

<p style="text-align: center;"><b>APPROVAL</b></p> <p style="text-align: center;"><i>slw</i></p>	<p style="text-align: center;"><b>REQUEST FOR COUNCIL ACTION</b></p>	<p style="text-align: center;"><b>MEETING DATE</b></p> <p style="text-align: center;"><b>08/18/15</b></p>
<p style="text-align: center;"><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p style="text-align: center;"><b>REQUEST FROM THE PARKS COMMISSION FOR THE COMMON COUNCIL TO REFER THE NAMING OF SOUTHBROOK TRAIL TO ROBINWOOD ELEMENTARY SCHOOL STUDENTS FOR RECOMMENDATIONS, WITH THE WINNING ENTRY TO RECEIVE A SAVINGS BOND</b></p>	<p style="text-align: center;"><i>G.15.</i></p>

At the July 21, 2015 Common Council meeting, the following action was approved: motion to adopt Resolution No. 2015-7118, A Resolution Awarding a Time and Materials Not-to-Exceed Professional Services Agreement Contract to JSD Professional Services, Inc. in the Amount of \$13,000, for the Design of Southbrook Trail, subject to review by the City Attorney for inclusion of potential standard City terms, and further to refer this trail to the Park Commission for recommendation for naming the trail.

At the August 10, 2015, meeting of the Parks Commission, the following action was approved: move to recommend to the Common Council to refer the naming of Southbrook Trail to Robinwood Elementary School students, with the winning entry to receive a savings bond. The idea is for the trail naming to be a contest for Robinwood students. The Parks Commission discussed students voting for their top three favorite names as recommended by their classmates, and referring those names to the Parks Commission. The Parks Commission would then select a name to forward to the Common Council for approval.

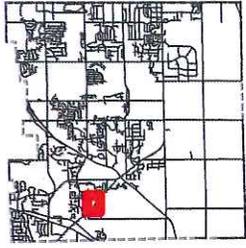
**COUNCIL ACTION REQUESTED**

A motion to refer the naming of Southbrook Trail to Robinwood Elementary School students for recommendations, with the winning entry to receive a savings bond.

Or

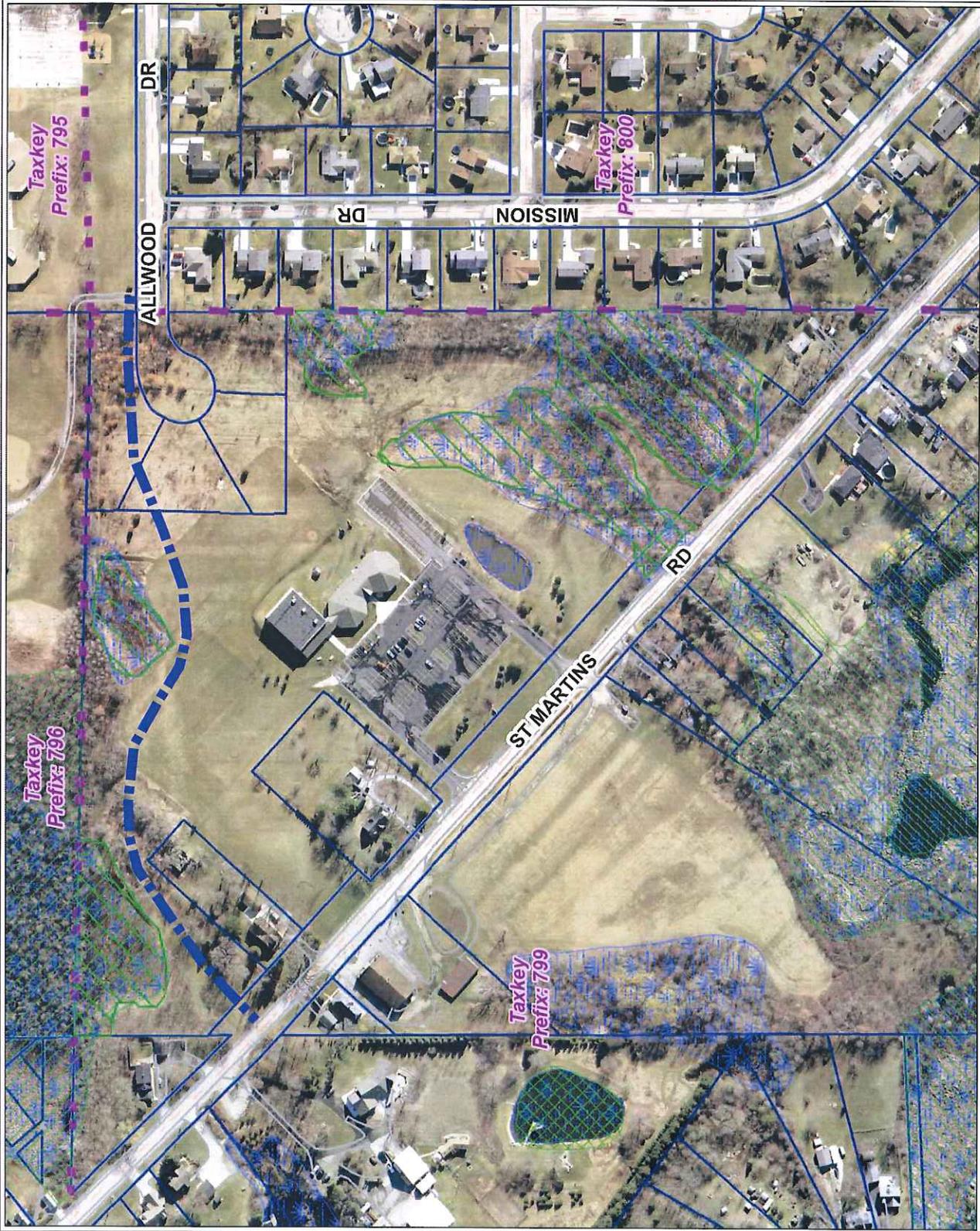
Action on the above item as the Common Council deems appropriate.

4. Southbrook Church Property Trail - W. St. Martins Road to W. Allwood Drive



**Legend**

- Parcel with Address Owner
- Road ROW
- Street Centerline
- Road Edge
- Easement



City of Franklin  
 GIS Department  
 9229 W. Loomis Rd.  
 Franklin, WI 53132  
 www.franklinwi.gov

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.

RESOLUTION NO. 2010-6634A RESOLUTION ESTABLISHING A CITY BUILDINGS, PARKS AND FACILITIES  
NAMING POLICY

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WHEREAS, the Common Council having considered the value of establishing a uniform policy to address the naming of City buildings, parks and facilities to assist in the consideration of requests received and proposals and considerations made from time to time to name City property; and

WHEREAS, the Parks Commission and the Board of Public Works having considered the terms of a naming policy for City property as directed by the Common Council and having reported their respective recommendations to the Common Council; and

WHEREAS, the Common Council having considered such recommendations in its deliberations and having determined a policy for the naming of City property which will promote the public welfare and best interests of the City.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Franklin, Wisconsin, that the naming of City buildings, parks and facilities be conducted as follows:

## City of Franklin Public Buildings, Parks and Facilities Naming Policy

## I. Purpose

The purpose of this policy is to establish a uniform procedure for the naming of City buildings, parks and facilities throughout the City of Franklin.

## II. Authorization

The Common Council shall have the authority for the naming of all City buildings, parks and facilities by passing or rejecting a resolution at a regular or special Common Council meeting. The Common Council shall request the review and recommendation of the Parks Commission for the naming of any public park or park facility. The Common Council shall request the review and recommendation of the Board of Public Works for the naming of any public building. In the event the Common Council does not receive the requested recommendation from the Commission or the Board within 45 days of such request, respectively, the Common Council may take action without such recommendation(s).

