifiable clientele generally presumed to be low and moderate income. The Elderly Persons Home Support Services addresses multiple objectives. It provides support services for lower income households seeking self-sufficiency and provides physical access to services for elderly populations through the provision of transportation to such other necessary services. These services are available to a growing elderly population.

H. PROPOSAL BENEFICIARIES

Projected total beneficiaries: (persons or households)

Persons Approximately 120 (or)

Households _____

Projected percentage of total beneficiaries that meet low and moderate income limits (See Table 1 on page 2g):
 (persons or households)

% **Persons** 75% (or)

% **Households** _____

Fill out Section D below only if your activity exclusively serves one of the listed presumed clientele groups (enter numbers proposed to be served):

- 1. Abused Children
- 2. Battered Spouses
- 3. Elderly (over 65 years)
- 4. Severely Disabled Adults (according to HUD definition)
- 5. Homeless
- 6. Illiterate Adults
- 7. Migrant Farm Workers
- 8. Persons Living w/Aids

NOTE: Funded projects shall submit *actual* beneficiary data.

I. PROPOSAL ACTIVITY OBJECTIVES

On the lines below list, specifically and concisely, the objectives of the proposed activity, providing a cost to accomplish each objective.

Total costs for all objectives must equal the total application funding request specified on the application summary (first page).

Quantify activity objectives to the greatest extent possible. (Examples: "Install 1200 lineal feet of 18 inch sewer pipe"; "construct 26 individual curb ramps"; "rehabilitate a 50,000 square foot structure"; "install new windows and hot air furnace in an existing structure"; "create 4 new jobs by constructing a 4,000 square foot addition to an existing facility"; "conduct a study of weekend facility use by the elderly".) **If more than one objective is listed, the objectives should be in priority order.**

<u>120 individual clients served.</u>	<u>\$3,381</u>
_____	<u>\$</u>
_____	<u>\$</u>
_____	<u>\$</u>
TOTAL REQUEST	<u>\$3,381</u>

J. WORK PLAN WITH TIMELINE AND MILESTONES: In the space below, provide a work plan for how the project will be organized, implemented, and administered. Include a timeline and accomplishments from initiation through project completion. This should assume that contracts will be awarded in the second quarter of 2013 (April 1 – June 30, 2013). Add in extra quarters as needed.

ON OR BEFORE	ACCOMPLISHMENTS
June 30, 2013	Approximately 90 clients served.
September 30, 2013	Approximately 102 clients served.
December 31, 2013	Approximately 120 clients served.

K. HANDICAPPED ACCESSIBILITY

The Federal government requires that no qualified individual with handicaps shall, because a facility is inaccessible to or unusable by individuals with handicaps, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance. *Describe how your facility and/or program either currently complies with this requirement or will be made to comply.*

N/A - This service is provided directly at the senior client's home or apartment.

L. DETAILED PROJECT BUDGET – 2013

If applying for funds for program related expenses, detail the budget for the program in the table below.

Uses Line Item	Total Activity Budget	CDBG-Funded Activity Costs	Funding Source:	Funding Source:
A. Personnel				
Salaries	\$8,483	\$1,714		
Taxes				
Benefits	\$86	\$86		
Subtotal Personnel	\$8,569	\$1,800		
B. Operating				
Insurance				
Professional Fees				
Audit				
Data Processing				
Postage, Office, and Supplies				
Equipment/Furnishings				
Depreciation				
Telephone				
Training/Conference				
Food/Household Supplies				
Auto Allowance				
Vehicle Costs				
Other:				
Subtotal Operating				
C. Space				
Rent	\$3,000	\$1,581		
Utilities				
Maintenance				
Mortgage Interest, Depreciation				
Property Taxes				
Subtotal Space				
D. Other Activity Costs				
Assistance to Individuals				
Other:				
Subtotal Special Costs				

Uses Line Item	Total Activity Budget	CDBG-Funded Activity Costs	Funding Source:	Funding Source:
TOTAL	\$11,569	\$3,381		

CONSTRUCTION PROJECTS (N/A)

M. DATE BUILDING ORIGINALLY CONSTRUCTED _____ N/A

If your proposed project requests funds for facility renovation and/or rehabilitation, the original construction date must be provided on the line above.

N. BUILDING OWNERSHIP

If your proposed project requests funds for facility renovation and/or rehabilitation, indicate below the address of the property and indicate with a check mark whether your agency owns or leases the property.

Address: _____

Agency Owns Property: _____
 Agency Leases Property: _____

If your agency leases the property please identify the building owner by name and address and attach a copy of the lease.

O. MBE/WBE PARTICIPATION

The County has adopted a policy requiring every CDBG-funded construction project to expend 20% of the grant award for minority-owned businesses and 5% on women-owned businesses. This can be achieved through sub-contractors, or the purchase of services or supplies. If your proposed project involves construction, explain how you will meet this requirement.

P. LEVERAGE

Based on the Revenue Plan for the proposed activity, describe the degree to which the project is leveraging Milwaukee County CDBG funds with other funds. If Milwaukee County CDBG funds is more than 25% of the total Project Budget, what is being done to raise additional funds from other sources?

Q. BUDGET: CAPITAL PROJECTS

For Capital projects, provide a detailed budget for the proposed project (additional project budget information may be requested). Include the following components in the detail budget:

Acquisition of land or structures	\$
Capital Equipment	\$
Soft Costs	\$
Construction or rehabilitation	\$
TOTAL PROJECT COSTS	\$

III. AGENCY INFORMATION

A. APPLICANT MISSION STATEMENT

Describe your agency's goals and objectives, as stated in Articles of Incorporation or in practice. Include a description of your agency's overall programs, its primary target population(s), and the desired outcomes for your clients.

City of Franklin's Mission Statement: The City of Franklin's mission is to be a well-planned model community providing for a high quality of life for residents of all ages. The future of Franklin is founded on quality development that includes smaller and mixed-use commercial centers and corridors, that provides for new office parks that attract knowledge-workers and information industries to the community, while continuing to develop and maintain quality residential areas that provide a wide range of housing opportunities to support the needs of working professionals, seniors, and families. The residents of Franklin will have access to parks, open space, and a wide range of recreational programs and facilities that help to promote an active and healthy lifestyle. Franklin will be a community where modern conveniences, friendly people, and a small town atmosphere combine with low crime, a clean environment, and quality educational opportunities to make Franklin the primary destination to live and learn, work and play, and to do business.

The City of Franklin partners with SW Interfaith who provides these Elderly Persons Home Support Services as part of their Neighborhood Outreach Program. SW Interfaith serves older adults over the age of 60. Their goal is to provide services, at no charge, so older adults can remain independent and continue to live in their homes or apartments. Their mission statement is "Linking older adults with a caring community".

The primary targeted population for this public service project is the elderly/low-to-moderate income population. The senior population is an essential part of the Franklin community and the City believes it is important to provide these home support services to create a suitable living environment for the senior population to enhance their lives physically and emotionally.

B. APPLICANT HISTORY

Provide a brief history of your agency, including major accomplishments and experience in meeting the goals and objectives stated above. **Specifically include the number of years your agency has been in operation.**

The City of Franklin was incorporated in 1956. The City partners with SW Interfaith for this public service project in which their program originated 24 years ago in 1988. This elderly home support services program has grown every year. SW Interfaith provides needed services for hundreds of older adults on a regular basis. The City of Franklin has requested CDBG project funding for senior services for at least the past 12 years. The City has always met the goals and objectives of this public service project catering to the limited, identifiable clientele of senior citizens. Funds have consistently been completely expended within the yearly project timelines. This specific program activity has been an important part of the community for many years.

C. AGENCY EXPERIENCE AND QUALIFICATIONS: Describe the experience and qualifications of your agency related to the proposed project or program. If your agency has received HUD CDBG funds in the past from Milwaukee County, please mention the specific program, year or award and dollar amount of award.

The City of Franklin has requested public service CDBG project funding for senior services for at least the past 12 years. SW Interfaith who the City partners with for this public service project has volunteered/operated this program successfully for many years and is experienced with the program operations. Additionally, following is a list of the public service projects the City has received CDBG funds for in the last 3 years. Funds have consistently been completely expended within the yearly project timelines.

2010	SW Interfaith Home Support Services - \$5,000 / Senior Activities/Transportation - \$8,700
2011	SW Interfaith Home Support Services - \$4,620 / Senior Activities/Transportation - \$8,038
2012	SW Interfaith Home Support Services - \$3,381 / Senior Activities/Transportation - \$5,883

D. STAFF EXPERIENCE AND QUALIFICATIONS: Describe the experience and qualifications of key staff related to the proposed project or program. Be sure to attach resumes for key staff to the application.

See attached job description and resume for the Part-Time Receptionist/Program Assistant.

E. PERSONNEL SCHEDULE

Please complete the Personnel Schedule for all staff who will be assigned to this project.

- Column 1) each individual staff position by title.
- Columns 2) indicate the full time equivalent (FTE) of each position in the noted year.

- Column 3) indicate the estimated total salary for that staff position for noted year.
- Column 4) indicate the estimated number of hours that this staff position will work on this project.
- Column 5), for each staff position whose time will be charged to this project, please indicate the amount of funds being requested for this individual through the CDBG Program. Do not include payroll taxes or benefits in this table.

