

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE April 2, 2018
REPORTS AND RECOMMENDATIONS	Pleasant View Park pavilion project (4901 West Evergreen Street) (Ald. Wilhelm)	ITEM NUMBER <i>G.19.</i>

At its regular meeting on January 23, 2018, Ald. Taylor moved, seconded by Ald. Nelson, to adopt Resolution No. 2018-7343, A Resolution for Professional Services Contract with Raposa Design Architecture for Design of the Pleasant View Park Pavilion (4901 W. Evergreen Street) in the Amount of \$28,350, pending legal review and technical corrections, and further that staff evaluate restroom facilities based upon parking spaces, which motion passed unanimously. Staff has been engaged with the design contractor and due to changes not yet presented to the Council, the subject is before the Council this evening and planned to return to the Parks Commission on April 9, 2018. It is important to note, a previous Council motion for same, included a pavilion to be "*similar* to the Vernon Barg Pavilion". Staff direction to evaluate restroom facilities in the aforesaid motion was included at the request of Ald. Wilhelm, to assure staff and the Parks Commission had undertaken the comparison, that Vernon Barg Pavilion, for the purpose of designing the Pleasant View Park pavilion, was identified per the Comprehensive Outdoor Recreation Plan (CORP) as a *Community Park*, while Pleasant View Park is a *Neighborhood Park*. The 2025 CORP, adopted April 4, 2011, noted the development need for the *Neighborhood Park* with provisions of a one-story, 2,400 square-foot enclosed park pavilion with indoor restroom facilities, meeting all applicable Americans with Disabilities Act and Barrier Free Design Standards. The current Pleasant View Neighborhood Park pavilion draft plan (not yet completed by the consultant for presentation to the Council) provides for a 3,000 square foot pavilion. The 2014 Site Plan indicates a designated area of 1,600 square feet. The Vernon Barg Pavilion comparison arose during the Ruckert/Mielke 2015 Impact Fee Update as a cost adjustment to account for completed items (e.g. parking lot, baseball backstop, walking path, etc. (*M. Luberda memo, May 14, 2015*).

The May 5, 2015 Council meeting item G.8. action sheet on the subject provided in part: "Pleasant View Park was designed with the intent that it provide the amenity of a shelter... Lions Legend II Vernon Barg Pavilion was recently built and has proven to be a very effective and aesthetic design. Conveniently, bid documents could be issued very quickly as prior documents would only require very slight *modifications*... the design results in a shelter with which the City can be exceptionally proud. This project is the single most significant project that could be completed quickly...." Staff recommendation was to "[d]irect staff to take the necessary steps to bid out the park shelter project for Pleasant View Park *generally* meeting the specifications of the Vernon Barg Pavilion." The Park and Recreation Facilities Needs Assessment approved by the Common Council on May 19, 2015 as part of the impact fees ordinance update amendment, provided in part for Pleasant View Neighborhood Park in Table 22 a "One-story 2,400 SF enclosed pavilion with restroom facilities." The anticipated convenient process did not occur due an unanticipated inability to reuse and modify the previous pavilion plans.

The Pleasant View Park pavilion discussion was a subject before the Parks Commission at its meetings in September, November and December 2017 and January 2018. The District Alderwoman expressed concern on the pavilion size on at least one occasion. Staff work product following the September meeting, applying the 2009 National Household Travel Survey by the Bureau of Transportation Statistics, Avg. Vehicle Occupancy for social/recreational trips, and considering the high-end "50 parking spaces" (there are 48 spaces) at the Park and potentially 20 picnic tables (the high-end count for Vernon Barg Pavilion park area), concluded that a reasonable park volume public attendance would be 160 persons, with that attendance requiring 2 restroom fixtures minimum for men and 4 restroom fixtures minimum for women, with an added *bonus* family restroom. Somewhere since that time, apparently due to attempting to pattern and increase the number of the Vernon Barg Pavilion Community Park fixtures provided, there has been an increase in the number of fixtures in the current planning process to 5 restroom fixtures for men, 7 restroom fixtures for women, and a family restroom fixture

(Vernon Barg Community Park Pavilion has 12 restroom fixtures and no family restroom fixture). The current consulting architect's draft plan layout "did maximize [the number of] the toilet rooms." Pursuant to the International Building Code Chapter 29 Plumbing Systems, Table 2902.1, plumbing fixtures at 5 restroom fixtures for men and 7 restroom fixtures for women would allow service for 655 people (not counting the family restroom fixture). The park pavilion rental capacity for Vernon Barg Community Park Pavilion is 149 persons.

Staff communications with the consulting architect are now additionally including the Victory Creek Special Park area of 84.6 acres as to be served by the separate Pleasant View Neighborhood Park pavilion. Impact Fees are calculated for each park category separately. The Victory Creek Special Park is an unbuildable, natural area/nature conservation area acquired by the City with Wisconsin Department of Natural Resources Grants, and is subject to a Conservation Easement granted by the City to the Milwaukee Metropolitan Sewerage District upon conveyance to the City of the Victory Creek Parcels from the District and The Conservation Fund as part of the Greenseams Program.

Neighborhood residents have been concerned with the pavilion development for the Pleasant View Neighborhood Park, through current, with access only by way of a one street cul-de-sac, particularly with the size of the facility being designed for a Community vs. Neighborhood Park, and with the location of the facility.

The Pleasant View Park pavilion building plan design subject matter is scheduled to be before the Parks Commission for its review at its meeting on April 9, 2018.

Attached are copies of the aforementioned IBC Plumbing Systems Table, the M. Luberd memo, and staff and consult emails regarding restroom facilities needs calculations.

### **COUNCIL ACTION REQUESTED**

A motion to provide direction to staff and the Parks Commission with regard to the size, design and number of restroom facilities for the Pleasant View Park pavilion, and the location of the pavilion in the Park.