## III. Objectives

- Provide name identification

- Provide citizen/neighborhood input into the process
- Insure control for naming policy

#### IV. Qualifying Name

- Geographic location to facility
- Outstanding feature
- Adjoining subdivision
- Historical event, group, or individual; except that eligibility shall commence only after five years following the event or other basis establishing the historical significance
- Exceptional service in the public interest that has had a major impact and benefit to the City by an individual who demonstrates dedication to service to the City and/or to individuals, families, groups, or community services, extraordinarily above and beyond the call of duty; except that in the event of a public employee or elected or appointed official, eligibility shall commence only after five years following the completion of their public service
- Exceptional service in the public building, park or facility's interest
- Contribution to acquisition/development of the public building, park or facility

#### V. Naming City Buildings, Parks and Facilities

The City's approval of a naming proposal is the conferral of a privilege, not a right, and at all times the City shall reserve the right to reject any naming proposal for any reason not prohibited by law. The following guidelines will be used when naming a public building, park or facility:

1. A name is intended to be permanent.
2. Duplication of other places or facility names in the City shall not be considered.
3. Any consideration of a proposal for a name must be commenced by a motion authorizing the same made by the Common Council.
4. Prominent geographic features or local reference points (i.e., hill, stream, lake, notable tree, street, community or neighborhood) shall be considered for a potential name.
5. After the Common Council preliminarily decides upon a name, public notice of the recommended name shall be published as a Class 2 notice, specifying a thirty (30) day public comment period in the City's official newspaper. Citizen comments and recommendations must be in writing to the City Clerk and must be postmarked within the thirty (30) day public comment period.
6. After the thirty (30) day public comment period, the Common Council will pass a resolution adopting or rejecting the name.
7. An existing name of a public building, park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.

#### VI. Renaming

a. The renaming of public buildings, parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical

examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

b. City buildings, parks and facilities named after individuals shall never be changed unless it is found that the individual's personal character is or was such that the continued use of the name for a park or facility would not be in the best interest of the community.

c. In order for a City building, park or facility to be considered for renaming, the recommended name must qualify according to Sections IV. and V. of this Policy.

VII. Other Naming Alternatives

a. City buildings, parks and facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to the guidelines set forth above and approval by the Common Council.

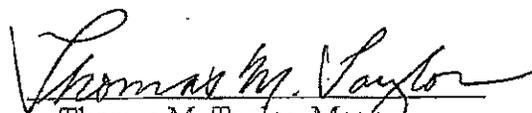
b. A facility within a park, i.e., playground, picnic shelter, etc., can be named separately from the park or facility location subject to this Policy.

c. This Policy does not apply to the naming of public streets.

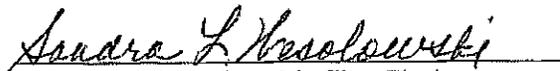
Introduced at a regular meeting of the Common Council of the City of Franklin this 16th day of March, 2010.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 16th day of March, 2010.

APPROVED:

  
Thomas M. Taylor, Mayor

ATTEST:

  
Sandra L. Wesolowski, City Clerk

AYES 6 NOES 0 ABSENT 0

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<p style="text-align: center;"><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p style="text-align: center;"><b>PLEASANT VIEW ELEMENTARY SCHOOL BASKETBALL COURT ADDITION/RELOCATION LANDSCAPE PLAN (FRANKLIN PUBLIC SCHOOLS, APPLICANT)</b></p>	<p style="text-align: center;"><b>ITEM NUMBER</b></p> <p style="text-align: center;"><i>G.16.</i></p>

At their meeting on August 6, 2015, the Plan Commission recommended approval of the Landscape Plan as presented by Franklin Public Schools for Pleasant View Elementary School, subject to the applicant's compliance with anticipated Common Council president plant list and Department of City Development review of the location of plantings.

The Common Council President reviewed the recommendation of the Plan Commission and has provided an alternative motion as is set forth below, after the "or".

**COUNCIL ACTION**

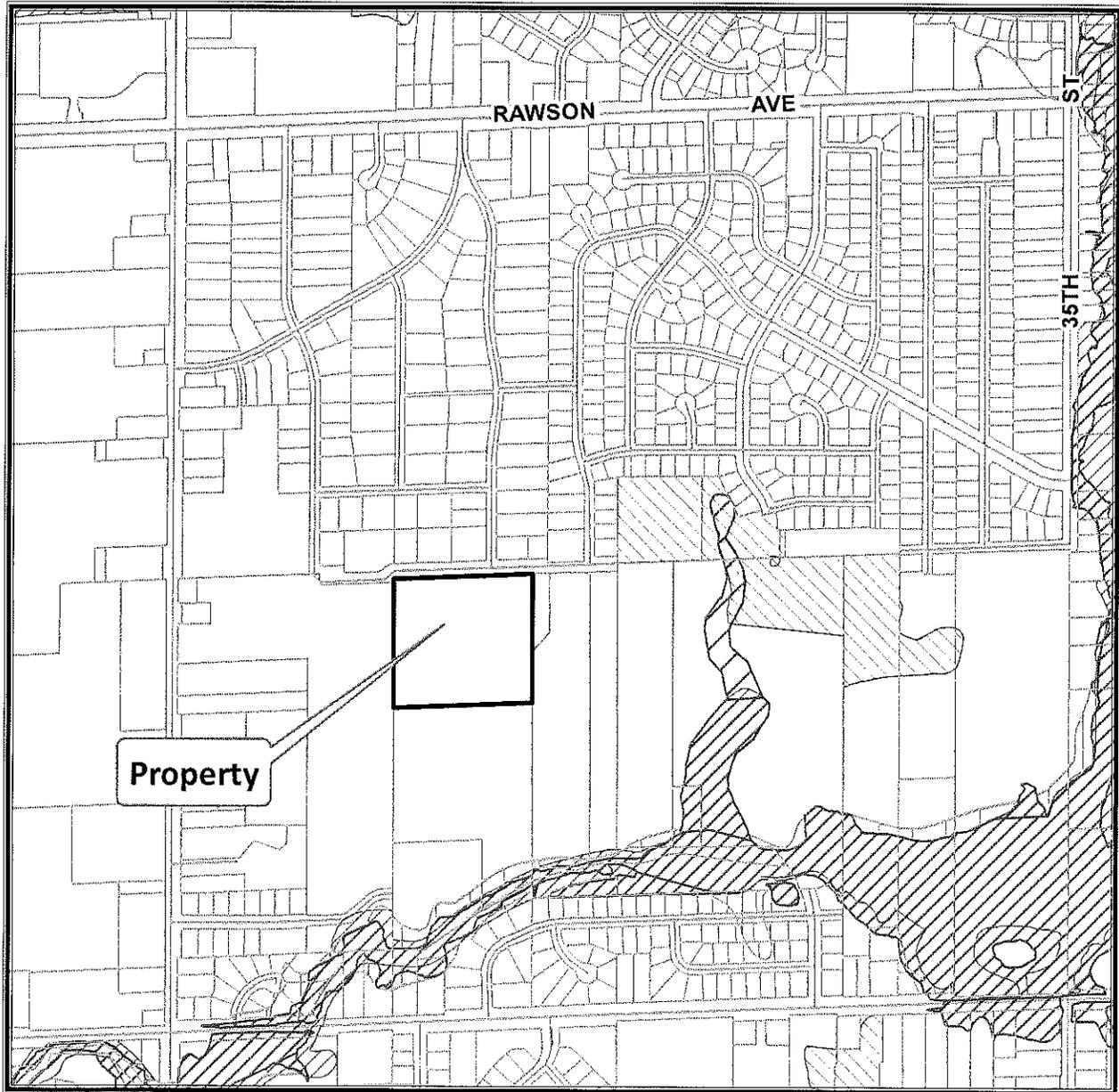
A motion to approve the Landscape Plan as presented by Franklin Public Schools for Pleasant View Elementary School, subject to the applicant's compliance with anticipated Common Council president plant list and Department of City Development review of the location of plantings.