1) POSITION TITLE	2013 ESTIMATED		CDBG-FUNDED	
	2) FTE	3) TOTAL SALARY	4) ESTIMATED HOURS ON THIS PROJECT	5) CDBG – FUNDED AMOUNT OF SALARY
Program Assistant	.4	\$8,569.00	16 Hrs/Wk.	\$1,714.00

AGENCY GOVERNING BODY: Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Mayor	Tom Taylor	Alderman-District 1	Steve Olson
Home Address	9229 W. Loomis Road	Home Address	8091 S. Meadowcreek Court
Occupation	Mayor	Occupation	Alderman
Representing	City of Franklin	Representing	City of Franklin
Term of Office:	April 2011 thru April 2014	Term of Office:	April 2010 thru April 2013
Alderman-District 2	Tim Solomon	Alderman-District 3	Kristen Wilhelm
Home Address	8026 S. Mission Drive	Home Address	3851 W. College Avenue
Occupation	Alderman	Occupation	Alderman
Representing	City of Franklin	Representing	City of Franklin
Term of Office:	April 2010 thru April 2013	Term of Office:	April 2011 thru April 2014
Alderman-District 4	Steve Taylor	Alderman-District 5	Doug Schmidt
Home Address	2812 W. Hilltop Lane	Home Address	7961 S. 68th Street
Occupation	Alderman	Occupation	Alderman
Representing	City of Franklin	Representing	City of Franklin
Term of Office:	April 2011 thru April 2014	Term of Office:	April 2010 thru April 2013
Alderman-District 6	Ken Skowronski		
Home Address	8642 S. 116th Street		
Occupation	Alderman		
Representing	City of Franklin		
Term of Office:	April 2011 thru April 2014		

IV. PROGRAM BUDGET AND OTHER FUNDS

A. DETAILED PROJECT BUDGET: Following the description of allowable costs that may be charged to the CDBG Program are the Project Budget for 2013. Complete the budget identifying the amount and source of all funds and their uses. Use additional pages as necessary. An Excel file may be submitted in lieu of this Project Budget provided that it contains all of the same column and row headers.

CDBG Allowable Activity Costs

Item	Activity Related Costs
a. Activity Hard Costs	
1. These are detailed in the program standards and defined under 24 CFR 570.201, 202, 203, and 204. Depending on the activity this may include: acquisition; disposition; clearance and remediation activities; acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements; public services; homeownership assistance; economic development, etc.	X
b. Activity Personnel Costs	
2. Staff and overhead costs DIRECTLY related to carrying out the activity specified in 24 CFR 570.201-204, such as providing direct services to consumers, work specifications preparation, loan processing inspections, and other services related to assisting potential clients, owners, tenants, and homebuyers. This may include staff time spent supervising staff who are carrying out the activities specified in 24 CFR 570.201-204 when that time is spent addressing a direct consumer, service, or property issue. It does not include supervisory time spent on such functions as employee evaluations.	X
c. Related Soft Costs/Operating Costs	
3. PUBLIC SERVICES ONLY: Operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program. ¹ 24 CFR 570.207 (b) (2)	\$3,381
4. Architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups.	X
5. Costs to process and settle the financing for a project, such as a private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorney's fees, private appraisal fees, and fees for an independent cost estimate, builders or developers fees.	X
6. Costs of a project audit	X
7. Costs to provide activity related information services, such as affirmative marketing and fair housing information to prospective homeowners and tenants.	X
8. Impact fees that are charged to all projects within Dane County.	X
9. Environmental Reviews.	X
d. Relocation costs for persons displaced by the project.	
10. Relocation payments – replacement housing payments, moving expenses, and payments for reasonable out-of-pocket costs incurred in the relocation of persons.	X
11. Other relocation assistance – staff and overhead costs directly related to providing advisory and other relocation services to persons displaced by the project, including timely written notices to occupants, referrals to comparable and suitable replacement property, property inspections, counseling, and other assistance necessary to minimize hardship assistance.	X

¹ For example the use of CDBG funds to pay the allocable costs of operating and maintaining a facility used in providing a public service would be eligible under 570.201 (e), even if no other costs of providing such a service are assisted with such funds. 24 CFR 570.207 (b) (2).

FORM 2: PROPOSED USE OF FUNDS

SCHEDULE 1A: STAFF POSITIONS AND PAYROLL COSTS

1	2	3	4	5	6
No. of Positions		Position Title	Avg. Annual Salary	% Effort	Cost to Project
New	Existing				
		Volunteer/Client Coordinator	\$8,569.00	20%	\$1,714.00

Fringe benefits can include Social Security tax (employer's share), pension, employer's share of employee's annuity payments, workmen's compensation, and health, life, and unemployment insurance	TOTAL: 1. Salaries 2. Fringe benefit costs 3. TOTAL SALARY & FRINGE BENEFITS	\$1,714.00 \$ 86.00 <hr/> \$1,800.00
--	--	--

SCHEDULE 1B: SUPPORT COSTS

LINE ITEMS

4. Rent	\$1,581.00
5. Maintenance service	\$ _____
6. Telephone/telecommunications	\$ _____
7. Office material/supplies	\$ _____
8. Postage	\$ _____
9. Duplicating/printing	\$ _____
10. Books/periodicals	\$ _____
11. Mileage (_____ miles @ \$._____ mile)	\$ _____
12. _____	\$ _____
13. _____	\$ _____
EXPLAINED/IDENTIFIED ITEMS (Describe Each)	
14. Office furniture/business equipment	\$ _____
15. Travel	\$ _____
16. TOTAL SUPPORT COSTS	\$1,581.00

SCHEDULE 1C: CONSULTANT COSTS (Describe Each)

17. Accounting/audit services	\$ _____
18. Architectural/engineering services	\$ _____
19. Legal services	\$ _____
20. Other professional services or consultants	\$ _____
21. TOTAL CONSULTANT COSTS	\$ _____

SCHEDULE 1D: CAPITAL COSTS (Describe Each)

22. Acquisition of land or structures	\$ _____
23. Capital Equipment	\$ _____
24. Construction or rehabilitation	\$ _____
25. TOTAL CAPITAL COSTS	\$ _____

INSTRUCTIONS FOR COMPLETION

FORM 2: PROPOSED USE OF FUNDS

SCHEDULE 1A:

All information reported on this schedule concerning staffing should include only costs to be charged to the County Community Development Block Grant.

Number of Positions (Cols. 1 and 2) - Indicate the number of positions by position title, and whether the position will be newly created (new) with the requested funds or whether the position exists now (existing) and will be funded with requested Community Development funds.

Position Title (Col. 3) - Use titles common to your organization.

Average Annual Salary (Col. 4) - Indicate what the annual salary for each position listed is, regardless of the duration of the proposed project.

Percent Effort (Col. 5) - Indicate the percentage of time during the program year that will be spent on this project by persons filling the positions listed. This percentage should relate only to the time that will be charged to County Community Development funding. Example - If the Executive Director of your organization will spend 10% of his or her time on this project, and the full 10% will be charged to County Community Development, then 10% should be entered in Col. 5. If the total number of persons in a single position title is more than one, then the percentage of effort should be the total for all persons with that position title. Example - If in Col. 2 you listed 2 persons filling the position of housing counselor, and each was to work on the project full time, then the proper entry in Col. 5 is 200%.

Cost to Project (Col. 6) - Multiply Col. 4, Average Annual Salary, by Col. 5, Percent Effort, to arrive at the total costs to the project for its one year period of operation.

Line 1 (Salaries) - This figure should be the total of costs reported in Cost to Project (Col. 6).

Line 2 (Fringe benefit costs) - This figure should include all normal fringe benefits paid by the employer on behalf of the employees, that are not otherwise included in the staff salary cost.

SCHEDULES 1B, 1C, and 1D:

Once again, all costs reported for items on these schedules should include only those to be charged to the County Community Development Block Grant. Questions about specific items listed in the schedules should be addressed to program staff.

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

FORM 3: SCHEDULE OF PERFORMANCE

APPLICATION TITLE: Elderly Persons Home Support Services (SW Interfaith)

APPLICATION SPONSOR: City of Franklin

ACTIVITY: Public Service - Senior Services

IF CLIENTELE ORIENTED, ACTIVITY SERVES X PERSONS or _____ HOUSEHOLDS

ACTIVITY PHASES:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	PROJECTED TOTAL BENEFICIARIES
PREPARATION													
IMPLEMENTATION													
GRAND TOTAL PROJECTED BENEFICIARIES													Approximately 120

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

INSTRUCTIONS FOR COMPLETION

FORM 3: SCHEDULE OF PERFORMANCE

APPLICATION SPONSOR: From Page 1 of this Application

APPLICATION TITLE: From Page 1 of this Application

ACTIVITY: From Page 6, Item #11 of this Application.
For each activity listed in Item #11, fill out a separate FORM 3 according to the instructions below.

TYPE OF SCHEDULE:

- TIMELINE Activities which have a TIMELINE should project date ranges of activity and/or non-client based activity goals. Date ranges are indicated by arrows across the appropriate months. Non-client goals are to be numerically designated. (Examples of non-client based goals would be 1) a number of workshops to be held during a year when the number of individual participants could not be determined, or 2) publication of a periodic newsletter when a number of each issue is distributed).

- CLIENTELE Activities which are based on CLIENTELE served should project the number of clients to be served during each month of the program year. Clients should not be counted more than once if they are to receive service on a continuing basis throughout the program year.

Activities which have both TIMELINE and CLIENTELE aspects to them are hybrids of the above descriptions. Each phase of such an activity should be filled out according to whether it is TIMELINE oriented or CLIENTELE oriented.