**Chapter 29 Plumbing Systems - Section 2901 General - 2901.1 Scope** The provisions of this chapter and the *International Plumbing Code* shall govern the erection, installation, alteration, repairs, relocation, replacement, addition to, use or maintenance of plumbing equipment and systems. Plumbing systems and equipment shall be constructed, installed and maintained in accordance with the *International Plumbing Code*. Private sewage disposal systems shall conform to the *International Private Sewage Disposal Code*.

[P] TABLE 2902.1

**MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES<sup>a</sup>**

(See Sections 2902.2 and 2902.3)

No.	CLASSIFICATION	OCCUPANCY	DESCRIPTION	WATER CLOSETS (URINALS SEE SECTION 419.2 OF THE <b>Toilets</b> INTERNATIONAL PLUMBING CODE)		Sinks LAVATORIES		BATHTUBS/ SHOWERS	DRINKING FOUNTAINS <sup>e, f</sup> (SEE SECTION 410.1 OF THE INTERNATIONAL PLUMBING CODE)	OTHER
				MALE	FEMALE	MALE	FEMALE			
		A-4	Coliseums, arenas, skating rinks, pools and tennis courts for indoor sporting events and activities	1 per 75 for the first 1,500 and 1 per 120 for the remainder exceeding 1,500	1 per 40 for the first 1,520 and 1 per 60 for the remainder exceeding 1,520	1 per 200	1 per 150	—	1 per 1,000	1 service sink
				1 per 75 for the first 1,500 and 1 per 120 for the remainder exceeding 1,500	1 per 40 for the first 1,520 and 1 per 60 for the remainder exceeding 1,520	1 per 200	1 per 150	—	1 per 1,000	1 service sink


**419.2 Substitution for Water Closets** - In each bathroom or toilet room, urinals shall not be substituted for more than 67 percent of the required water closets in assembly and educational occupancies. Urinals shall not be substituted for more than 50 percent of the required water closets in all other occupancies.



## MEMORANDUM

Date: May 14, 2015

To: Mayor Olson and Aldermen

From: Mark W. Luberda   
Director of Administration

RE: Summary of Changes to the Public Facilities Needs Assessment for Parks

Following is a high level summary of the more significant changes incorporated into the above referenced document. This document will be the basis for the presentation prior to the public hearing.

Table 22, which addresses existing City-Owned parklands, was updated to include the following:

- Updated Pleasant View Neighborhood Park to account for the cost of completed items (e.g. parking lot, baseball backstop, walking path, etc.).
- Updated Ernie Lake to reflect the completion of the outdoor fitness equipment.
- Added Pleasant View Trail as an existing facility.

Table 23B, which addresses recommended land acquisitions, was updated to include the Greenseams Program Special Park. This anticipates the potential for various lands (up to 213.2 acres) acquired by the City to be converted by the City to parkland.

Table 24, Planned Facilities and Facility Development Cost Summary, was updated to include the following:

- Updated the cost of eight (8) tennis courts, lighting for the tennis courts, and the pavilion at Southwest Park.
- Adjusted the total development cost for Planned Trails, Bicycle Routes, and Linkages to account for the development of Pleasant View Trail.
- Added a "Note" (on p. 24) under Planned Trails, Bicycle Routes, and Linkages that states the following:

"Planned trails, bicycle routes, and linkages are those shown in the Comprehensive Outdoor Recreation Plan or as otherwise approved and authorized by action of the Common Council, pending inclusion into the CORP. These features may include bridges or boardwalks or other design structures necessary to accommodate geographic demands."

This clearly states the City's intent that these facilities, from a planning-purposes perspective, are not limited to trails shown on the maps of the CORP and that other, additional trails are clearly an intended consideration, as are trail design structures.

- Added the All-Inclusive Park, separately and broadly such that the Common Council may finish its current deliberations without concern as to its applicability for use of impact fees.
- Added a broad "Park Improvements" category, not identified for any specific park, anticipating that certain amenities could be considered by the Common Council for inclusion in a park that had not previously been considered for that park. \$470,000 was incorporated for these potential improvements, such as lighted or unlighted tennis courts, a dog park, splash pads, restrooms, fitness stations, etc. This language is also intended to address the statutory leniency provided for by courts when it was concluded that "A municipality must be allowed flexibility to deal with the contingencies inherent in planning."

The assessment incorporates the items included in the most recent CORP and anticipates some items being worked on for the upcoming CORP amendment. It also addresses items that have recently clearly been in the public record and public discourse as intended items for parks. As such, the above items, including the efforts to identify the need for flexibility in plans, locations, and features, were intended to clearly reflect the statutory note that "allows a municipality to impose impact fees for a general type of facility without committing itself to any particular proposal before charging the fees." To that end, we believe the items, as listed, achieve the statutory intent that "The needs assessment must simply contain a good-faith and informed estimate of the sort of costs the municipality expects to incur for the kind of facility it plans to provide."

Table 29A was added because the allowable impact fee under the Public Facilities Needs Assessment could go up; therefore, the table needed to be amended to comply with statutory requirements.

Application of impact fees by type of park will be adjusted in the following manner based on the results of the Public Facilities Needs Assessment:

	<u>Future Development % Allocation</u>	
	Current	Updated
Neighborhood Parks	44%	47%
Mini Parks	41%	43%
Community Parks	39%	36%
(Including Special Parks and Southwest Parks)		
Connecting Trails	59%	62%

Importantly, the proposed ordinance does not amend or alter the current applied Parks, Playgrounds, and Land for Athletic Fields impact fees, which are as follows: \$2,957 per dwelling unit for single-family or two-family residential development and \$2,040 per dwelling unit for multi-family residential development. The study would allow such fees to rise to \$3,116 and \$2,194 respectively. The ordinance was prepared recommending that current fees would not be adjusted until the complete review of all impact fees was concluded. If the fees remained lower than allowed forever the City would simply be unable to complete all listed projects or would have to contribute additional resources from another source. A city may set the fees at a level below the level that the assessment concludes, but it cannot exceed the level concluded by the assessment.