-or-

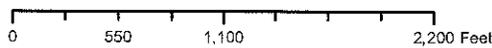
A motion to approve the Landscape Plan as presented by the Franklin Public Schools for the Pleasant View Elementary School, subject to that the applicant, in lieu of establishing and maintaining 1,160 square feet of new area native plantings as recommended by the Plan Commission, shall provide maintenance and restoration to and within the existing high quality natural area within the Trail area as depicted in the CORP, to the extent of the cost equivalent for the prior alternate new plantings area and for the equivalent number of years.



4601 West Marquette Avenue  
TKN 788-9980-000  
Pleasant View Elementary School



Planning Department  
(414) 425-4024



2013 Aerial Photo

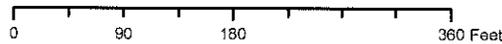
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4601 West Marquette Avenue  
TKN 788-9980-000  
Pleasant View Elementary School



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**CITY OF FRANKLIN**  
**REPORT TO THE PLAN COMMISSION**

**Meeting of August 6, 2015**

**Landscape Plan**

**RECOMMENDATION:** City Development Staff recommends approval of the Landscape Plan, subject to a two year maintenance plan and consideration of any comments provided by the Alderperson and neighbor to the east.

<b>Project Name:</b>	Landscape Plan for Pleasant View Elementary School
<b>Project Location:</b>	4601 West Marquette Avenue
<b>Applicant:</b>	Franklin School District #5
<b>Existing Zoning:</b>	I-1 Institutional District
<b>Use of Surrounding Properties:</b>	Single-family residential to the north, east and west and Pleasant View Neighborhood Park to the south
<b>2025 Comprehensive Plan:</b>	Institutional
<b>Applicant Action Requested:</b>	Recommendation to the Common Council for approval of the proposed Landscape Plan

**INTRODUCTION:**

The Plan Commission and Common Council recently approved a Natural Resource Special Exception request submitted by Franklin Public Schools to allow for paving within 1,160 square feet of the 50-foot Wetland Setback on the Pleasant View Elementary School property for the expansion of an asphalt pavement area behind the school.

The approval was granted with the condition that the applicant shall submit a Landscape Plan, for Plan Commission and Common Council approval, that illustrates and identifies the amount, type, and location of proposed plantings prior to commencement of work. The approval also contained the conditions below relating to landscaping.

- that the applicant shall establish and maintain 1,160 square feet (an area equal to the amount of loss of wetland setback) of appropriate native plantings within the wetland buffer and/or setback adjacent to the area of encroachment to compensate for the wetland setback loss, within one year of approval of this Natural Resource Special Exception
- that the applicant coordinate the mitigation plan with the Alderperson and neighbor to the east as recommended by the Plan Commission

**PROJECT DESCRIPTION:**

The attached Landscape Plan includes a 1,160 square foot landscaped area adjacent to Wetland No. 3, the larger wetland onsite, and an existing wood fence. The plan consists of 19 Northwind Switch Grass plantings as well as Cardinal Flower, Sneezeweed and New England Aster plugs.

Staff suggested that the planting area be moved further northwest, along the edge of the wetland (within the wetland buffer), to be directly adjacent to the wetland setback area that is being disturbed.

At the time of this staff report, the applicant was still attempting to contact the Alderperson of the district and the neighbor to the east to receive their input. It is anticipated that those comments will be received prior to Plan Commission and staff and the applicant will present any revisions from those conversations at the August 6<sup>th</sup> Plan Commission meeting. Staff anticipates that any modifications will likely be minor; however, if more significant revisions occur the Plan Commission may choose to table the item for further consideration.

**CONCLUSION:**

City Development Staff recommends approval of the Landscape Plan, subject to a two year maintenance plan and consideration of any comments provided by the Alderperson and neighbor to the east.

DATE	DESCRIPTION
11/11/2011	PRELIMINARY PLAN
01/11/2012	REVISED PLAN
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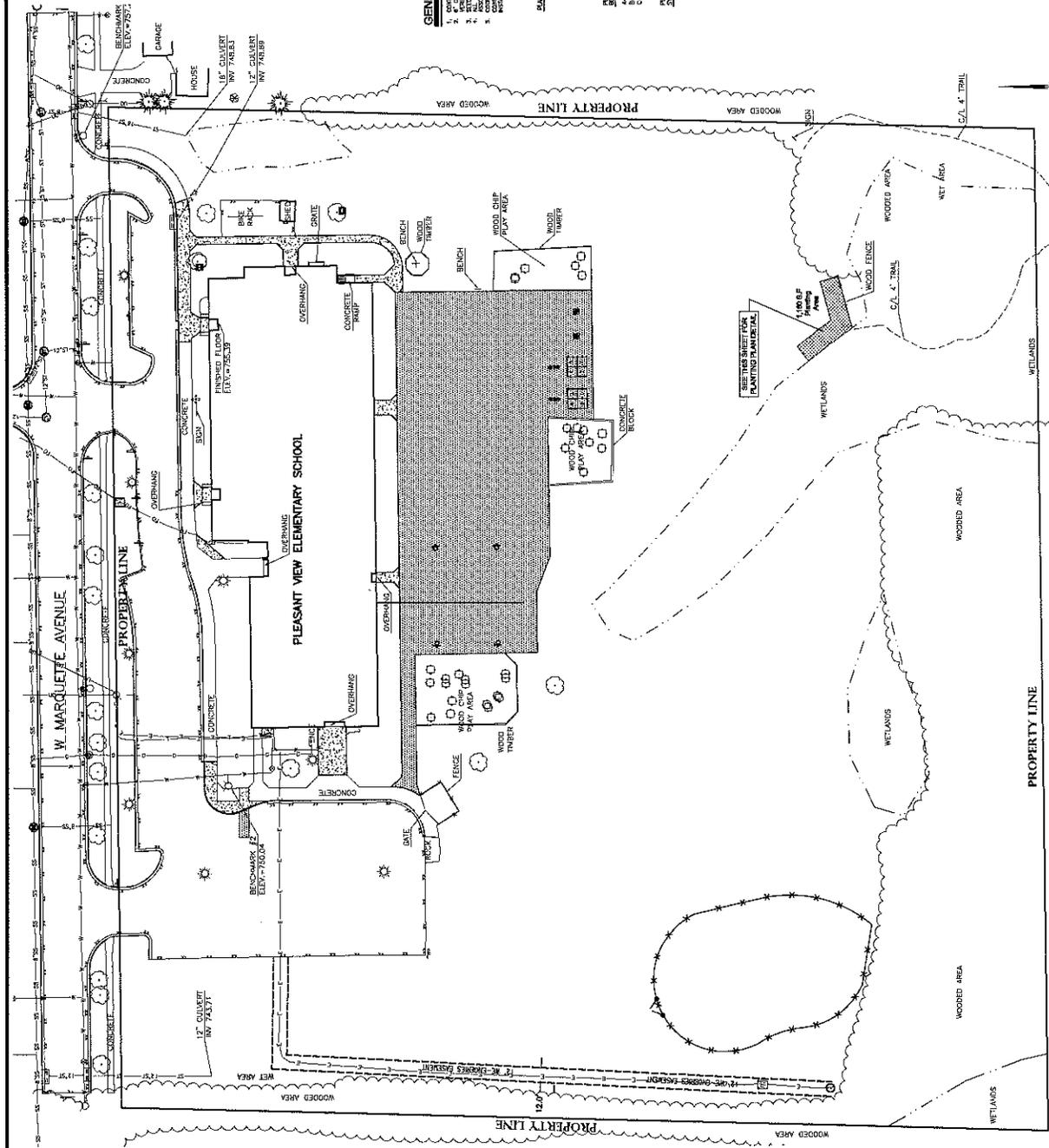
**GENERAL NOTES:**