IF CLIENTELE:

- PERSONS Indicate, by a check mark, if persons are served, or

- HOUSEHOLDS Indicate, by a check mark, if households are served.

ACTIVITY PHASES Use only the phases appropriate for the activity. Describe what will take place in the left hand phase title box. DO NOT INCLUDE SCHEDULES FOR PHASES NOT PAID FOR WITH COUNTY CDBG FUNDS. Continuing activities may need only the IMPLEMENTATION phase. Examples:

PREPARATION May include design and work plan preparation, surveys, or client identification.

IMPLEMENTATION May include bidding and contract awards, initial outreach, or equipment purchasing, activity's principal accomplishment(s), and project completion.

TOTAL BENEFICIARIES For CLIENTELE activities, sum the total of the monthly projected clients in the far right hand column.

**MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013**

R. FORM 4: REVENUE PLAN

<u>ADDITIONAL SOURCES OF FUNDS FOR PROPOSED PROJECT</u>	<u>APPLIED FOR</u>	<u>SECURED</u>
Milwaukee County CDBG	\$3,381.00	\$ -0-
Other Milwaukee County Funds (Identify department)	\$	\$
Other Federal Funds (Identify agency)	\$	\$
State Funds (Identify agency)	\$	\$
Local Government Funds (Identify specific source)	\$	\$
Foundation Grants (Identify foundation(s))	\$29,644.00	\$
Other Revenue Sources	\$	\$
1. Member Congregations	\$29,000.00	\$
2. Donations	\$17,000.00	\$
3. Fundraising	\$21,000.00	\$
Total Project Budget	\$100,025.00	\$

<u>SPONSOR'S PROJECTED FUNDING FOR ENTIRE AGENCY, FROM ALL SOURCES</u>	<u>2013</u>
Milwaukee County CDBG (same as above)	\$
Milwaukee County Funds (Identify)	\$
Other Federal Funds (Identify agency)	\$
State Funds (Identify agency)	\$
Local Government Funds (Identify specific source)	\$
Foundation Grant (Identify foundations)	\$
Other Revenue Sources	\$
1.	\$
2.	\$
3.	\$
Total Agency Budget	\$

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013

FORM 5: SPONSOR PROFILE

NAME: City of Franklin (Municipality)

MAILING ADDRESS: 9229 W. Loomis Road

Franklin, WI 53132

CHECK IF: NON-PROFIT ORGANIZATION

FOR-PROFIT ORGANIZATION

DATE OF INCORPORATION, IF INCORPORATED: 1956

PRINCIPAL OFFICES LOCATED AT: 9229 W. Loomis Road, Franklin, WI 53132

CHECK IF: PRINCIPAL OFFICES ARE OWNED

EXEMPT FROM PROPERTY TAXES

PRINCIPAL OFFICES ARE LEASED
(Identify the building owner by name and address):

DEPOSITORY INSTITUTION HANDLING FINANCIAL ACCOUNTS:

FINANCIAL ACCOUNTING AND AUDITS

(Describe who does financial accounting (in-house or contracted); how often independent audits are conducted): Financial accounting is in-house. Audits are conducted yearly.

SPONSOR'S TOTAL EMPLOYEES:

MANAGERIAL/PROFESSIONAL 4

CLERICAL/OFFICE 4

TASK EMPLOYEES --

EXECUTIVE DIRECTOR'S NAME: Thomas M. Taylor, Mayor

IN THIS POSITION SINCE: 2005

SPONSOR'S INTERNAL REVENUE SERVICE EMPLOYEE IDENTIFICATION NUMBER: 39 - 6005897

SPONSOR'S D-U-N-S NUMBER: 21110432

A DUNS number is now a requirement for any business that receives CDBG funds. If you do not have one, you can register online at <http://fedgov.dnb.com/webform> or call 866-705-5711 to receive your number. This process takes approximately ten minutes. DUNS Number assignment is FREE for all businesses required to register with the U.S. Federal government for contracts or grants.

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013

FORM 6: CERTIFICATIONS
(Submit one copy with original signatures)

I, _____
(chief elected officer of Board of Directors) _____
(title)

of _____
(organization)

do hereby attest to and certify the following:

1. The Application described in this document has been considered by the Board of Directors of this organization, and the Board, in a meeting of its quorum on _____, authorized, by a majority vote, the submission of this Application to the Milwaukee County Community Development Block Grant Program.
2. The Board of Directors has authorized this organization to accept any funds granted by the County for this Application, and to implement the purposes of this Application it is herein described.
3. The Board of Directors has been informed of, and recognizes that this Application shall be operated in accordance with, all relevant Federal, State, County and municipal legislation, codes, ordinances, or other controlling regulations, and furthermore, the Board recognizes and accepts whatever directions the County makes to ensure compliance with these.
4. The Board of Directors of this organization has considered and recognizes that the primary objective of the Community Development Block Grant Program is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income. The Board of Directors shall ensure that this Application, if accepted, shall be implemented consistent with this objective.
5. This organization has the administrative capacity, financial accounting capability, and legal authority to carry out the Application.

Signed _____
Name

Date

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
_____ County)

Personally came before me this ____ day of _____, 20____, the above named _____ to me known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public _____ County, WI
My commission is permanent. (If not:
Expiration date: _____, 20

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013

FORM 7: SUBMISSIONS

Sponsors other than agencies of Milwaukee County or other offices of government MUST SUBMIT THE FOLLOWING WITH THIS APPLICATION: N/A – Municipality of Milwaukee County.

1. One copy of the Sponsor's current Articles of Incorporation and By-Laws (If your organization has submitted these to Milwaukee County Community Development Program in a previous year, and they have not changed, it is not necessary to resubmit them at this time).

N/A

2. A list of the current Board of Directors including name, address, and identification of officers.

N/A

3. One copy of the Sponsor's most recent audited financial statement.

N/A



MILWAUKEE COUNTY

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PROJECT PROPOSAL FOR 2013 CDBG FUNDS

I. APPLICATION SUMMARY

ORGANIZATION NAME	City of Franklin (set-aside)		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	9229 W. Loomis Road Franklin, WI 53132		
TELEPHONE	414-858-1100	LEGAL STATUS	
FAX NUMBER	414-427-7627	<input type="checkbox"/> Municipality <input type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>39-6005897</u> DUNS Number: 21110432	
NAME CHIEF ADMIN/ CONTACT	Mark Luberda, Director of Administration		
INTERNET WEBSITE (if applicable)	www.franklinwi.gov		
E-MAIL ADDRESS	mluberda@franklinwi.gov OR lhuenig@franklinwi.gov		

PROJECT NAME: Please list the project for which you are applying.

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL
Clare Meadows North Handicap Accessible Sidewalk Project – Phase III	Mark Luberda	414-858-1100	mluberda@franklinwi.gov

FUNDS REQUESTED: Please list the amount and source of funding for which you are applying.

AMOUNT OF CDBG FUNDS REQUESTED	TOTAL PROJECT COST	PERCENT OF CDBG FUNDS TO TOTAL PROJECT COST
\$80,000.00	\$80,000.00	100%

Signature of Chief Elected Official/Organization Head

Thomas M. Taylor
Printed Name

Mayor
Title

Date

FOR OFFICE USE ONLY

_____ RECEPTION RECORD _____ INITIAL _____

II. PROJECT INFORMATION

A. PROJECT TYPE: Check the appropriate statement below that best describes the service to be offered as part of this application.

- 1. Economic Development
- 2. Minor Home Repair
- 3. Home Buyer Counseling
- 4. Fair Housing Education and Outreach
- 5. Public Service
- 6. Public Facilities Improvements
- 7. Other, specify:

B. PROJECT DESCRIPTION: Provide a description of the project. Include information on any partnerships that have been or will be formed in order to ensure the success of the project. Include information on what will be accomplished in 2013.

Funds are sought for the completion of the third phase of a handicap accessible sidewalk that will routinely provide accessibility to the elderly residents of the Clare Meadows Senior Housing facility. The result of the completion of this project will be that as many as 287 residents of a 175-unit senior housing facility will have a safe, accessible walking route to a significant commercial/retail area of shops, drug/convenience stores, restaurants, and other services (Rawson Avenue) and to the physical fitness and recreational opportunities that it provides. This project will compliment a previous CDBG project that provided a sidewalk south to connect these seniors to the Oak Leaf Trail system.

This Phase III sidewalk is proposed on the east side of 51st Street from W. Minnesota Avenue to Rawson Avenue which will complete the handicap accessible sidewalk connecting the access road going to Clare Meadows Senior Housing Facility north to Rawson Avenue. This sidewalk will meet all ADA standards and will provide the necessary curb cuts as required therein.

Census statistics show that 32% of Franklin's senior population has a disability. As such, any proposal addressing the needs of seniors, clientele who are generally presumed to be low and moderate income, must also provide handicapped accessibility and remove natural barriers. Nonetheless, a survey of the residents of the housing facility revealed that nearly 85% qualify as low or moderate income.

C. NEEDS STATEMENT

Describe the need(s) which your proposed project is designed to address. Be sure to cite outside data sources to support your case. The information presented should be sufficient to justify your proposed project.

The senior population continues to climb in Franklin. Per the US Census, seniors over the age of 65 have grown from 2,920 in 2000 to 4,735 in 2010. 1/3rd of Franklin's senior population and 11.6% of the City's total population are handicapped and require such accessible routes. The project enables the senior population a safe, accessible route to significant community resources & physical fitness it provides. Without a sidewalk to link to retail and commercial options, a senior may have to abandon living alone and move into an institutional living arrangement. This program is needed to help people maintain a suitable living environment, maintain a quality of life, and continue to live alone.