I am prepared to answer any additional questions that you may have on this topic.

Letter to Mr. Mark Luberda  
Director of Administration  
City of Franklin  
April 22, 2015  
Page 4

Table 22 (Recommended Improvements and Cost Summary: Existing City-Owned Parklands) was updated to reflect the improvements made in the City Parks based on information provided by the City.

The costs of the improvements were updated in Table 24 (Planned Facilities and Facility Development Cost Summary: Planned City Parks) to reflect the provided values of \$200,000.00 for an lighting for eight tennis courts, and \$435,000.00 for a one-story 2,400 SF enclosed pavilion with indoor restroom facilities. In addition, the Planned Trails, Bicycle Routes, and Linkages were updated to reflect the construction cost of the Pleasant View Trail.

## Shirley Roberts

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**Subject:** FW: Pleasant View Park Pavilion

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**From:** Jesse Wesolowski [<mailto:jweslaw@aol.com>]  
**Sent:** Wednesday, March 28, 2018 4:45 PM  
**To:** Sandi Wesolowski; Shirley Roberts  
**Cc:** Steve Olson; Kristen Wilhelm; Glen Morrow; Orrin Sumwalt; Mark Lubarda  
**Subject:** Fwd: Pleasant View Park Pavilion

Begin forwarded message:

**From:** Glen Morrow <[GMorrow@franklinwi.gov](mailto:GMorrow@franklinwi.gov)>  
**Subject:** FW: Pleasant View Park Pavilion  
**Date:** January 25, 2018 at 11:05:09 AM CST  
**To:** Russell Raposa <[raposadesign@gmail.com](mailto:raposadesign@gmail.com)>  
**Cc:** Orrin Sumwalt <[OSumwalt@franklinwi.gov](mailto:OSumwalt@franklinwi.gov)>, Kristen Wilhelm <[KWilhelm@franklinwi.gov](mailto:KWilhelm@franklinwi.gov)>, Steve Olson <[Solson@franklinwi.gov](mailto:Solson@franklinwi.gov)>, John Nelson <[JNelson@franklinwi.gov](mailto:JNelson@franklinwi.gov)>  
**X-Originating-Ip:** [67.52.192.251]  
**X-Originating-Ip:** [10.192.2.57]

Russell,  
Please note the calculations below to determine the minimum number of fixtures in the pavilion restrooms.

We look forward to a concept layout for the pavilion. Please advise a project schedule when you can.

**Glen E. Morrow, PE**  
City Engineer / Director of Public Works  
City of Franklin  
9229 W. Loomis Rd.  
Franklin, Wi. 53132  
414-425-7510



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**From:** Glen Morrow  
**Sent:** Tuesday, September 26, 2017 3:35 PM  
**To:** Orrin Sumwalt  
**Subject:** RE: Pleasant View Park Pavilion

50 parking spaces @ 2.21 persons/car = 110.5 people at the park  
Or

20 picnic tables (per direction of Parks Commission) @ 8 persons/table = 160 persons at the park

160 persons govern.

Assume 50/50 men/women = 80 men and 80 women

Men calculation = 1 fixture/75 men = 1.1 (round up) = 2 fixtures minimum

Women calculation = 1 fixture / 40 women = minimum 4 fixtures

Bonus is fixture in family bathroom

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**From:** Orrin Sumwalt

**Sent:** Tuesday, September 26, 2017 3:29 PM

**To:** Glen Morrow

**Subject:** FW: Pleasant View Park Pavilion

Glen,

According to the 2009 National Household Travel Survey by the Bureau of Transportation Statistics, Avg. Vehicle Occupancy for social/recreational trips was 2.21.

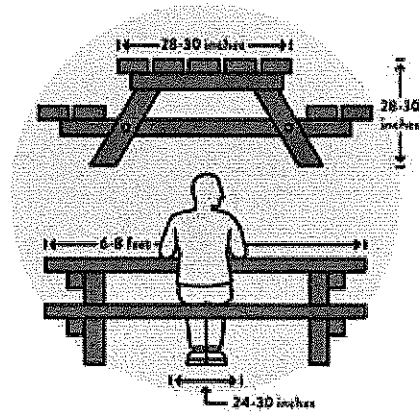
2009 NHITS  
Avg. Vehicle Occupancy (Persons)  
Average Vehicle Occupancy by Mode and Purpose

Transportation mode used on trip	2009 NHITS Avg. Vehicle Occupancy (Persons) Average Vehicle Occupancy by Mode and Purpose									
	Trip purpose summary									
	Refused	Don't know	Not ascertained	Home	Work	School/Daycare/Religious activity	Medical/Dental services	Shopping/Errands	Social/Recreational	Family personal business/Obligations
Car	2.24	1.42	1.97	1.46	1.13	1.43	1.56	1.64	2.02	
Van	1.06	1.69		2.29	1.26	2.25	1.61	2.43	3.18	
SUV	1.74	1.62	1.29	1.68	1.14	1.66	1.73	1.63	2.51	
Pickup truck	1.99	1.66	2.23	1.28	1.16	2.41	2.40	1.56	1.62	
Other truck				1.17	1.07	1.26	1.27	1.26	1.40	
RV				1.96	6.74	1.07	2.79	4.31	2.77	
Motorcycle	1.00			1.73	1.01	1.01	1.00	1.42	1.16	
All	1.61	1.29	1.96	1.56	1.15	1.53	1.61	1.75	2.21	

### Average Vehicle Occupancy

Also, The Vernon Barg pavilion appears to accommodate 16-20 picnic tables. Each table seats approximately 8 people.