1. ALL PLANTING SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF FRANKLIN LANDSCAPE ARCHITECTURE CONTRACTING MANUAL.
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PLANT CODE	PLANT NAME	QUANTITY	TOTAL PLANT
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B	PLUM	10	10
C	PLUM	10	10
D	PLUM	10	10
E	PLUM	10	10
F	PLUM	10	10
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**PLANTING PLAN**

PLANT CODE	PLANT NAME	QUANTITY	TOTAL PLANT
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D	PLUM	10	10
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U	PLUM	10	10
V	PLUM	10	10
W	PLUM	10	10
X	PLUM	10	10
Y	PLUM	10	10
Z	PLUM	10	10



1. ALL PLANTING SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF FRANKLIN LANDSCAPE ARCHITECTURE CONTRACTING MANUAL.

<b>APPROVAL</b> <i>slw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>August 18, 2015</b>
<b>REPORTS AND RECOMMENDATIONS</b>	<b>ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE TO CREATE A “GENERAL OFFICE” USE CATEGORY IN SECTION 15-3.0603 TABLE OF PERMITTED AND SPECIAL USES IN ALL NONRESIDENTIAL ZONING DISTRICTS UNDER THE CATEGORY OF “OTHER USES NOT CLASSIFIED UNDER SIC CODE” AND TO DEFINE SUCH USE CATEGORY IN SECTION 15-11.0103 SPECIFIC WORDS AND PHRASES (CITY OF FRANKLIN, APPLICANT)</b>	<b>ITEM NUMBER</b>  <i>G.17.</i>

At their meeting on August 6, 2015, the Plan Commission recommended approval of an ordinance to amend the Unified Development Ordinance to create a “General Office” use category in Section 15-3.0603 Table of Permitted and Special Uses in all nonresidential zoning districts under the category of “Other Uses Not Classified Under SIC Code” and to define such use category in Section 15-11.0103 Specific Words and Phrases, with the definition to include a square foot limit of +/- 1,000 square feet (final amount to be recommended to Common Council by staff) for office relocation within an existing building area. (City of Franklin, Applicant).

The attached ordinance has been revised based upon the Plan Commission’s recommendation of approval to limit the expansion of a legal nonconforming use into vacated office space to 1,000 square feet.

**COUNCIL ACTION REQUESTED**

A motion to adopt Ordinance No. 2015-\_\_\_\_\_ to amend the Unified Development Ordinance to create a “General Office” use category in Section 15-3.0603 Table of Permitted and Special Uses in all nonresidential zoning districts under the category of “Other Uses Not Classified Under SIC Code” and to define such use category in Section 15-11.0103 Specific Words and Phrases (City of Franklin, Applicant).

ORDINANCE NO. 2015-\_\_\_\_\_

ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE  
TO CREATE A "GENERAL OFFICE" USE CATEGORY IN SECTION 15-3.0603  
TABLE OF PERMITTED AND SPECIAL USES IN ALL NONRESIDENTIAL ZONING  
DISTRICTS UNDER THE CATEGORY OF "OTHER USES NOT CLASSIFIED UNDER  
SIC CODE" AND TO DEFINE SUCH USE CATEGORY IN SECTION 15-11.0103  
SPECIFIC WORDS AND PHRASES  
(CITY OF FRANKLIN, APPLICANT)

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WHEREAS, Table 15-3.0603 of the Unified Development Ordinance sets forth the permitted and special uses in the nonresidential zoning districts; and

WHEREAS, the City of Franklin having applied for a text amendment to create a "General Office" use category in Section 15-3.0603 TABLE OF PERMITTED AND SPECIAL USES IN ALL NONRESIDENTIAL ZONING DISTRICTS under the category of "OTHER USES NOT CLASSIFIED UNDER SIC CODE" and to define such use category in Section 15-11.0103 SPECIFIC WORDS AND PHRASES; and

WHEREAS, the Plan Commission having reviewed the proposed amendment to create a "General Office" use category in Section 15-3.0603 TABLE OF PERMITTED AND SPECIAL USES IN ALL NONRESIDENTIAL ZONING DISTRICTS under the category of "OTHER USES NOT CLASSIFIED UNDER SIC CODE" and to define such use category in Section 15-11.0103 SPECIFIC WORDS AND PHRASES, and having held a public hearing on the proposal on the 6th day of August, 2015 and thereafter having recommended approval of such amendment; and

WHEREAS, the Common Council having accepted the recommendation of the Plan Commission and having determined that the proposed amendment is consistent with the 2025 Comprehensive Master Plan of the City of Franklin, Wisconsin and will serve to further orderly growth and development and promote the health, safety and welfare of the Community.

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

SECTION 1: Table 15-3.0603 of the Unified Development Ordinance of the Municipal Code of the City of Franklin, Wisconsin, only as it pertains to: "OTHER USES NOT CLASSIFIED UNDER SIC CODE", is hereby amended as follows: add "General Office" use category to the "Standard Industrial Classification Title" column, and insert "P"

(Permitted Use) in all of the columns for the Districts listed in the Table.

SECTION 2: Section 15-11.0103 SPECIFIC WORDS AND PHRASES is hereby amended as follows: add "Office, General. Any business use conducting clerical and/or professional service activities within a room or group of rooms and generally furnished with desks, tables, file cabinets, computers, phones, communication equipment and/or the like. General office uses may include, but are not limited to: computer work; research; photocopying; filing; over the phone sales; and answering phones or otherwise responding to communications. A minimum of 75% of floor area shall be designated as office space to constitute a general office use. Other uses may include ancillary storage, kitchens; break rooms and other office support spaces. Retail, warehousing and outdoor storage shall be prohibited with a general office use. A general office use includes the addition or relocation on the property of office use, on a legal nonconforming use property, after August 27, 2015, when such office use addition or relocation occupies or shall occupy existing (as of August 27, 2015) building space on the property, which addition or relocation shall not constitute the expansion or enlargement of a legal nonconforming use under Division 15-3.100 of the Unified Development Ordinance, and which addition or relocation shall be a permitted use. In the event of an aforesaid relocation of office use upon a legal nonconforming use property, the space vacated by such office use within an existing (as of August 27, 2015) building may be otherwise occupied by the legal nonconforming use (if such space is less than 1,000 square feet in area), which occupation of such area shall not constitute the expansion or enlargement of a legal nonconforming use under Division 15-3.100 of the Unified Development Ordinance."

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.

ORDINANCE NO. 2015-\_\_\_\_\_

Page 3

Introduced at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by Alderman \_\_\_\_\_.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

APPROVED:

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

ATTEST:

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

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



REPORT TO THE PLAN COMMISSION

Meeting of August 6, 2015

Unified Development Ordinance Text Amendment

RECOMMENDATION: City Development Staff recommends approval of an ordinance to create a "General Office" use category in Section 15-3.0603 table of permitted and special uses in all nonresidential zoning districts under the category of "other uses not classified under SIC Code" and to define such use category in Section 15-11.0103 Specific Words and Phrases.