D. GEOGRAPHIC SERVICE AREA: Provide a brief description of the location(s) where the project or services will take place. Maps may be included as separate attachments. If the activity is site specific, provide the street address of the activity or some other readily recognizable description. If the activity is a service provide the address of the site or sites from which the service will be provided.

This project will be located within the City of Franklin. The anticipated location of the handicap accessible sidewalk proposed is on the east side of 51st Street from W. Minnesota Avenue to Rawson Avenue. This will complete Phase III of the total sidewalk project on the east side of 51st Street that connects the access road going to Clare Meadows Senior Housing facility, 7700 S. 51st Street, to W. Minnesota Avenue and then from W. Minnesota Avenue to Rawson Avenue.

- E. PROJECT SERVICE AREA:** Describe the service area of the project. You may use street boundaries, census tract information, or other recognizable boundaries of the service area. A service area may differ substantially from the project's specific location as reported above. A service area is where project beneficiaries come from or where residents using a facility live. If a proposed project will provide a service that is available to residents throughout Milwaukee County simply state that the project is County-wide.

The project is intended to primarily serve the Clare Meadows Senior Housing facility located at 7700 S. 51st Street in Franklin, a 175-unit, 287-resident senior housing facility. This project is being designed for and intended for use by the senior population of Clare Meadows, however, there are 22 houses along the route that this sidewalk must pass in front of to reach Rawson Ave. There is only one other cross connection (Minnesota Avenue) that this project intersects so it is not expected that this project will serve a broader geographic area and will, as planned, primarily serve the senior population of Clare Meadows.

- F. PROJECT PARTNERS:** Describe any partnerships between the applicant and other organizations to implement the project. Partnerships may also include local municipalities located within the Milwaukee County CDBG jurisdiction.

This does not apply as there are no partnerships with this project.

- G. NATIONAL OBJECTIVE:** Provide a full explanation of how the proposed activity meets a HUD National Objective, as described in the Request for Proposal.

This project meets the objective of providing public facilities and improvements to the elderly/low income population, and to addressing removal of barriers/creating accessibility for the handicap population. This project will complete Phase II of the handicap accessible sidewalk on the east side of 51st Street from W. Minnesota Avenue to sidewalks along Rawson Ave, providing health and recreational opportunities/services to a growing elderly/low income population and providing similar accessibility for handicapped individuals. Rawson Avenue provides commercial/retail services including shops, drug/convenience stores, restaurants, and other services. This would enable the senior population of the 175-unit Clare Meadows Senior Housing facility and any handicapped individual needing to be in this area to have a safe, handicapped accessible route to a significant community retail area of shops, drug/convenience stores, restaurants, etc. in order to provide for themselves and to the physical fitness and recreational opportunities that it provides. The 175-unit facility can be expected to house approximately 287 people at any given time.

This project clearly meets the national objective relating to identifiable clientele generally presumed to be low and moderate income and can serve the community's prior handicap population. This project will improve the infrastructure and accessibility creating a more suitable living environment for the elderly/low-to-moderate income population.

H. PROPOSAL BENEFICIARIES

Projected total beneficiaries: (persons or households)

Persons Approximately 287 (or)

Households _____

Projected percentage of total beneficiaries that meet low and moderate income limits (See Table 1 on page 2g): (persons or households)

% **Persons** 84.4% (or)

% **Households** _____

Fill out Section D below only if your activity exclusively serves one of the listed presumed clientele groups (enter

numbers proposed to be served):

- 1. Abused Children
- 2. Battered Spouses
- X 3. Elderly (over 65 years)
- 4. Severely Disabled Adults (according to HUD definition)
- 5. Homeless
- 6. Illiterate Adults
- 7. Migrant Farm Workers
- 8. Persons Living w/Aids

NOTE: Funded projects shall submit *actual* beneficiary data.

I. PROPOSAL ACTIVITY OBJECTIVES

On the lines below list, specifically and concisely, the objectives of the proposed activity, providing a cost to accomplish each objective.

Total costs for all objectives must equal the total application funding request specified on the application summary (first page).

Quantify activity objectives to the greatest extent possible. (Examples: "Install 1200 lineal feet of 18 inch sewer pipe"; "construct 26 individual curb ramps"; "rehabilitate a 50,000 square foot structure"; "install new windows and hot air furnace in an existing structure"; "create 4 new jobs by constructing a 4,000 square foot addition to an existing facility"; "conduct a study of weekend facility use by the elderly".) **If more than one objective is listed, the objectives should be in priority order.**

Install 1,370 LF of handicap accessible sidewalk from	\$80,000.00
W. Minnesota Avenue to Rawson Avenue (Completion of	\$
Phase III)	\$
	\$
TOTAL REQUEST	\$80,000.00

J. WORK PLAN WITH TIMELINE AND MILESTONES: In the space below, provide a work plan for how the project will be organized, implemented, and administered. Include a timeline and accomplishments from initiation through project completion. This should assume that contracts will be awarded in the second quarter of 2013 (April 1 – June 30, 2013). Add in extra quarters as needed.

ON OR BEFORE	ACCOMPLISHMENTS
June 30, 2013	Advertise for bid. (Depends on receipt of County contract.)
September 30, 2013	Construction of Sidewalk.
December 31, 2013	Completion of Sidewalk.

K. HANDICAPPED ACCESSIBILITY

The Federal government requires that no qualified individual with handicaps shall, because a facility is inaccessible to or unusable by individuals with handicaps, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance. *Describe how your facility and/or program either currently complies with this requirement or will be made to comply.*

The sidewalk will be handicapped accessible and meet all ADA requirements including appropriate curb cuts and will eliminate the natural barriers that restrict handicapped accessibility.

L. DETAILED PROJECT BUDGET – 2013 (N/A)

If applying for funds for program related expenses, detail the budget for the program in the table below.

Uses Line Item	Total Activity Budget	CDBG-Funded Activity Costs	Funding Source:	Funding Source:
A. Personnel				
Salaries				
Taxes				
Benefits				
Subtotal Personnel				
B. Operating				
Insurance				
Professional Fees				
Audit				
Data Processing				
Postage, Office, and Supplies				
Equipment/Furnishings				
Depreciation				
Telephone				
Training/Conference				
Food/Household Supplies				
Auto Allowance				
Vehicle Costs				
Other:				
Subtotal Operating				
C. Space				
Rent				
Utilities				
Maintenance				
Mortgage Interest, Depreciation				
Property Taxes				
Subtotal Space				
D. Other Activity Costs				
Assistance to Individuals				
Other:				
Subtotal Special Costs				
TOTAL				

CONSTRUCTION PROJECTS

M. DATE BUILDING ORIGINALLY CONSTRUCTED _____ **N/A**

open space, and a wide range of recreational programs and facilities that help to promote an active and healthy lifestyle. Franklin will be a community where modern conveniences, friendly people, and a small town atmosphere combine with low crime, a clean environment, and quality educational opportunities to make Franklin the primary destination to live and learn, work and play, and to do business.

The primary targeted population for this sidewalk public improvement project is the elderly/low-to-moderate income population residing within Clare Meadows Senior residence facility. The senior population is an essential part of the Franklin community and the City believes it is important to provide this sidewalk improvement to create a suitable living environment for the senior population to enhance their lives physically and emotionally.

B. APPLICANT HISTORY

Provide a brief history of your agency, including major accomplishments and experience in meeting the goals and objectives stated above. **Specifically include the number of years your agency has been in operation.**

The City of Franklin was incorporated in 1956. The City of Franklin has requested CDBG project funding for this sidewalk public improvement for the last 3 years and this year should provide for completion of the final phase of the project. This Public Improvement project benefits the low-and-moderate income persons for which the CDBG Program is seeking.

C. AGENCY EXPERIENCE AND QUALIFICATIONS: Describe the experience and qualifications of your agency related to the proposed project or program. If your agency has received HUD CDBG funds in the past from Milwaukee County, please mention the specific program, year or award and dollar amount of award.

The City is aware of ADA requirements for sidewalk design and has experience designing and building such sidewalks. The City of Franklin has requested public improvement CDBG project funding for these sidewalk improvements for the last 3 years as shown below.

2010	Clare Meadows 51st Street Handicap Sidewalk (south) - \$40,500
2011	Clare Meadows 51st Street Handicap Sidewalk (north) - \$37,422
2012	Clare Meadows 51st Street Handicap Sidewalk (north) - \$37,422

D. STAFF EXPERIENCE AND QUALIFICATIONS: Describe the experience and qualifications of key staff related to the proposed project or program. Be sure to attach resumes for key staff to the application.

This project would be designed by and bid out through the City of Franklin's Engineering Department.
-Ron Romeis, Assistant City Engineer (job description attached)

E. PERSONNEL SCHEDULE

Please complete the Personnel Schedule for all staff who will be assigned to this project.

- Column 1) each individual staff position by title.
- Columns 2) indicate the full time equivalent (FTE) of each position in the noted year.
- Column 3) indicate the estimated total salary for that staff position for noted year.
- Column 4) indicate the estimated number of hours that this staff position will work on this project.
- Column 5), for each staff position whose time will be charged to this project, please indicate the amount of funds being requested for this individual through the CDBG Program. Do not include payroll taxes or benefits in this table.