Regards,

**orrin sumwalt, aicp** | associate planner | **city of franklin** | 414.425.4024

## Shirley Roberts

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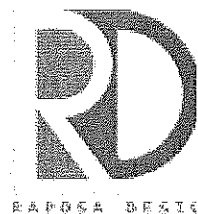
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**Subject:** Fwd: Pleasant View Park Pavilion  
**Attachments:** Franklin Pavilion Base-Floor Plan.pdf

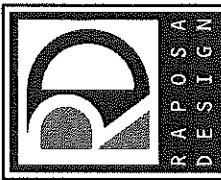
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**From:** Russell Raposa [<mailto:raposadesign@gmail.com>]  
**Sent:** Tuesday, March 13, 2018 4:02 PM  
**To:** Glen Morrow  
**Subject:** Plan and section

Glen this is where I am with layout. I did maximize the toilet rooms. I can reduce the amount of fixtures based on your email from earlier. If this plan works I can start working out elevations and getting the MEPS taken care of. If this works I can pin down the schedule.

Russell J. Raposa  
Principal  
Raposa Design  
Ph: (262)751-5221  
[raposadesign@gmail.com](mailto:raposadesign@gmail.com)





**RAPOSA DESIGN**  
15500 N. GREENBRIER LN.  
NEW HAVEN, CT 06470  
PR : (203) 771-3221  
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RAP@RAPOSADESIGN.COM

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Pleasant View Pavilion  
4901 W Evergreen St.  
Franklin, WI

**PROJECT TITLE**  
Pleasant View Pavilion

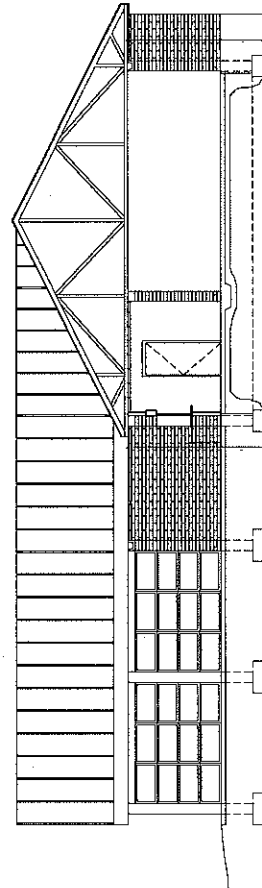
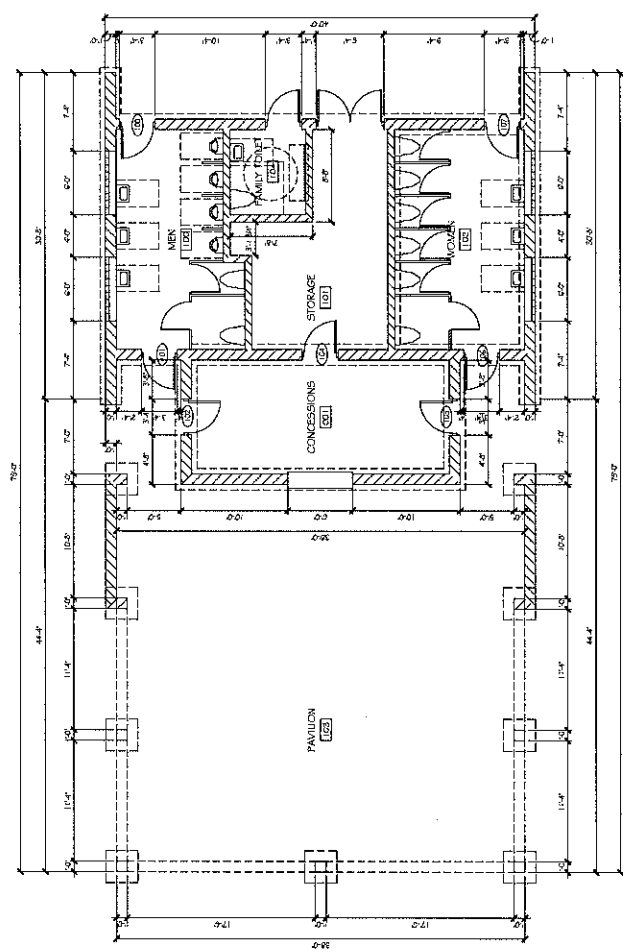
**DATE**  
03/15/13

**DESIGNED BY**  
R. J. RAPOSA

**CHECKED BY**  
R. J. RAPOSA

**DATE**  
03/15/13

**SHEET**  
A1



DOOR SCHEDULE (ALL UNLESS SHOWN OTHERWISE)									
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183	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS
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185	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS
186	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS
187	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS
188	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS
189	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS
190	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS
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194	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS
195	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS
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197	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS
198	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS
199	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS
200	LOA	DOOR	WOOD	1/2"	GLASS	GLASS	GLASS	GLASS	GLASS

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<b>APPROVAL</b> <i>Slw</i> <i>[Signature]</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>4/2/2018</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorization for the Director of Administration to execute a proposal and licensing agreement with Titan Public Safety Solutions, LLC, for installation (\$3,750) and maintenance (\$1,375 annually) of the TiPSSSDC Interface software module for use within the Franklin Municipal Court</b>	<b>ITEM NUMBER</b> <i>G.20.</i>

Attached is a request from the Municipal Judge, Hon. Frederick F. Klimetz, to purchase and install software which would enable access to State Debt Collection or "SDC." The document provides details and justification for the request. In short, the Judge anticipates that use of the software will increase revenue collections and eliminate certain commitments (House of Corrections detention time) for which the City is ultimately charged. Please read his memo for further details and justification.