Table with 2 columns: Field Name and Value. Fields include Project Name, Project Address, Applicant, Owners (property), Current Zoning, 2025 Comprehensive Master Plan, Use of Surrounding Properties, and Applicant Action Requested.

INTRODUCTION:

At their July 7, 2015 meeting, the Common Council approved a request from the Department of City Development to initiate a proposed amendment to the Unified Development Ordinance to create a General Office use category in Section 15-3.0603 Table of Permitted and Special Uses in all Nonresidential Zoning Districts.

As such, Department of City Development staff completed a Unified Development Ordinance Text Amendment Application and published a public hearing notice accordingly to solicit comment on this matter from the public and the Plan Commission.

PROJECT DESCRIPTION AND ANALYSIS:

Staff has on a number of occasions been contacted by business or property owners inquiring about the possibility of locating the office component of their business (or of a potential tenant's), in an existing building. As required by the UDO, before any such approval can be granted, staff must determine whether the proposed use is a permitted use, special use, or prohibited use within the subject zoning district. Furthermore, the UDO classifies such uses pursuant to the Standard Industrial Classification (SIC) codes, as identified in Section 15-3.0603 Table of Permitted and Special Uses in all Nonresidential Zoning Districts. However, these codes do not include a "General Office" use category. Rather, the UDO and SIC codes are categorized by industry type (such as plumbing contractor; household furniture construction, hardware wholesale, grocery stores retail, etc.).

As an example, an office for a plumber would have to be classified as a plumbing contractor under the requirements of the UDO, even if there was no construction, manufacturing, warehousing, or storage associated with the office use. And as a plumbing contractor, the UDO only allows that use as a permitted use in the M-1 zoning district, and as a special use in the B-2, B-4, B-5, OL-2, and L-1 zoning districts.

Staff would also note that the classification system utilized by the UDO and the SIC codes does not facilitate mixed uses within developments, as is encouraged by the City's Comprehensive Master Plan. Staff would further note that simple office uses would typically be compatible with all of the City's business-related zoning districts.

Therefore, Planning Department staff is requesting an amendment to the UDO to create a "General Office" use category in Section 15-3.0603 Table of Permitted and Special Uses in all Nonresidential Zoning Districts and define such use in Part 11 as:

Office, General. Any business use conducting clerical and/or professional service activities within a room or group of rooms and generally furnished with desks, tables, file cabinets, computers, phones, communication equipment and/or the like. General office uses may include, but are not limited to: computer work; research; photocopying; filing; over the phone sales; and answering phones or otherwise responding to communications. A minimum of 75% of floor area shall be designated as office space to constitute a general office use. Other uses may include ancillary storage, kitchens; break rooms and other office support spaces. Retail, warehousing and outdoor storage shall be prohibited with a general office use. **A general office use includes the addition or relocation on the property of office use, on a legal nonconforming use property, after August 27, 2015, when such office use addition or relocation occupies or shall occupy existing (as of August 27, 2015) building space on the property, which addition or relocation shall not constitute the expansion or enlargement of a legal nonconforming use under Division 15-3.100 of the Unified Development Ordinance, and which addition or relocation shall be a permitted use. In the event of an aforesaid relocation of office use upon a legal nonconforming use property, the space vacated by such office use within an existing (as of August 27, 2015) building may be otherwise occupied by the legal nonconforming use, which occupation of such area shall not constitute the expansion or enlargement of a legal nonconforming use under Division 15-3.100 of the Unified Development Ordinance.**

The text in bold in the definition above was added to address a situation that has come up recently regarding an automotive repair business use, Its All Good Auto Repair located at 10125 West Loomis Road. That property is zoned B-3 Community Business District and Its All Good Auto Repair is an existing legal nonconforming use. The business owner is proposing to relocate its office use into an adjacent building onsite and add a service bay where the office was previously located. Staff does not object to the proposed use or expansion and informed the business owners of existing process options. The B-3 District allows an auto repair use as a Special Use, so the business owners could apply for a Special Use Permit. The UDO also

contains a process for expanding a legal nonconforming use with Board of Zoning and Building Appeals and Common Council approval. The applicant has not submitted either application. Staff believes these to be viable options for this business to allow their expansion, and believes these process options are more appropriate than adding the text highlighted in bold to the General Office use definition.

Staff does not believe the additional text is necessary. A process is already in place for a legal nonconforming use to expand. Furthermore, legal nonconforming uses are already regulated by the UDO per the standards of Division 15-3.1000 Nonconforming Buildings, Structures, and uses.

In addition, staff would have a concern that there may be a legal nonconforming use, now or in the future, that has a very large office area and could potentially complete a significant expansion per the bolded language above. If such a business chose to relocate its offices, they could theoretically expand a use that may not be compatible to the surrounding area into that very large office space.

**STAFF RECOMMENDATION:**

To provide more flexibility within the City's zoning provisions, to facilitate mixed uses within more developments, and in recognition of the compatibility of office uses with business-related zoning districts, staff proposes that the Unified Development Ordinance be amended to include a new "General Office" use category and definition, which is envisioned at this time to be a permitted use in all of the City's business-related zoning districts (see attached draft materials).

Therefore, City Development Staff recommends approval of an ordinance to create a "General Office" use category in Section 15-3.0603 table of permitted and special uses in all nonresidential zoning districts under the category of "other uses not classified under SIC Code" and to define such use category in Section 15-11.0103 Specific Words and Phrases (excluding the additional text beginning with "A general office use includes the addition or relocation...").

Table 15-3.0603 (continued)

SIC	NO	STANDARD INDUSTRIAL CLASSIFICATION TITLE	B-1	B-2	B-3	B-4	B-5	B-6	B-7	CC	VB	I-1	P-1	M-1	M-2	BP	OL-1	OL-2	A-1	A-2	M-3	L-1	PDD
		OTHER USES NOT CLASSIFIED UNDER SIC CODE																					
		Assembly Places (Indoor, for more than 100 persons)											S										S
		Athletic Fields											P										P
		Band Shells (Indoor and Outdoor)											S										S
		Bicycle Trails (non-motorized)				P			P				P				P						P
		Boat Access Sites											P										P
		Boat Rental Sites											P										P
		Botanical Gardens											P										P
		Cabins or Cottages (rental)											S										S
		Campgrounds (Rental, for Recreational Vehicles)											S										S
		Camps											P										P
		Cemeteries																					
		Ch. 980 Stats. supervised release and crimes against children sex offender use																	S		S		
		Church or other Place of Worship																					
		Community Centers								P								S					
		Convenience Stores (without the dispensing of gasoline)	P	P	P	P	P	P	S/A	S	P	P	P	P	P	P	A	P	P	P			P
		Convenience Stores (with the dispensing of gasoline)	S	S	S	S	S	S			S	S		S	S	S		S					S
		Convenience Stores (with the dispensing of gasoline)	S	S	S	S	S				S												S
		Cross Country Ski Trails											P										P
		Cultural Centers								P								S					
		Essential Services	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
		Fairgrounds											S										S
		Firearm Ranges (Indoor)											S										
		Firearm Ranges (Outdoor)																					
		General Office	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
		Golf Driving Ranges											S										S
		Gymnasiums											S										S
		Hiking Trails	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
		Historic Monuments or Sites	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
		Ice Skating (Indoor)											S										S
		Ice Skating (Outdoor)											P										P
		Jogging Trails	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
		Landfill/Disposal Uses																					S
		Marinas											S										S
		Nature Areas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
		Nature Trails	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
		Parks, Private											S										P
		Parks, Public											P										P
		Picnicking											P										P
		Playfields											P										P
		Playgrounds											P										P
		Private Clubhouses											S										P
		Racquetball Courts (Indoor)											S										S
		Racquetball Courts (Outdoor)											P										P
		Resorts											S										P
		Riding/Equestrian Trails											P										P
		Single-Family Detached Dwellings									P												
		Sledding, Skiing, Tobogganing											P										P
		Swimming Pools (Indoor)											S										P
		Swimming Pools (Outdoor)											P										P
		Tennis Courts (Indoor)											S										P
		Tennis Courts (Outdoor)											P										P
		Tot Lots											P										P
		Wildlife Sanctuaries	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

(Permitted Use = P, Special Use = S, Not Permitted = Blank)

Footnotes: (a) No "Hotels and other Lodging Places" or like use as listed above, shall include any Ch. 980 Stats. supervised release and crimes against children sex offender use.