1) POSITION TITLE	2013 ESTIMATED		CDBG-FUNDED	
	2) FTE	3) TOTAL SALARY	4) ESTIMATED HOURS ON THIS PROJECT	5) CDBG – FUNDED AMOUNT OF SALARY
Asst. City Engineer	1	N/A	N/A	N/A

F. AGENCY GOVERNING BODY: Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Mayor	Tom Taylor	Alderman-District 1	Steve Olson
Home Address	9229 W. Loomis Road	Home Address	8091 S. Meadowcreek Court
Occupation	Mayor	Occupation	Alderman
Representing	City of Franklin	Representing	City of Franklin
Term of Office:	April 2011 thru April 2014	Term of Office:	April 2010 thru April 2013
Alderman-District 2	Tim Solomon	Alderman-District 3	Kristen Wilhelm
Home Address	8026 S. Mission Drive	Home Address	3851 W. College Avenue
Occupation	Alderman	Occupation	Alderman
Representing	City of Franklin	Representing	City of Franklin
Term of Office:	April 2010 thru April 2013	Term of Office:	April 2011 thru April 2014
Alderman-District 4	Steve Taylor	Alderman-District 5	Doug Schmidt
Home Address	2812 W. Hilltop Lane	Home Address	7961 S. 68th Street
Occupation	Alderman	Occupation	Alderman
Representing	City of Franklin	Representing	City of Franklin
Term of Office:	April 2011 thru April 2014	Term of Office:	April 2010 thru April 2013
Alderman-District 6	Ken Skowronski		
Home Address	8642 S. 116th Street		
Occupation	Alderman		
Representing	City of Franklin		
Term of Office:	April 2011 thru April 2014		

IV. PROGRAM BUDGET AND OTHER FUNDS

A. DETAILED PROJECT BUDGET: Following the description of allowable costs that may be charged to the CDBG Program are the Project Budget for 2013. Complete the budget identifying the amount and source of all funds and their uses. Use additional pages as necessary. An Excel file may be submitted in lieu of this Project Budget provided that it contains all of the same column and row headers.

CDBG Allowable Activity Costs

Item	Activity Related Costs
a. Activity Hard Costs	
<p>These are detailed in the program standards and defined under 24 CFR 570.201, 202, 203, and 204. Depending on the activity this may include: acquisition; disposition; clearance and</p> <p>1. remediation activities; acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements; public services; homeownership assistance; economic development, etc.</p>	\$80,000
b. Activity Personnel Costs	
<p>Staff and overhead costs DIRECTLY related to carrying out the activity specified in 24 CFR 570.201-204, such as providing direct services to consumers, work specifications preparation, loan processing inspections, and other services related to assisting potential clients, owners, tenants, and homebuyers. This may include staff time spent supervising staff who are carrying out the activities specified in 24 CFR 570.201-204 when that time is spent addressing a direct consumer, service, or property issue. It does not include supervisory time spent on such functions as employee evaluations.</p> <p>2.</p>	X
c. Related Soft Costs/Operating Costs	
<p>PUBLIC SERVICES ONLY: Operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program.¹ 24 CFR 570.207 (b) (2)</p> <p>3.</p>	X
<p>4. Architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups.</p>	X
<p>5. Costs to process and settle the financing for a project, such a private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorney's fees, private appraisal fees, and fees for an independent cost estimate, builders or developers fees.</p>	X
<p>6. Costs of a project audit</p>	X
<p>7. Costs to provide activity related information services, such as affirmative marketing and fair housing information to prospective homeowners and tenants.</p>	X
<p>8. Impact fees that are charged to all projects within Dane County.</p>	X
<p>9. Environmental Reviews.</p>	X
d. Relocation costs for persons displaced by the project.	
<p>10. Relocation payments – replacement housing payments, moving expenses, and payments for reasonable out-of-pocket costs incurred in the relocation of persons.</p>	X
<p>11. Other relocation assistance – staff and overhead costs directly related to providing advisory and other relocation services to persons displaced by the project, including timely written notices to occupants, referrals to comparable and suitable replacement property, property inspections, counseling, and other assistance necessary to minimize hardship assistance.</p>	X

¹ For example the use of CDBG funds to pay the allocable costs of operating and maintaining a facility used in providing a public service would be eligible under 570.201 (e), even if no other costs of providing such a service are assisted with such funds. 24 CFR 570.207 (b) (2).

FORM 2: PROPOSED USE OF FUNDS

SCHEDULE 1A: STAFF POSITIONS AND PAYROLL COSTS

1	2	3	4	5	6
No. of Positions		Position Title	Avg. Annual Salary	% Effort	Cost to Project
New	Existing				

Fringe benefits can include Social Security tax (employer's share), pension, employer's share of employee's annuity payments, workmen's compensation, and health, life, and unemployment insurance	TOTAL:	
	1. Salaries	\$ _____
	2. Fringe benefit costs	\$ _____
	3. TOTAL SALARY & FRINGE BENEFITS	\$ _____

SCHEDULE 1B: SUPPORT COSTS

LINE ITEMS

4. Rent	\$ _____
5. Maintenance service	\$ _____
6. Telephone/telecommunications	\$ _____
7. Office material/supplies	\$ _____
8. Postage	\$ _____
9. Duplicating/printing	\$ _____
10. Books/periodicals	\$ _____
11. Mileage (_____ miles @ \$_____ mile)	\$ _____
12. _____	\$ _____
13. _____	\$ _____

EXPLAINED/IDENTIFIED ITEMS (Describe Each)

14. Office furniture/business equipment	\$ _____
15. Travel (Senior Travel Program-funding for rental of buses to Transport senior citizens to cultural/educational venues.)	\$ _____
16. TOTAL SUPPORT COSTS	\$ _____

SCHEDULE 1C: CONSULTANT COSTS (Describe Each)

17. Accounting/audit services	\$ _____
18. Architectural/engineering services	\$ _____
19. Legal services	\$ _____
20. Other professional services or consultants	\$ _____
21. TOTAL CONSULTANT COSTS	\$ _____

SCHEDULE 1D: CAPITAL COSTS (Describe Each)

22. Acquisition of land or structures	\$ _____
23. Capital Equipment	\$ _____
24. Construction or rehabilitation	\$80,000.00
25. TOTAL CAPITAL COSTS	\$80,000.00

INSTRUCTIONS FOR COMPLETION

FORM 2: PROPOSED USE OF FUNDS

SCHEDULE 1A:

All information reported on this schedule concerning staffing should include only costs to be charged to the County Community Development Block Grant.

Number of Positions (Cols. 1 and 2) - Indicate the number of positions by position title, and whether the position will be newly created (new) with the requested funds or whether the position exists now (existing) and will be funded with requested Community Development funds.

Position Title (Col. 3) - Use titles common to your organization.

Average Annual Salary (Col. 4) - Indicate what the annual salary for each position listed is, regardless of the duration of the proposed project.

Percent Effort (Col. 5) - Indicate the percentage of time during the program year that will be spent on this project by persons filling the positions listed. This percentage should relate only to the time that will be charged to County Community Development funding. Example - If the Executive Director of your organization will spend 10% of his or her time on this project, and the full 10% will be charged to County Community Development, then 10% should be entered in Col. 5. If the total number of persons in a single position title is more than one, then the percentage of effort should be the total for all persons with that position title. Example - If in Col. 2 you listed 2 persons filling the position of housing counselor, and each was to work on the project full time, then the proper entry in Col. 5 is 200%.

Cost to Project (Col. 6) - Multiply Col. 4, Average Annual Salary, by Col. 5, Percent Effort, to arrive at the total costs to the project for its one year period of operation.

Line 1 (Salaries) - This figure should be the total of costs reported in Cost to Project (Col. 6).

Line 2 (Fringe benefit costs) - This figure should include all normal fringe benefits paid by the employer on behalf of the employees, that are not otherwise included in the staff salary cost.

SCHEDULES 1B, 1C, and 1D:

Once again, all costs reported for items on these schedules should include only those to be charged to the County Community Development Block Grant. Questions about specific items listed in the schedules should be addressed to program staff.

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

FORM 3: SCHEDULE OF PERFORMANCE

APPLICATION TITLE: Clare Meadows North Handicap Accessible Sidewalk - Phase III

APPLICATION SPONSOR: City of Franklin

ACTIVITY: Public Facilities & Improvements - Sidewalk

IF CLIENTELE ORIENTED, ACTIVITY SERVES X PERSONS or HOUSEHOLDS

ACTIVITY PHASES:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	PROJECTED TOTAL BENEFICIARIES
PREPARATION													
IMPLEMENTATION													
GRAND TOTAL PROJECTED BENEFICIARIES													Approximately 287

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION

INSTRUCTIONS FOR COMPLETION
FORM 3: SCHEDULE OF PERFORMANCE

APPLICATION SPONSOR: From Page 1 of this Application

APPLICATION TITLE: From Page 1 of this Application

ACTIVITY: From Page 6, Item #11 of this Application.
For each activity listed in Item #11, fill out a separate FORM 3 according to the instructions below.

TYPE OF SCHEDULE:

- **TIMELINE** Activities which have a TIMELINE should project date ranges of activity and/or non-client based activity goals. Date ranges are indicated by arrows across the appropriate months. Non-client goals are to be numerically designated. (Examples of non-client based goals would be 1) a number of workshops to be held during a year when the number of individual participants could not be determined, or 2) publication of a periodic newsletter when a number of each issue is distributed).

- **CLIENTELE** Activities which are based on CLIENTELE served should project the number of clients to be served during each month of the program year. Clients should not be counted more than once if they are to receive service on a continuing basis throughout the program year.