The software is another module of the Titan Public Safety Solutions, LLC (TiPSS) suite of products that are currently used to maintain our court records. TiPSS has been serving our court system for a number of years, has performed well, and has historically interfaced well with State systems. This module, TiPSSSDC Interface, has a one-time License and Service Fee of \$3,750, which can be charged as a computer software capital outlay fund expense to the Unanticipated Software line item in the IT budget. The annual support cost of \$1,375 would be charged as an operating cost to the department and would be expected to be covered by excess appropriations within the Municipal Court that would result from the lower commitments charges, per the Judges memo. For 2018, the annual support cost may be prorated and would, therefore, be proportionally less than the full \$1,375

The Judge has offered to fund the full cost of the project from the savings, but done as proposed herein by the Director of Administration the software capital cost can be appropriately recorded in the Capital Outlay Fund without having to do a budget modification. If, ultimately, it is determined that it would be best to reflect the purchase cost as a capital expense of the Court, a budget modification could be brought forward at that time. Similarly, since this uses about half of the unanticipated software line item, if additional, future pressing needs occur, the Director of Administration could recommend a budget modification at that time. In the meantime, the City can avoid the cost of publication of an additional budget modification.

### **COUNCIL ACTION REQUESTED**

Motion to authorize the Director of Administration to execute a proposal and licensing agreement with Titan Public Safety Solutions, LLC for installation (\$3,750) and maintenance (\$1,375 annually) of the TiPSSSDC Interface software module for use within the Franklin Municipal Court and charged as provided for in the April 1, 2018 Council Action Sheet.

**Attn:** Mark Luberd, Director of Administration

**Re:** State Debt Collection

March 14, 2018

Dear Mr. Luberd,

To date, the City of Franklin has over 500 outstanding commitments totaling roughly \$275,000 in unpaid forfeitures. Once a citation reaches "commitment" status, a defendant is expected to pay the outstanding forfeiture or serve time in the House of Correction should a law enforcement officer have contact with them. In many circumstances, the defendant serves time in the House of Correction which means that the City not only pays for each day the defendant serves, but the City still does not collect the forfeiture amount that was originally due. In 2017, the City paid \$58,732.19 to house defendants in the HOC/Milwaukee County Jail.

In addition to the outstanding debts in "commitment" status, the Court has thousands of outstanding debts regarding unpaid traffic citations. The Court can only suspend driving privileges on non-traffic and juvenile citations. The uncollected debt regarding these citations is as follows.

Year	# of Citations w/ DL Suspension	Uncollected Debt
2016	946	\$129,263.70
2017	1,402	\$190,155.36
2018 (January - March)	307	\$38,656.29

Many cities have found this practice to simply not make any sense and have turned to an alternative option called "State Debt Collection," also referred to as "SDC." SDC allows the Court to submit these unpaid forfeitures to them and will then attempt to collect the debt in the following ways:

- Interception of Wisconsin tax refunds.
- Attachment of wages or other compensation being paid to defendant.
- Garnishment, seizure or levy against property, including bank accounts and IRAs.
- Filing a delinquent tax warrant with the Clerk of Courts in the county in which defendant resides and/or owns property. This warrant will act as judgment and lien on any real and personal property that defendant may own and may affect defendant's credit rating.

Oak Creek, Hales Corners, Greendale, and Wauwatosa are some of the area cities that have started using SDC in lieu of issuing commitments and/or suspending driving privileges. These courts have successfully collected unpaid forfeitures by sending letters advising that debts not paid within the next 30 days will be submitted to SDC for collection. These courts have also successfully collected debts that have been submitted to SDC.

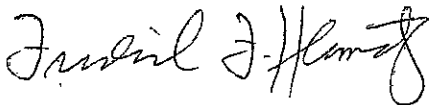
Court	Collected from Letters	Collected from SDC
Oak Creek	N/A	\$24,215.30 (January 2018 - March 2018)
Hales Corners	\$10,000 - 12,000 (estimate since July 2017)	\$18,017.00 (January 2018 - March 2018)
Greendale	\$24,586.67 (January - March 2018)	\$37,669.53 (January 2018 - March 2018)
Wauwatosa	"A lot"	\$38,000.00 (estimate since December 2017)

The proposed *initial* cost of the SDC interface needed to submit debts to SDC is \$5,125.00. (The yearly cost thereafter is \$1,375.00.) I truly believe that this interface would pay for itself and am requesting that the \$5,125.00 be drawn from the Court's "Commitment" budget for 2018. Throughout the year, my court staff would be canceling commitments currently issued and submitting those unpaid debts to SDC rather than the City paying for time served in the House of Correction.

Please contact my court staff or myself regarding any questions or concerns. My court staff is more than willing to hold a meeting with you to address any issues or further information needed.

Please advise at your earliest convenience should you choose to approve or deny my request to draw the monies needed for the SDC interface from the 2018 commitment budget.

Respectfully,



Hon. Frederick F. Klimetz  
Franklin Municipal Court Judge

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CITY OF FRANKLIN  
2018 MAR 15 AM 11:15



4624 South Biltmore Lane • Madison, WI 53718  
Phone: 608.244.1500 • Fax: 608.244.1504  
www.tipssllc.com

September 22, 2017

Kari Kowalski  
Franklin Municipal Court  
9455 West Loomis Road  
Franklin, WI 53132

Dear Kari Kowalski:

Thank you for your interest in acquiring our TiPSS software products! As with all of our products, we are offering a **60-day money back guarantee**. If you are not 100% satisfied with the software you can return it within 60 days of your installation date for a full refund of the License and Support Fees, excluding conversion and training fees. The cost of installing the software varies depending on the number of Workstations or Concurrent Users, type of security and network, and level of training and assistance required. Please refer to the proposal sheets attached for summary product description and pricing.

In addition to the costs identified in the attached proposal(s), you will need to contact your hardware/network provider to secure an estimate for updating your hardware to meet the minimum system requirements (see Notes and Terms of Agreement for more information). Please be advised that new installations are scheduled on a first-come-first-served basis. Upon receiving the signed proposal, we will contact you to arrange for training and installation of the software.

TiPSS is very much a customer-based company. We value our customers and strive to provide the best service and support in the business. We encourage you to contact any of our customers to discuss the software or our services. If you decide to accept the proposal, please indicate which items you are accepting, sign and date the signature page, and return a copy to us via mail at the address above or via fax to 608/244-1504. If we can answer any questions or provide any clarifications, do not hesitate to call us at 608/244-1500.