**Odorous Matter.** Solid, liquid or gaseous material which produces an olfactory response in a human being.

**Odor Threshold Concentration.** The lowest concentration of odorous matter which will produce an olfactory response in a human being as detected by a panel of healthy observers. Odor thresholds shall be determined in accordance with American Society for Testing and Materials Test Method D1391-57 "Standard Method for Measurement of Odor in Atmosphere (Dilution Method)" (Philadelphia: American Society of Testing and Material, 1957).

**Office, General.** Any business use conducting clerical and/or professional service activities within a room or group of rooms and generally furnished with desks, tables, file cabinets, computers, phones, communication equipment and/or the like. General office uses may include, but are not limited to: computer work; research; photocopying; filing; over the phone sales; and answering phones or otherwise responding to communications. A minimum of 75% of floor area shall be designated as office space to constitute a general office use. Other uses may include ancillary storage, kitchens; break rooms and other office support spaces. Retail, warehousing and outdoor storage shall be prohibited with a general office use. A general office use includes the addition or relocation on the property of office use, on a legal nonconforming use property, after August 27, 2015, when such office use addition or relocation occupies or shall occupy existing (as of August 27, 2015) building space on the property, which addition or relocation shall not constitute the expansion or enlargement of a legal nonconforming use under Division 15-3.100 of the Unified Development Ordinance, and which addition or relocation shall be a permitted use. In the event of an aforesaid relocation of office use upon a legal nonconforming use property, the space vacated by such office use within an existing (as of August 27, 2015) building may be otherwise occupied by the legal nonconforming use (if such space is less than 1,000 square feet in area), which occupation of such area shall not constitute the expansion or enlargement of a legal nonconforming use under Division 15-3.1000 of the Unified Development Ordinance.

**Office, Home.** (See definition of "Home Occupation" and Section 15-5.0802 of this Ordinance.)

**Official Map.** That document as described by Chapter 62.23(6) of the Wisconsin Statutes, as amended, which shows the location of streets, highways, parkways, parks, playgrounds, railroad rights-of-way, waterways, and public transit facilities in the City of Franklin.

**Official Zoning Map.** (See definition of "Zoning Map.")

**Opacity.** The degree of opaqueness of a bufferyard, or relative sight screening value, as measured by levels of intensity of bufferyard foliage or other characteristics of the bufferyard including fencing, earthen berms, or walls.

**Open Sales Lot.** Any land used or occupied for the purpose of buying and selling new or second-hand passenger cars or trucks, motor scooters, motorcycles, boats, trailers, aircraft, monuments, farm machinery and equipment, and for the storage of same prior to sale.

**Open Space.** Any site, parcel, lot, area, or outlot of land or water essentially unimproved and set aside, dedicated, designated, or reserved for the public or private use or enjoyment or for the use and enjoyment of owners and occupants of land adjoining or neighboring such open space. Land that is to be used primarily for resource protection, agriculture, recreational purposes, or otherwise left undisturbed and specifically excluding road rights-of-way and lots. Open space land shall not be occupied by non-recreational buildings, roads, drives, public rights-of-way, or off-street parking areas for non-recreational uses. Land located within the yards or lots of residential and/or nonresidential properties is *not* considered open space unless it is deed restricted for open space protection or natural resource features protection. Where lots are above the minimum sizes required and the excess lot area is deed restricted to open space uses it may be counted as open space.

**Open Space, Public.** An open space area conveyed or otherwise dedicated to a municipality, municipal agency, public school district, state or county agency, or other public body for recreational or conservational uses. Any publicly owned open area, including, but not limited to, the following: parks, playgrounds, forest preserves, beaches, waterways, and parkways but not including streets or dedicated public rights-of-way.

**Open Space Ratio (OSR).** The number derived by dividing the open space of the site by the base site area. When applied to natural resource protection, the open space ratio shall include the natural resource

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<b>APPROVAL</b> <i>slw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>August 18, 2015</b>
<b>REPORTS AND RECOMMENDATIONS</b>	<b>ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE TEXT TO AMEND SECTION 15-7.0705 AND SECTION 15- 9.0309G.2. TO ALLOW A CERTIFIED SURVEY MAP TO BE RECORDED WITHIN 12 MONTHS AFTER THE DATE OF THE LAST APPROVAL OF THE MAP AND WITHIN 36 MONTHS AFTER THE DATE OF THE FIRST APPROVAL OF THE MAP, AS SET FORTH IN §236.34(2)(b)1. OF THE WISCONSIN STATUTES (CITY OF FRANKLIN, APPLICANT)</b>	<b>ITEM NUMBER</b>  <i>G. 18.</i>

At their meeting on August 6, 2015, the Plan Commission recommended approval of an ordinance to amend the Unified Development Ordinance text to amend Section 15-7.0705 and Section 15-9.0309G.2. to allow a Certified Survey Map to be recorded within 12 months after the date of the last approval of the map and within 36 months after the date of the first approval of the map, as set forth in §236.34(2)(b)1. of the Wisconsin Statutes (City of Franklin, Applicant).

**COUNCIL ACTION REQUESTED**

A motion to adopt Ordinance No. 2015-\_\_\_\_\_ to amend the Unified Development Ordinance text to amend Section 15-7.0705 and Section 15-9.0309G.2. to allow a Certified Survey Map to be recorded within 12 months after the date of the last approval of the map and within 36 months after the date of the first approval of the map, as set forth in §236.34(2)(b)1. of the Wisconsin Statutes (City of Franklin, Applicant).

## ORDINANCE NO. 2015-\_\_\_\_\_

AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE TEXT  
TO AMEND SECTION 15-7.0705 AND SECTION 15-9.0309G.2. TO ALLOW A  
CERTIFIED SURVEY MAP TO BE RECORDED WITHIN 12 MONTHS AFTER THE  
DATE OF THE LAST APPROVAL OF THE MAP AND WITHIN 36 MONTHS AFTER  
THE DATE OF THE FIRST APPROVAL OF THE MAP, AS SET FORTH IN  
§236.34(2)(b)1. OF THE WISCONSIN STATUTES  
(CITY OF FRANKLIN, APPLICANT)

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WHEREAS, Section 15-7.0705 and Section 15-9.0309G.2. of the Unified Development Ordinance provide for the recordation timeframe for a Certified Survey Map; and

WHEREAS, the City of Franklin having applied for a text amendment to Section 15-7.0705 and Section 15-9.0309G.2. of the Unified Development Ordinance so as to allow a Certified Survey Map to be recorded within 12 months after the date of the last approval of the map and within 36 months after the date of the first approval of the map, as set forth in §236.34(2)(b)1. of the Wisconsin Statutes; and

WHEREAS, the Plan Commission having reviewed the proposed amendment, and having held a public hearing on the proposal on the 6th day of August, 2015 and thereafter having recommended approval of such amendment; and

WHEREAS, the Common Council upon the recommendation of the Plan Commission having determined that the proposed amendment is consistent with the 2025 Comprehensive Master Plan of the City of Franklin, Wisconsin and will serve to further orderly growth and development and promote the health, safety and welfare of the Community.