Activities which have both TIMELINE and CLIENTELE aspects to them are hybrids of the above descriptions. Each phase of such an activity should be filled out according to whether it is TIMELINE oriented or CLIENTELE oriented.

IF CLIENTELE:

- **PERSONS** Indicate, by a check mark, if persons are served, or

- **HOUSEHOLDS** Indicate, by a check mark, if households are served.

ACTIVITY PHASES Use only the phases appropriate for the activity. Describe what will take place in the left hand phase title box. DO NOT INCLUDE SCHEDULES FOR PHASES NOT PAID FOR WITH COUNTY CDBG FUNDS. Continuing activities may need only the IMPLEMENTATION phase. Examples:

PREPARATION May include design and work plan preparation, surveys, or client identification.

IMPLEMENTATION May include bidding and contract awards, initial outreach, or equipment purchasing, activity's principal accomplishment(s), and project completion.

TOTAL BENEFICIARIES For CLIENTELE activities, sum the total of the monthly projected clients in the far right hand column.

**MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013**

R. FORM 4: REVENUE PLAN

<u>ADDITIONAL SOURCES OF FUNDS FOR PROPOSED PROJECT</u>	<u>APPLIED FOR</u>	<u>SECURED</u>
Milwaukee County CDBG	\$80,000.00	\$ -0-
Other Milwaukee County Funds (Identify department)	\$ _____	\$ _____
Other Federal Funds (Identify agency)	\$ _____	\$ _____
State Funds (Identify agency)	\$ _____	\$ _____
Local Government Funds (Identify specific source)	\$ _____	\$ _____
Foundation Grants (Identify foundation(s))	\$ _____	\$ _____
Other Revenue Sources	\$ _____	\$ _____
1.	\$ _____	\$ _____
2.	\$ _____	\$ _____
3.	\$ _____	\$ _____
Total Project Budget	\$80,000.00	\$ -0-

<u>SPONSOR'S PROJECTED FUNDING FOR ENTIRE AGENCY, FROM ALL SOURCES</u>	<u>2013</u>
Milwaukee County CDBG (same as above)	\$ _____
Milwaukee County Funds (Identify)	\$ _____
Other Federal Funds (Identify agency)	\$ _____
State Funds (Identify agency)	\$ _____
Local Government Funds (Identify specific source)	\$ _____
Foundation Grant (Identify foundations)	\$ _____
Other Revenue Sources	\$ _____
1.	\$ _____
2.	\$ _____
3.	\$ _____
Total Agency Budget	\$ _____

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013

FORM 5: SPONSOR PROFILE

NAME: City of Franklin (Municipality)

MAILING ADDRESS: 9229 W. Loomis Road

Franklin, WI 53132

CHECK IF: NON-PROFIT ORGANIZATION

FOR-PROFIT ORGANIZATION

DATE OF INCORPORATION, IF INCORPORATED: 1956

PRINCIPAL OFFICES LOCATED AT: 9229 W. Loomis Road, Franklin, WI 53132

CHECK IF: PRINCIPAL OFFICES ARE OWNED

EXEMPT FROM PROPERTY TAXES

PRINCIPAL OFFICES ARE LEASED

(Identify the building owner by name and address):

DEPOSITORY INSTITUTION HANDLING FINANCIAL ACCOUNTS:

FINANCIAL ACCOUNTING AND AUDITS

(Describe who does financial accounting (in-house or contracted); how often independent audits are conducted): Financial accounting is in-house. Audits are conducted yearly.

SPONSOR'S TOTAL EMPLOYEES:

MANAGERIAL/PROFESSIONAL 4

CLERICAL/OFFICE 4

TASK EMPLOYEES --

EXECUTIVE DIRECTOR'S NAME: Mayor Thomas M. Taylor

IN THIS POSITION SINCE: 2005

SPONSOR'S INTERNAL REVENUE SERVICE EMPLOYEE IDENTIFICATION NUMBER: 39 - 6005897

SPONSOR'S D-U-N-S NUMBER: 21110432

A DUNS number is now a requirement for any business that receives CDBG funds. If you do not have one, you can register online at <http://fedgov.dnb.com/webform> or call 866-705-5711 to receive your number. This process takes approximately ten minutes. DUNS Number assignment is FREE for all businesses required to register with the U.S. Federal government for contracts or grants.

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013

FORM 6: CERTIFICATIONS

(Submit one copy with original signatures)

I, _____
(chief elected officer of Board of Directors) _____
(title)
of _____
(organization)

do hereby attest to and certify the following:

1. The Application described in this document has been considered by the Board of Directors of this organization, and the Board, in a meeting of its quorum on _____, authorized, by a majority vote, the submission of this Application to the Milwaukee County Community Development Block Grant Program.
2. The Board of Directors has authorized this organization to accept any funds granted by the County for this Application, and to implement the purposes of this Application it is herein described.
3. The Board of Directors has been informed of, and recognizes that this Application shall be operated in accordance with, all relevant Federal, State, County and municipal legislation, codes, ordinances, or other controlling regulations, and furthermore, the Board recognizes and accepts whatever directions the County makes to ensure compliance with these.
4. The Board of Directors of this organization has considered and recognizes that the primary objective of the Community Development Block Grant Program is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income. The Board of Directors shall ensure that this Application, if accepted, shall be implemented consistent with this objective.
5. This organization has the administrative capacity, financial accounting capability, and legal authority to carry out the Application.

Signed _____
Name

Date

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
_____ County)

Personally came before me this ____ day of _____, 20____, the above named _____ to me known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public _____ County, WI
My commission is permanent. (If not:
Expiration date: _____, 20

MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING FOR PROGRAM YEAR 2013

FORM 7: SUBMISSIONS

Sponsors other than agencies of Milwaukee County or other offices of government MUST SUBMIT THE FOLLOWING WITH THIS APPLICATION: N/A

1. One copy of the Sponsor's current Articles of Incorporation and By-Laws (If your organization has submitted these to Milwaukee County Community Development Program in a previous year, and they have not changed, it is not necessary to resubmit them at this time).

N/A

2. A list of the current Board of Directors including name, address, and identification of officers.

N/A

3. One copy of the Sponsor's most recent audited financial statement.

N/A

APPROVAL <i>Slw</i> 	REQUEST FOR COUNCIL ACTION	MEETING DATE 7/10/2012
REPORTS & RECOMMENDATIONS	Consideration of the need for retaining a consultant for a Classification and Compensation Study for Non-represented Employees: Referral to the Personnel Committee	ITEM NUMBER <i>G.11.</i>

The City of Franklin last had prepared a comprehensive position classification plan in 1993. Over the years, aspects of the plan have likely lost their internal consistency as new positions have been created, etc. In fact, current staff does not have access to all of the factors, factor descriptions, and factor weights used within the study, so applying the same methodology would be very difficult. Over the years, market conditions and economics caused the merit pay component of the plan to vary in its application and implementation, causing some uncommon or inconsistent patterns of movement across the ranges.

Add on to this history the recent adoption of Acts 10 and 32. Entire new groups of individuals are now classified as non-represented employees. These positions - prior AFSCME and WPPA represented employees (and come 1/1/13, the Teamsters) -- were never considered in the prior study. Additionally, public sector unionized positions were never compared to private sector positions of a comparable nature as the Wisconsin employment laws effectively forced unionized public sector employee wages and benefits to be compared only against other public sector unionized employees. That is no longer the case.

Given the time that has elapsed since its last detailed consideration and given the complete upheaval in the arena of public sector employment, the Mayor suggests, and I concur, that the City may wish to consider retaining a consultant to perform a comprehensive Classification and Compensation Study. Numerous municipalities are in the process of such a study or recently completed such a study. For example, I am aware that Waukesha and Marathon Counties, and the Cities of Pewaukee, Mequon, Beloit, Racine, and Appleton, and, I believe, Fond du Lac and Oshkosh, have obtained or are seeking consultants on the issue.

In reviewing a few of the RFPs issued, one could list many issues that could be incorporated into such a scope of services for a consultant, such as, but not limited to, private sector market comparisons and market analysis, internal comparability, merit system options, pay for performance, pay compression, pay philosophy against the market place, compensable job factors, and administration and management. The scope of such studies can vary broadly in nature and can cost anywhere from \$20,000 to \$200,000 or more.

The Common Council may wish to direct the Personnel Committee to provide a recommendation as to whether the City should consider retaining a consultant to perform a comprehensive Classification and Compensation Study and, if so, what should be the scope of such a review.

COUNCIL ACTION REQUESTED

Motion to direct the Personnel Committee to provide a recommendation as to whether the City should consider retaining a consultant to perform a comprehensive Classification and Compensation Study and, if so, what should be the scope of such a review.

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 7/10/12
Reports and Recommendations	Committee of the Whole Recommendations	ITEM NUMBER <i>G, 12.</i>

The Council may act on recommendations from the Committee of the Whole meeting on 7/10/12/

- A. Concept review for a senior and market rate housing development and revised site plan for Planned Development District No. 31 (Foresthill Highlands/United Financial Group, Inc.) (approximately 9200 W. Puetz Road) (United Financial Group, Inc., applicant).

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<p>APPROVAL</p> <p><i>Slw</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>7/10/12</p>
<p>Reports and Recommendations</p>	<p>Claim of Peter Sobic for reimbursement of costs associated with the replacement of his stop box</p>	<p>ITEM NUMBER</p> <p><i>G.13.</i></p>

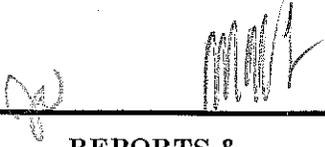
At the meeting of 6/19/12 the Common Council moved to place this item on the agenda for the July 10, 2012 Common Council meeting following input from the City Attorney.