Sincerely,

A handwritten signature in black ink that reads "Xong Yang".

Xong Yang, Member  
Titan Public Safety Solutions, LLC

A handwritten signature in black ink that reads "Melanie Gebauer".

Melanie Gebauer, MBA, Member  
Titan Public Safety Solutions, LLC





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## **Signature Page**

Please check the item or items listed below to indicate acceptance of all or parts of this proposal. If a payment plan is offered, check the payment plan you choose. Then sign and return this single page to TiPSS. If there are any questions regarding this proposal, feel free to contact us at 608/244-1500 (or toll-free at 877/241-3877).

**The following item(s) of this proposal is/are accepted:**

\_\_\_\_\_ 2017-083    TiPSSSDC Interface

**Payment for the license and service portion of the proposal(s) will be paid as indicated below:**

\_\_\_\_\_ Full payment of License & Service charges upon installation.

**Acknowledgement by the  
Customer:**

**Franklin Municipal Court**

Signature: \_\_\_\_\_

Name:  
(please print): \_\_\_\_\_

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

## Notes and Terms of Agreement

### License & Service Fees

*License & Service Fees* include the items as listed per the "Proposal Summary Sheet". The number of licenses listed reflects the number of licensed workstations or concurrent users the Municipality is legally licensed for. When applicable, the License Fee also reflects the number of police jurisdictions the Municipal Court processes citations for. Upon acceptance of the proposal(s), we will forward a License Agreement for your review and signature.

- **TiPSS Products are licensed by 'Workstation' or by 'Concurrent User':** 'Workstation' licensing refers to the number of units the software can be loaded on. E.g., if you purchase a 3 unit 'Workstation' license the software can only be loaded on 3 machines. 'Concurrent User' refers to the number of people using the software at the same time. E.g., if you purchase a 3 'Concurrent User' license the software can be loaded on an unlimited number of machines but only 3 people will be able to access the software at one time.
- **Each workstation's license is further defined as either 'full access' or 'view-only access':** The 'full access' license provides unrestricted access to all of the features and functions of the software based on the user's security profile. A 'full access' license can be used to add, update, view, delete, and print information. The 'view-only access' license provides limited ability to view and print information contained in the software based on the user's security profile. A 'view-only access' license cannot be used to add, update, and/or delete information.

When applicable, the License Fee includes assistance with three (3) custom form letters. The municipality must provide the form letters as an MSWord® document, in the agreed upon machine readable format (e.g. CD, FTP, or email).

*License & Service Fees* include **remote** installation of the software on the customer workstation(s)/network. If a network version of the software is proposed, the customer is responsible for providing skilled hardware/network expertise to install the software with remote assistance from TiPSS Customer Support. Network support is required to create directories, assign user permissions, load the software on workstations not accessible via TeamViewer®, and perform other network installation functions. The proposal(s) includes installing the TiPSS software only and does not include hardware, hardware installation, cabling, network support, or network installation.

*License & Service Fees* include two (2) full days for the base Courts and Records products, one (1) full day for the base Parking product, or one-half (1/2) day for the Day Sheets product. The training is provided via small-group training for one participant, to receive training along with training participants from other municipalities, at the TiPSS office in Madison. (There are additional fees for when one customer sends more than one participant for training.) The training for optional add-on interfaces is provided remotely via TeamViewer®. Included in the *License & Service Fees*, for base Courts and Records products only, is a one-day "Refresher Course" for one person, which may be used within the first two years after the initial training. "Accelerated Training" is also available at an additional charge.

### Manuals

Training Manuals are provided for each participant attending training. If additional copies of are required, they can be purchased for \$50 per manual.

### Conversion (optional)

Conversion of any other existing customer data is not included unless specifically proposed. If the proposal specifically includes a quote for converting data, the customer is responsible for providing a full copy of their data, in an agreed upon machine readable format (e.g. CD, FTP, or internet). If for any reason we are unable to read/convert the data we will contact you to discuss how and if to proceed.

The Offense Codes/Street Names Conversion includes converting the Municipality's street names and offense codes to the TiPSS database, this information must be provided in an MSExcel® spreadsheet format.

### Annual System Support

The proposal(s) includes the Annual System Support Fee for January 1 through December 31 of the current year. This fee will be prorated and billed at installation if installed after January 1<sup>st</sup>. A full year's Annual System Support Fee will be

billed in December of each succeeding year. The Annual Support Fee increases approximately 3-5% annually. Upon acceptance of the proposal(s) TiPSS will forward a Support Agreement for your review and signature.

### **Hours of Availability**

TiPSS Customer Support Staff are available to answer customer questions and provide assistance during the following days and times:

- 8:00 a.m. to 5:00 p.m., CST, Monday through Friday, later by appointment

### **Third Party Software**

Third party software products, required to generate documents, prepare for conversion, and provide remote support and training, are not included. Contact your hardware/software vendor to purchase and install the following required third party products:

### **Minimum Software/Hardware Requirements** (subject to change)

- **Workstation Requirements (Minimum)**
  - Windows 7®, Windows 8®, Windows 10®
  - 1 GHz Processor
  - 256 MB RAM
  - 30 GB hard drive
  - A CD or DVD drive, as appropriate, is required for installation from disc
  - Touch Screen Monitor (optional for TiPSSCashRegister )
- **Additional Hardware requirements**
  - A reliable backup system
  - Scanner, digital camera, or photo disk (optional TiPSSImaging only)
  - High Speed Internet Connection
  - 32 bit or 64 bit processor (workstations or server)
- **Receipt/validation Printers Recommendations**
  - Epson TM-U220D USB (Receipt Only)
  - Epson TM-U325 USB (Receipt and Validation)
  - Epson TM-T88V, thermal printer
- **Server Recommendations**

Server configurations may vary; minimum requirements are for a dedicated server for the WIJIS interface only. Agencies sharing workloads with other software or operating in a virtual environment should judge CPU size accordingly.