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

SECTION 1: Section 15-7.0705 Recordation, of the Unified Development Ordinance of the Municipal Code of the City of Franklin, Wisconsin is hereby amended to read as follows:

The Certified Survey Map shall only be recorded with the Milwaukee County Register of Deeds within twelve (12) months after the date of the last approval and within thirty-six (36) months after the date of the first approval of the map by the Common Council and any other approving agencies. The certificate of the surveyor shall be placed on the face of the Certified Survey Map pursuant to the requirements of Section 15-7.0607 of this Ordinance.

SECTION 2: Section 15-9.0309G.2. of the Unified Development Ordinance of the Municipal Code of the City of Franklin, Wisconsin is hereby amended to read as follows: "The Subdivider shall record the map with the Milwaukee County Register of Deeds within twelve (12) months after the date of its last approval and within thirty-six (36) months after the date of its first approval."

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 \_\_\_\_\_, 2015, by Alderman \_\_\_\_\_.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

APPROVED:

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

ATTEST:

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

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



REPORT TO THE PLAN COMMISSION

Meeting of August 6, 2015

Unified Development Ordinance Text Amendment

RECOMMENDATION: City Development Staff recommends approval of an ordinance to amend the Unified Development Ordinance text to amend Section 15-7.0705 and Section 15-9.0309G.2. to allow a certified survey map to be recorded within 12 months after the date of the last approval of the map and within 36 months after the date of the first approval of the map, as set forth in §236.34(2)(b)1. of the Wisconsin Statutes.

Table with 2 columns: Field Name and Value. Fields include Project Name, Project Address, Applicant, Owners (property), Current Zoning, 2025 Comprehensive Master Plan, Use of Surrounding Properties, and Applicant Action Requested.

INTRODUCTION:

At their July 7, 2015 meeting, the Common Council approved a request from the Department of City Development to initiate a proposed amendment to the Unified Development Ordinance to modify timeframe requirements for recording a Certified Survey Map with the Milwaukee County Register of Deeds following Common Council approval.

As such, Department of City Development staff completed a Unified Development Ordinance Text Amendment Application and published a public hearing notice accordingly to solicit comment on this matter from the public and the Plan Commission.

PROJECT DESCRIPTION AND ANALYSIS:

Currently the Unified Development Ordinance requires a Certified Survey Map to be recorded with Milwaukee County within 30 days of Common Council approval per the UDO Sections below.

SECTION 15-7.0705 RECORDATION

The Certified Survey Map shall only be recorded with the County Register of Deeds within thirty (30) days of its approval by the Common Council and any other approving

agencies. The certificate of the surveyor shall be placed on the face of the Certified Survey Map pursuant to the requirements of Section 15-7.0607 of this Ordinance.

**G. Recordation.**

1. All improvement requirements, specified by all approving agencies in matters over which they have jurisdiction, shall be met before recording the Certified Survey Map.

2. The Subdivider shall record the map with the Milwaukee County Register of Deeds within thirty (30) days of its last approval.

Staff is proposing a change due to the difficulty of meeting this requirement. Certified Survey Maps are often approved with conditions. CSM's may require follow up related to technical revisions and those revisions may require further staff review. CSM's also require the property owner's signatures, a bank or mortgage holder signature and City signatures prior to being mailed to the Milwaukee County Register of Deeds. If there are questions or any back and forth between the applicant and staff related to a condition of approval or any difficulty obtaining required signatures, the thirty-day requirement becomes difficult to meet.

Furthermore, at times CSM's are approved with conditions that go beyond the scope of technical requirements. These conditions are often difficult for an applicant to complete and staff review within thirty days of Common Council approval. For example, a CSM may be conditioned upon the City's consultant review of the Natural Resource Protection Plan. Recently, two CSM's have been approved with conditions that the applicant provides a bond or letter of credit or remove structures on the property prior to recording the CSM.

In addition, the thirty-day timeframe is not consistent with Wisconsin State Statute §236.34(2)(b)1., which states:

1. The certified survey map is offered for record within 12 months after the date of the last approval of the map and within 36 months after the date of the first approval of the map.

The thirty-day timeframe is also not consistent with the standard conditions of approval contained within the City's CSM approval resolution, which also utilizes a 180-day timeframe (see below).

BE IT FURTHER RESOLVED, that the Certified Survey Map, certified by owner, [PROPERTY OWNER NAME], be and the same is hereby rejected without final approval and without any further action of the Common Council, if any one, or more than one of the above conditions is or are not met and satisfied within 180 days from the date of adoption of this Resolution.

BE IT FINALLY RESOLVED, that upon the satisfaction of the above conditions within 180 days of the date of adoption of this Resolution, same constituting final approval, and pursuant to all applicable statutes and ordinances and lawful requirements and procedures for the recording of a certified survey map, the City Clerk is hereby directed to obtain the

recording of the Certified Survey Map, certified by owner, [PROPERTY OWNER NAME], with the Office of the Register of Deeds for Milwaukee County.

**STAFF RECOMMENDATION:**

To be consistent with State Statutes, to allow for a reasonable amount of time for an applicant to address any required technical revisions or other conditions of approval, to allow for a final staff review prior to recording and time to obtain all necessary signatures, staff proposes that the Unified Development Ordinance be amended to allow a Certified Survey Map to be recorded consistent with the timeframes outlined by Wisconsin State Statutes, opposed to the current requirement of thirty days.

Therefore, City Development Staff recommends approval of an ordinance to amend the Unified Development Ordinance text to amend Section 15-7.0705 and Section 15-9.0309G.2. to allow a certified survey map to be recorded within 12 months after the date of the last approval of the map and within 36 months after the date of the first approval of the map, as set forth in §236.34(2)(b)1. of the Wisconsin Statutes.

## **SECTION 15-7.0704**

### **CERTIFICATES**

- A. **Surveyor's Certification of Compliance with Ordinance.** The surveyor shall certify on the face of the Certified Survey Map that he has fully complied with all the provisions of this Ordinance. The certificate shall contain a description of the survey beginning at the U.S. Public Land Survey corner to which the survey is tied. The Common Council, after a recommendation by the reviewing agencies, shall certify its approval on the face of the map.
- B. **Owner's Certificate of Dedication of Streets and Other Public Areas.** The dedication of streets and other public areas shall require the owner's certificate and the mortgagee's certificate in substantially the same form as required by Section 236.21(2)(a) of the Wisconsin Statutes.

## **SECTION 15-7.0705**

### **RECORDATION**

The Certified Survey Map shall only be recorded with the County Register of Deeds within twelve (12) months after the date of the last approval and within thirty-six (36) months after the date of the first approval of the map ~~thirty (30) days of its approval~~ by the Common Council and any other approving agencies. The certificate of the surveyor shall be placed on the face of the Certified Survey Map pursuant to the requirements of Section 15-7.0607 of this Ordinance.

## **DIVISION 15-7.0800**

### **ARCHITECTURAL PLANS**

#### **SECTION 15-7.0801**

##### **GENERAL**

For the purpose of promoting compatible development, stability of property values, and to prevent impairment or depreciation of property values, no person shall erect any structure without first obtaining the approval of the Plan Commission or Architectural Review Board of the Architectural Plans as set forth in this Division. On matters that require zoning approval by the Plan Commission, the Plan Commission shall act as the Architectural Review Board, and the Plan Commission may request assistance of the Architectural Board.