COUNCIL ACTION REQUESTED

The Common Council may enter closed session pursuant to §19.85(1)(e) and (g), Stats., to consider a claim of Peter Sobic for costs associated with the water service repairs at 7505 S. Cambridge Drive due to alleged repeated use of claimant's driveway as a turnaround space for heavy vehicles, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

Upon reentering open session:

Council action as directed.

<p>APPROVAL</p> 	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE 06/19/12</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>Claim of Peter Sobic for Reimbursement of Costs Associated with the Replacement of his Stop Box</p>	<p>ITEM NUMBER 6.8.</p>

Claim of Peter Sobic, dated April 11, 2012, in the amount of \$2,350 for half the costs associated with the water service repairs at 7505 S. Cambridge Drive due to alleged repeated use of claimant's driveway as a turnaround space for heavy vehicles. The Common Council may enter closed session pursuant to §19.85(1)(e) and (g), Stats., to consider a claim of Peter Sobic for costs associated with the water service repairs at 7505 S. Cambridge Drive due to alleged repeated use of claimant's driveway as a turnaround space for heavy vehicles, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

Staff recommends denial of the claim pursuant to the Wisconsin Statute 893.80(1g) for disallowance of the claim, based upon and in concurrence with the insurance adjuster that the City of Franklin is not negligent for this incident. The decision is based on the fact that the City did not contribute to and was not negligent in any way resulting in the failure of the claimant's stop box. As the leak was on the claimant's side of the box, the repairs are the responsibility of the property owner. Further, the City is entitled to governmental immunity. A municipality is granted immunity when its employees use discretion in carrying out governmental activities or functions.

COUNCIL ACTION REQUESTED

The Common Council may enter closed session pursuant to §19.85(1)(e) and (g), Stats., to consider a claim of Peter Sobic for costs associated with the water service repairs at 7505 S. Cambridge Drive due to alleged repeated use of claimant's driveway as a turnaround space for heavy vehicles, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

Motion to deny the claim of Peter Sobic pursuant to Wisconsin Statute 893.80(1g), based upon and in concurrence with the insurance adjuster that the City of Franklin is not negligent for this incident. The decision is based on the fact that the City did not contribute to and was not negligent in any way resulting in the failure of the claimant's stop box. As the leak was on the claimant's side of the box, the repairs are the responsibility of the property owner. Further, the City is entitled to governmental immunity. A municipality is granted immunity when its employees use discretion in carrying out governmental activities or functions.

<p>APPROVAL</p> <p><i>Slw</i> <i>[Signature]</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>07/10/2012</p>
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<p>REPORTS & RECOMMENDATIONS</p>	<p>Notice of Injury & Claim for Damages of Yvonne VanderVelden</p>	<p>ITEM NUMBER</p> <p><i>G.14.</i></p>
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Notice of Injury and Claim for Damages served by Attorney Jeffrey P. Zarzynski on behalf of Yvonne VanderVelden, dated June 14, 2012, in the amount of \$71,504 for which the claimant is asserting she sustained injuries as a result of an alleged trip and fall on a rolled-up rug left by an unknown custodian at the Country Dale Elementary School located at 7380 S. North Cape Road in Franklin. The Common Council may enter closed session pursuant to §19.85(1)(e) and (g), Stats., to consider a Notice of Injury and Claim for Damages served on behalf of Yvonne VanderVelden for which the claimant is asserting she sustained injuries as a result of an alleged trip and fall on a rolled-up rug left by an unknown custodian at the Country Dale Elementary School located at 7380 S. North Cape Road in Franklin, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

Staff recommends denial of the claim pursuant to the Wisconsin Statute 893.80(1g) for disallowance of the claim, based upon and in concurrence with the insurance adjuster that the City of Franklin is not negligent or legally liable for the claimant's injuries/damages. The investigation revealed that the City of Franklin and Country Dale Elementary School, including its employees, are two separate entities. The custodian was not an employee of the City, and the incident did not happen on City property. The custodian was an employee of the School District and the incident happened on school property.

COUNCIL ACTION REQUESTED

The Common Council may enter closed session pursuant to §19.85(1)(e) and (g), Stats., to consider a Notice of Injury and Claim for Damages served on behalf of Yvonne VanderVelden for which the claimant is asserting she sustained injuries as a result of an alleged trip and fall on a rolled-up rug left by an unknown custodian at the Country Dale Elementary School located at 7380 S. North Cape Road in Franklin, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

Motion to deny the claim of Yvonne VanderVelden pursuant to Wisconsin Statute 893.80(1g), based upon and in concurrence with the insurance adjuster that the City of Franklin is not negligent or legally liable for the claimant's injuries/damages.

OR

Motion to layover and refer to staff for additional information.

Statewide Services, Inc.

Claim Division

June 19, 2012

1241 John Q. Hammans Dr.
P.O. Box 5555
Madison, WI 53705-0555
877-204-9712

CITY OF FRANKLIN
ATTN: LISA HUENING
9229 W LOOMIS ROAD
FRANKLIN, WI 53132

Regarding: Claim No: WM000402260115
Date/Loss: 02/25/2012
Claimant: Yvonne VanderVelden
Attorney: **Schiro & Zarzynski, Attn: Jeffrey Zarzynski**
735 West Wisconsin Ave 12th Floor, Milwaukee WI 53233

Dear Ms. Huening:

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which provides the insurance coverage for the City of Franklin. We are in receipt of the "Notice of Injury and Claim for Damages" dated June 14, 2012, in which the claimant is asserting she sustained injuries as a result of an alleged trip and fall on a rolled-up rug left by an unknown custodian at the Country Dale Elementary School located at 7380 South North Cape Road, Franklin WI.

We recommend that the City of Franklin deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(1g). The disallowance of this claim will shorten the statute of limitations period to six months. The basis of this denial is that the City of Franklin is not negligent or legally liable for the claimant's injuries/damages. Our investigation has revealed that the City of Franklin and Country Dale Elementary School are two separate entities, including it's employees. The custodian was not an employee of the City, and the incident did not happen on City property. The custodian was an employee of the School/district and the incident happened on School property.

Please send your Notice of Disallowance directly to the claimant's Attorney at the above listed address via certified or registered mail. The denial must be received by the Attorney within 120 days after you received this claim. Please send me a copy of the letter.

Sincerely,

Ginger Kimpton
Casualty Claims Adjuster
855-828-5515 / 866-828-6613 fax
gkimpton@statewidesvcs.com

CC: Scott Huibregtse, Agent

Statewide Services, Inc.

Claim Division

1241 John Q. Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555
877-204-9712

June 19, 2012

SCHIRO & ZARZYNSKI
ATTN: JEFFREY P. ZARZYNSKI
735 WEST WISCONSIN AVENUE 12TH FLOOR
MILWAUKEE, WI 53233

Regarding: Our Insured: City of Franklin
Claim No: WM000402260115
Date/Loss: 02/25/2012
Your Client: Yvonne VanderVelden

Dear Mr. Zarzynski:

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which provides the insurance coverage for the City of Franklin. We are in receipt of your "Notice of Injury and Claim for Damages" dated June 14, 2012, in which your client is asserting she sustained injuries as a result of an alleged trip and fall on a rolled-up rug left by an unknown custodian at the Country Dale Elementary School located at 7380 South North Cape Road, Franklin WI.

Please be advised that we are recommending that the City of Franklin disallow this claim. Our investigation has revealed that the City of Franklin and Country Dale Elementary School are two separate entities, including it's employees. The custodian was not an employee of the City, and the incident did not happen on City property. The custodian was an employee of the School/district and the incident happened on School property. Therefore, the City of Franklin was not negligent for your client's injuries.

Sincerely,

Ginger Kimpton
Casualty Claims Adjuster
855-828-5515 / 866-828-6613 fax
gkimpton@statewidesvcs.com

CC: City of Franklin
Scott Huibregtse, Agent

NOTICE OF INJURY
AND
CLAIM FOR DAMAGES

TO: ✓ Sandra L. Wesolowski, City Clerk
c/o City of Franklin
9229 W. Loomis Road
Franklin, WI 53132

Dr. Steve Patz -Superintendent and Equity Coordinator
c/o Franklin Public School District
8255 W. Forest Hill Avenue
Franklin, WI 53132

Janet Evans, President of Franklin School Board
c/o Franklin Public School Board
8255 W. Forest Hill Avenue
Franklin, WI 53132

Karen Noel, Principal
c/o Country Dale Elementary School
7380 S. North Cape Rd.
Franklin, WI 53132

Unknown Custodian

Unknown Employees

RECEIVED
CITY OF FRANKLIN
2012 JUN 18 AM 11:12

THE ABOVE NAMED PARTIES,
PLEASE TAKE NOTICE:

1. Yvonne VanderVelden is an adult who resides at 9312 Spindle Top Ct., in the City of Franklin, County of Milwaukee, State of Wisconsin.
2. Donald VanderVelden is the lawful spouse of Yvonne VanderVelden and resides with her at the above address.
3. Upon information and belief that Karen Noel is the principal of Country Dale Elementary School located at 7380 South North Cape Road in City of Franklin, County of Milwaukee, State of Wisconsin.