  - Pentium 42 3.0 Ghz CPU or better
  - IIS 7 or higher
  - 2 GB Ram
  - 80 GB hard drive
- **Network Requirements if applicable (must have the latest Internet Explorer® and Service Packs)**
  - Windows2008® or newer version
- **Third Party Software Requirements**
  - MSWord 2007® or newer version (each workstation)
  - MSExcel 2007® or newer version (1 workstation)
  - MS SQL Express 2008® or newer version (for less than 4 Workstations)
  - MS SQL Server 2008® or newer version (for 4+ Workstations or multi-jurisdictional courts)
  - MS SQL Server Management Studio must either be installed on at least 1 workstation or access to the MS SQL Server granted
  - TeamViewer 10® or GoToAssist for remote support (no charge)

## PRODUCT SUMMARIES

### TiPSSSDC Interface (Optional add-on module)

*TiPSSSDC* is an automated interface between *TiPSSCourts* and the Wisconsin Department of Revenue (DOR). The *TiPSSSDC* is an automated process by which local municipalities may certify unpaid fines, fees, restitutions or forfeitures for interception of tax refunds or other refundable credits, wage garnishments, bank levies and lottery prizes. It is a simple, easy-to-use, and affordable Municipal Court add-on software package.

**Franklin Municipal Court**

**Proposal Summary Sheet**

**Proposal Number:** 2017-083

**Proposal Date:** September 22, 2017

**Proposal Expiration:** October 31, 2018

Product/Service	License Type	Description	Number of Licenses		Addt. Juris.	License & Service Fees	Annual System Support (2018)	Proposal Totals
			Full-Access	View-Only				
TiPSSSDC Interface	N/A	License Installation/Setup (Remote) Training (Remote)				\$5,500	\$1,375*	\$6,875
TiPSSTax Intercept (license discount)						\$-1,750	\$0	\$-1,750
<b>PROPOSAL TOTAL</b>						<b>\$3,750</b>	<b>\$1,375</b>	<b>\$5,125</b>

***The pricing detail presented above is confidential information between the CUSTOMER and TiPSS; not for public use or disclosure.***

\* **NOTE:** Support for the *TiPSSSDC Interface* includes the support for the *TiPSSTax Intercept* Interface.

<b>APPROVAL</b> <i>slw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>April 2, 2018</b>
<b>REPORTS AND RECOMMENDATIONS</b>	An Ordinance to Amend the Municipal Code to Establish The St. Martins First Monday of the Month Market Fair	<b>ITEM NUMBER</b> <i>G.21.</i>

A draft of the above ordinance was prepared at the direction of the Common Council at its March 20, 2018 meeting and is attached hereto. The Fair Commission is recommending adoption of the ordinance which repeals the St. Martins Every Summer Monday Market Fair and establishes the First Monday of the Month Market Fair from May through June, 3:00 p.m. to 7:00 p.m.

### COUNCIL ACTION REQUESTED

A motion to adopt An Ordinance to Amend the Municipal Code to Establish The St. Martins First Monday of the Month Market Fair.

STATE OF WISCONSIN

CITY OF FRANKLIN

MILWAUKEE COUNTY

ORDINANCE NO. 2018-\_\_\_\_

AN ORDINANCE TO AMEND THE MUNICIPAL CODE TO ESTABLISH THE  
ST. MARTINS FIRST MONDAY OF THE MONTH MARKET FAIR

---

WHEREAS, Chapter 203 of the Municipal Code provides for, describes and regulates the St. Martins Fair; and

WHEREAS, the Fair Commission having gathered and reviewed information regarding green markets and farmers markets in the Southeastern Wisconsin area, and the experience of the St. Martins Every Summer Monday Market Fair over the past year, and as a result of such review, having recommended changes to the St. Martins Every Summer Monday Market Fair events; and

WHEREAS, the Common Council having considered the Commission's information and recommendation at its Common Council meeting on March 20, 2018, and having concurred therewith.

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

SECTION 1:           §203-1. Definitions, of the Municipal Code of the City of Franklin, Wisconsin, is hereby amended with regard to "B. ST. MARTINS FAIR" to read as follows *[note: strike-through text is deleted; double-underlined text is added; unchanged text is not highlighted; the amended definitions are to appear in alphabetical order in the Section]:*

**B. ST. MARTINS FAIR**

The events held on the Sunday before Labor Day and Labor Day, held on the outside of permanent, enclosed buildings at St. Martins. In addition thereto, excepting for Labor Day, the St. Martins ~~Every Summer~~ First Monday of the Month Market Fair is hereby established and shall overlap the Summer calendar, shall be centrally located and focused at the St. Martins Market Square Gazebo, and shall be held ~~every Monday from the second Monday in June~~ the first Monday in May through the first Monday in October, annually.

SECTION 2: §203-7.A. Sales, of the Municipal Code of the City of Franklin, Wisconsin, is hereby amended to read as follows *[note: strike-through text is deleted; double-underlined text is added; unchanged text is not highlighted]*:

A. Sales. No person may sell or provide entertainment or amusement at the St. Martins Fair except during the St. Martins ~~Every Summer~~ First Monday of the Month Market Fair days ~~on the first Monday of every month~~, except Labor Day, from 3:00 p.m. to 7:00 p.m., the Sunday preceding Labor Day from 8:00 a.m. to 9:00 p.m. and Labor Day from 6:00 a.m. to 6:00 p.m.

SECTION 3: The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION 4: All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION 5: 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 \_\_\_\_\_ day of \_\_\_\_\_, 2018, by Alderman \_\_\_\_\_.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

APPROVED:

\_\_\_\_\_  
Stephen R. Olson, Mayor

ATTEST:

\_\_\_\_\_  
Sandra L. Wesolowski, City Clerk

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSENT \_\_\_\_\_

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<b>APPROVAL</b> <i>Slw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>4/02/18</b>
<b>LICENSES AND PERMITS</b>	<b>MISCELLANEOUS LICENSES</b>	<b>ITEM NUMBER</b> <b>H.1.</b>

See attached list from meeting of April 2, 2018.

**COUNCIL ACTION REQUESTED**




**License Committee  
Agenda\*  
Aldermen's Room  
April 2, 2018 – 5:45 pm**

<b>1.</b>	<b>Call to Order &amp; Roll Call</b>	<b>Time:</b>		
<b>2.</b>	<b>Applicant Interviews &amp; Decisions</b>			
<b>License Applications Reviewed</b>		<b>Recommendations</b>		
<b>Type/ Time</b>	<b>Applicant Information</b>	<b>Approve</b>	<b>Hold</b>	<b>Deny</b>
<b>Operator 2017-2018 5:50 p.m</b>	<b>Amanda M Holterman</b> S110W14718 Union Church Dr Muskego, WI 53150 Hideaway Pub & Eatery			
<b>Operator 2017-2018</b>	<b>Kristin A Dombrowski</b> 5440 S Tuckaway Ct #6 Greenfield, WI 53221 The Rock Sports Complex			
<b>Operator 2017-2018</b>	<b>Amy M Pluskota</b> 3578 S. 14 <sup>th</sup> St. Upper Milwaukee, WI 53221 Swiss Street Pub & Grill			
<b>Operator 2017-2018 New</b>	<b>Lindsey J Eskau</b> 4503 W Ohio Ave Greenfield, WI 53051 Rock Sports Complex			
<b>Operator 2018-2019 Renewal</b>	<b>Lindsey J Eskau</b> 4503 W Ohio Ave Greenfield, WI 53051 Rock Sports Complex			
<b>Operator 2017-2018 New</b>	<b>Sean R Lay</b> 2034 S. 58 <sup>th</sup> St West Allis, WI 53219 Kwik Trip #857			
<b>Operator 2018-2019 Renewal</b>	<b>Sean R Lay</b> 2034 S. 58 <sup>th</sup> St West Allis, WI 53219 Kwik Trip #857			
<b>Operator 2018-2019 Renewal</b>	<b>Alyssa M Blackburn</b> 10586 W Cortez Cir., #10 Franklin, WI 53132 Irish Cottage			
<b>Operator 2018-2019 Renewal</b>	<b>John D Braovac</b> 1335 S. 124 <sup>th</sup> St Brookfield, WI 53005 Croatian Park			
<b>Operator 2018-2019 New</b>	<b>Kelly J Hawley</b> 325 S. Kendrick Ave Burlington, WI 53105 Irish Cottage			
<b>Operator 2018-2019 Renewal</b>	<b>Kelly K Kuglitsch</b> 4358 S Louisiana Ave Milwaukee, WI 53221 Irish Cottage			

Type/ Time	Applicant Information	Approve	Hold	Deny
<b>Operator 2018-2019 Renewal</b>	<b>Josip A Jaksic</b> 413 S. 67 <sup>th</sup> St Milwaukee, WI 53214 Croatian Park			
<b>Operator 2018-2019 Renewal</b>	<b>Shane R Jaskie</b> 7811 W. Winston Way Franklin, WI 53132 Irish Cottage			
<b>Operator 2018-2019 Renewal</b>	<b>Amy M Ottaviani</b> 28706 Beach Dr Waterford, WI 53185 Irish Cottage			
<b>Change of Agent 2017-18</b>	<b>Ricky J Kloth</b> N9131 Eastwood Dr East Troy, WI 53120 Pick N Save #6360			
<b>3.</b>	<b>Set meeting dates for review and recommendation of 2018-19 licenses</b>			
<b>4.</b>	<b>Adjournment</b>			
		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.

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<b>APPROVAL</b> 	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>4/2/18</b>
<b>Bills</b>	<b>Vouchers and Payroll Approval</b>	<b>ITEM NUMBER</b> <b>I. 1</b>

Attached are vouchers dated March 16, 2018 through April 2, 2018 Nos. 168300 through Nos. 168446 in the amount of \$ 2,448,603.67. Included in this listing are EFT's Nos. 3721 through Nos. 3732 and Library vouchers totaling \$ 11,485.83.

Early release disbursements dated March 16, 2018 through March 29, 2018 in the amount of \$ 2,062,408.49 are provided on a separate listing and are also included in the complete disbursement listing. These payments have been released as authorized under Resolution 2013-6920.

The net payroll dated March 30, 2018 is \$ 418,278.44 previously estimated at \$ 401,000.00. Payroll deductions dated March 30, 2018 are \$ 405,171.20 previously estimated at \$ 404,000.00.

The estimated payroll for April 13, 2018 is \$ 382,000.00 with estimated deductions and matching payments of \$ 210,000.00.

Attached is a list of property tax refunds and payments Nos. 17851 through Nos. 17852 dated March 16, 2018 through April 2, 2018 in the amount of \$ 3,633,201.67. \$ 3,500,000 of this represents the transfer of collections to investment accounts, \$132,871.59 represent the transfer to General Fund and \$ 330.08 are refunds. These payments have been released as authorized under Resolution 2013-6920. Voided checks in the amount of (\$ 147.71) are separately listed.

**COUNCIL ACTION REQUESTED**

Motion approving the following:

- City vouchers with an ending date of April 2, 2018 in the amount of \$ 2,448,603.67 and
- Payroll dated March 30, 2018 in the amount of \$ 418,278.44 and payments of the various payroll deductions in the amount of \$ 405,171.20 plus City matching payments and
- Estimated payroll dated April 13, 2018 in the amount of \$ 382,000.00 and payments of the various payroll deductions in the amount of \$ 210,000.00, plus City matching payments and
- Property Tax refunds and payments with an ending date of April 2, 2018 in the amount of \$3,633,201.67.

**ROLL CALL VOTE NEEDED**