4. Yvonne VanderVelden has sustained injuries due to the negligence of the above named parties.

5. That on February 25, 2012, in the City of Franklin, at the Country Dale Elementary School located at 7380 South North Cape Road, Franklin, WI, Yvonne VanderVelden sustained personal injuries when she entered Country Dale Elementary School and tripped and fell on a rug that was rolled up at the door by an unknown custodian in order for him to move a machine.

6. The injuries and damage sustained by Yvonne VanderVelden were the direct and proximate result of the negligence and the carelessness of the Franklin Public School's Unknown Custodian, who was acting within the scope of his employment at the time of said accident and the above employees.

7. As a direct and proximate result of the negligence of the above-named parties, Yvonne VanderVelden sustained personal injuries and damages, primarily a fractured maxilla, fractured teeth, severe lacerations to the lip and bruising throughout the premaxillary and commissure areas, including past and future pain, suffering, disability and loss of enjoyment of life. Donald VanderVelden has suffered the loss of aid, society, comfort and companionship of Yvonne VanderVelden. Medical expenses are ongoing and known bills to date are as follows:

MEDICAL BILLS TO DATE:

Paul Majewski, DDS	\$	10,000.00
St. Luke's Medical Center	\$	634.00
Aurora Medical Group – Milwaukee	\$	286.00
Milwaukee Radiologists, Ltd., SC	\$	84.00
Dale Newman, DDS, MS	\$	20,000.00
TMJ & Orafacial Pain Treatment Centers of WI	\$	10,000.00
Prescriptions:	\$	500.00

FUTURE MEDICAL EXPENSES: \$ 10,000.00

PAIN AND SUFFERING:

Past pain and suffering \$ 10,000.00

Future pain and suffering \$ 10,000.00

TOTAL CLAIM: \$ 71,504.00

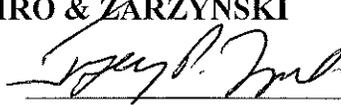
8. WHEREFORE, Yvonne VanderVelden, demands Seventy One Thousand, Five Hundred Four Dollars and no/100 (\$71,504.00) from said City of Franklin, Franklin Public School District, Franklin Public School Board, Country Dale Elementary School, Unknown Custodian and Unknown Employees.

9. At all times material herein, the above named parties had actual notice of the aforesaid incident and have thoroughly investigated it.

10. This document is a Notice of Injury and Claim for Damages served on the above named parties in compliance with Wisconsin Law.

Dated at Milwaukee, Wisconsin, this 14 day of June, 2012.

SCHIRO & ZARZYNSKI

By: 

Jeffrey P. Zarzynski

State Bar No. 1014707

P.O. ADDRESS:

735 West Wisconsin Avenue
Twelfth Floor
Milwaukee, WI 53233-2413
(414) 224-0825
(414) 224-1411

APPROVAL <i>slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 7/10/2012
Licenses and Permits	Miscellaneous Permits	ITEM NUMBER <i>H.1.</i>

See attached list from meeting of July 10, 2012

COUNCIL ACTION REQUESTED



City of Franklin

9229 W. Loomis Road
Franklin, WI 53132-9728

414-425-7500

License Committee

Agenda*

Alderman's Room

July 10, 2012 – 5:30 pm

1.	Call to Order & Roll Call	Time		
2.	Applicant Interviews & Decisions			
License Applications Reviewed		Recommendations		
Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2012-13 5:30 p.m.	Boliaris, Anita Lynn 3719 S 53 rd St Greenfield, WI 53220 Polish Center of Wisconsin			
Operator 2012-13 5:35 p.m.	Clausing-Tolar, Kelly 5937 W Beacon Hill Dr Franklin, WI 53132 7-Eleven			
Operator 2012-13 5:40 p.m.	Budzinski, Jaimie L 7505 Old Spring St Racine, WI 53406 Walgreens – 27 th Street			
Operator 2012-13 5:45 p.m.	Stankowski, Nicole L 3166 W Thorncrest Dr Franklin, WI 53132 The Bowery			
Operator 2012-13 5:50 p.m.	Grochowski, Halina 1111 W Rosewood Trl Oak Creek, WI 53154 Buckhorn Inn			
Operator 2012-13 5:55 p.m.	Magolan, Michael J W125 S8583 Countryview Ct Muskego, WI 53150 Tuckaway Country Club			
Operator 2012-13 6:00 p.m.	Schaefer, Amanda J 3272 S Quincy Ave Milwaukee, WI 53207 Tuckaway Country Club			
Operator 2012-13 6:05 p.m.	Mast, Amy L 8349 S. Newbury Dr #1708 Oak Creek, WI 53154			
Operator - New 2011-12	Mussa, Sara L 9253 S 15 th Ave Oak Creek, WI 53154 Andy's			
Operator - New 2012-13	Binderim, Aelisha K 1601 N Farwell Ave #310 Milwaukee, WI 53212 Target			
Operator - New 2012-13	Johnson, Sandra J 433 Southtowne Dr South Milwaukee, WI 53172 Discount Cigarettes & Liquor			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator - New 2012-13	Lewandowski, Gary A 106 W Seeboth #908 Milwaukee, WI 53204 Target			
Operator - New 2012-13	Schmidt, Jonathan J 6514 W Morgan Ave Milwaukee, WI 53220 7-Eleven			
Operator - New 2012-13	Skeen, Samantha J 9140 Waterford Sq South Greenfield, WI 53228 Crystal Ridge Area			
Operator - New 2012-13	Toor, Mandeep Singh 6556 S 35 th St #106 Franklin, WI 53132 Franklin Mobil			
Operator - New 2012-13	Trudeau, John C 11410 W Mayers Dr Franklin, WI 53132 The Landmark			
Operator - Renewal 2012-13	Beaudry, Steven J 1408 S 79 th St #205 West Allis, WI 53214 The Landmark			
Operator - Renewal 2012-13	Cauley, Joseph A 1813 S 70 th St West Allis, WI 53214 Rawson Pub			
Operator - Renewal 2012-13	Delgado, Julie T 6853 W Kathleen Ct #6 Franklin, WI 53132 The Landmark			
Operator - Renewal 2012-13	Hanley, Debra L 8048 Four Oaks Dr Franklin, WI 53132 Hanley's Grille & Bar			
Operator - Renewal 2012-13	Hasenstein, Dale G 2100 E Leroy Ave St Francis, WI 53235 Root River Center			
Operator - Renewal 2012-13	Jung, Judith A 8612 W Montana Ave West Allis, WI 53227 Chili's Bar & Grill			
Operator - Renewal 2012-13	Kharel, Sabitri B 7815 S Scepter Dr #23 Franklin, WI 53132 Jai Beru			
Operator - Renewal 2012-13	Lehman, John B 11871 Woodland Circle Hales Corners, WI 53130 Root River Center			
Operator - Renewal 2012-13	Matecki, Mark J 1007 W Morgan Ave Milwaukee, WI 53221 Buckhorn Inn			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator - Renewal 2012-13	Mueller, Becky C 4319 S Quincy Ave Milwaukee, WI 53207 Root River Center			
Operator - Renewal 2012-13	Rivette, Cynthia M 2251 S 71 st St West Allis, WI 53219 Hideaway Pub & Eatery			
Operator - Renewal 2012-13	Sadowski, Michael P 7118 S Tifton Dr Franklin, WI 53132 St James Church			
Operator - Renewal 2012-13	Saldivar, Dawn M 8723 S Chicago Rd Oak Creek, WI 53154 Eric's Setback			
Operator - Renewal 2012-13	Vermillion, Melissa M 3140 S Logan Ave Milwaukee, WI 53207 Walgreens – 27 th Street			
Temporary Entertainment & Amusement	Michael Klociewski – Live Music Date of Event: 9/8/2012 Location: Vernon Barg Park – 8717 W Drexel Ave			
Temporary Class B Beer	Franklin Lions Club Person in Charge: David Lindner Date of Event: 9/2 - 9/3/2012 Location: St Martins Fair			
Extraordinary Entertainment & Special Event	Ahmadiyya Movement in Islam – Youth Retreat Date of Event: 7/13 - 7/15/2012 Location: Milw County Sports Complex – 600 W Ryan			
Extraordinary Entertainment & Special Event	Alterra Coffee Bean Classic Mountain Bike Race Applicant: Todd Somers Date of Event: 7/14 - 7/15/2012 Location: Crystal Ridge Ski Area – 7900 W Crystal Ridge			
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>slw</i> <i>CRP</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 7/10/12
Bills	Vouchers and Payroll Approval	ITEM NUMBER <i>I.1.</i>

Provided separately for Council approval is a list of vouchers Nos. 143324 through 143369 and Nos. 143391 through 143571 in the amount of \$1,933,683.66. Included in this listing is \$32,226.66 in Library vouchers and \$3,500.00 in Fund 45 vouchers. The net City vouchers for July 10th are \$ 1,897,957.00.

Also provided for Council approval is Civic Celebration vouchers Nos. 143370 through 143390 in the amount of \$ 102,840.21 dated July 2, 2012.

Approval is requested for the net payroll dated June 29, 2012 in the amount of \$364,394.84.

COUNCIL ACTION REQUESTED

Motion approving net City vouchers in the range of Nos. 143370 through 143390 dated July 2nd in the amount of \$102,840.21.

Motion approving net City vouchers in the range of Nos. 143324 through 143369 and Nos. 143391 through 143571 dated July 10th in the amount of \$1,897,957.00.

Approval is requested for the net payroll dated June 29, 2012 in the amount of \$364,394.84.