#### **SECTION 15-7.0802**

##### **PRINCIPLES AND STANDARDS OF REVIEW**

The following principles and standards for architectural review are used by the Architectural Review Board in its review, approval or denial of the Architectural Review Application. These are also intended to be a design aid for builders and owners to use in the preparation of architectural plans. To implement this Ordinance, the following architectural review principles and guidelines are established:

- A. **Building Scale and Mass.** The relative proportion of a building to its neighboring existing buildings, to pedestrians or observers, or to other existing buildings shall be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered.
- B. **Building Rooflines and Roof Shapes.** The visual continuity of roofs and their contributing elements (parapet walls, coping, cornices, etc.) shall be maintained in building development or redevelopment.
- C. **Materials.** Material selection for architectural design shall be based upon the prevailing material already used on existing buildings in the area. No building shall be permitted where any exposed facade is constructed or faced with a finished material which is aesthetically incompatible with other building facades in the area or which presents an unattractive appearance to the public and surrounding properties.

construct said improvements at Subdivider's sole cost and in accordance with plans and specifications and usual contract conditions, which shall include provision for inspection of construction by the City of Franklin or its agent.

G. **Recordation.**

1. All improvement requirements, specified by all approving agencies in matters over which they have jurisdiction, shall be met before recording the Certified Survey Map.
2. The Subdivider shall record the map with the Milwaukee County Register of Deeds within twelve (12) months after the date ~~thirty (30) days~~ of its last approval and within thirty-six (36) months after the date of its first approval.

H. **Copies.** The Subdivider shall file at least thirty (30) copies of the Certified Survey Map and its accompanying "Natural Resource Protection Plan" with the City Clerk for distribution to the Plan Commission, various City departments, and other affected agencies for their files as set forth under Section 15-9.0309(B).

**SECTION 15-9.0310**

**LAND DIVISION VARIANCES**

A. **Plan Commission May Waive or Modify Land Division Requirements of Divisions 15-5.0100, 15-8.0100, and 15-8.0200 of This Ordinance Upon Application.** Where, in the judgement of the Plan Commission, it would be inappropriate to apply literally the provisions of Divisions 15-5.0100, 15-8.0100, and 15-8.0200 of this Ordinance because exceptional or undue hardship would result, the Plan Commission may waive or modify any requirement to the extent deemed just and proper.

B. **Plan Commission Findings of Fact and Conditions.** No variance to the provisions of Divisions 15-5.0100, 15-8.0100, and 15-8.0200 of this Ordinance shall be granted unless the Plan Commission finds by the greater weight of the evidence that all the following facts and conditions exist and so indicates in the minutes of its proceedings:

1. **Exceptional Circumstances.**

(a) There is exceptional, extraordinary, or unusual circumstances or conditions where a literal enforcement of the requirements of this Ordinance would result in severe hardship.

(b) Such hardships should not apply generally to other properties or be of such a recurrent nature as to suggest that the land division portions of the Unified Development Ordinance should be changed.

2. **Preservation of Property Rights.** Such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same vicinity.

3. **Absence of Detriment.** That the variance will not create substantial detriment to adjacent property and will not materially impair or be contrary to the purpose and spirit of this Ordinance or the public interest.

<p><b>APPROVAL</b></p> <p><i>slw</i> <i>mmj</i></p>	<p><b>REQUEST FOR COUNCIL ACTION</b></p>	<p><b>MEETING DATE</b></p> <p><b>08/18/2015</b></p>
<p><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p><b>Job Descriptions for the Position of Custodian and Maintenance Custodian</b></p>	<p><b>ITEM NUMBER</b></p> <p><i>G.19.</i></p>

Attached is a copy of the recommended job descriptions for the positions of Custodian and Maintenance Custodian. These job descriptions are on the Personnel Committee agenda for Monday, August 17th. Their recommendation will be reported to the Common Council on August 18th.

In recent years, Building Maintenance staff has been supplemented by some part-time, contracted custodial staff. This began prior to the adoption of Act 10. The qualifications of the individuals available have generally been more toward the custodial end than the general maintenance end, which has caused a slight general lessening of the overall service level of the department. As such, staff recommended eliminating the contracted service and returning to part-time personnel for 2015. The 2015 approved budget authorized eliminating the contracted services and adding two (2) 25-hour per week employees, one each generally serving City Hall and the Library.

The current "Custodian" position description is recommended to be re-titled to "Maintenance Custodian" and anticipates a higher level of skill and experience in fixing and repairing aspects of our facilities. Some minor text changes have been added to reflect this historic level of expectation for employees serving in this position. The new position, titled "Custodian," focuses on the routine cleaning aspects of the job and, overall, requires less skill and decision making. For example, if the water fountain was not working the Maintenance Custodian would be expected to open the unit up, diagnose, and fix the problem. The Custodian would not engage in this level of maintenance. Similarly, whereas the Custodian could change a light bulb, the Maintenance Custodian could also rewire and replace a ballast on a fluorescent light fixture.

Implementation was held off so that an evaluation of the proposed positions could be accomplished applying the position classification tools that are being implemented through the classification and compensation study. Although a draft report is not yet released, Human Resources staff has worked with the GovHR tool sufficiently enough and seen preliminary results to determine that the two-tiered staffing level concept as adopted in the budget is not inconsistent with the market place or internal comparables. The positions, budgeted at \$17 per hour, would be advertised between \$15 and \$17 per hour depending on qualifications and experience and pending the final adopted results of the classification and compensation study.

The grade or wage level as noted on the position description will be determined based upon the results of the Classification and Compensation study. If this is approved as requested and the Classification and Compensation study is subsequently adopted as well, the "Salary Status" will be corrected administratively, unless otherwise indicated within the motion as adopted.

It is important to move forward with the position at this time as the goal is to get the two positions advertised, hired, and trained before snow removal service demands begin occurring.

As noted above, the positions were budgeted to be filled earlier in the year and contracted services have continued in the interim. As such, a budget modification will be brought before the Common Council at a future meeting to reconcile appropriations between the "Contractual Services" and "Personal Services" in the 2015 Municipal Buildings budget.

Red-lined versions of the proposed job descriptions are included in your packet for ease in viewing the recommended changes. Staff recommends approval.

### **COUNCIL ACTION REQUESTED**

Motion to approve the Job Descriptions for the positions of Custodian and Maintenance Custodian.

**City of Franklin  
Job Description**

**Job Title :** Custodian

**Department :** Building Maintenance

**Reports To :** Building Maintenance Superintendent

**Salary Status :** ~~Per Common Council Resolution Establishing Non-Represented Wages~~  
outcome of current Classification & Compensation Study

**Prepared By :** Dana Zahn, Human Resources Coordinator

**Prepared Date :** ~~June 12<sup>th</sup>, 2012~~ August 2015

**Approved Date :** ~~July 24, 2012~~ August 2015

**Summary:**

—Under the general direction of the Building Maintenance Superintendent, the Custodian performs a variety of skilled and unskilled tasks in the ~~eustodian~~ custodial care and maintenance of City buildings.

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

Change light bulbs and fluorescent tubes.

Sweep, vacuum, mop, dust, shampoo, steam clean, ~~strip, wax, polish,~~ and buff floors, carpets, and furniture, etc.

Dump trash cans and garbage and reline cans with liners.

Clean and sanitize restrooms and replenish supplies; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, ~~blinds, light fixtures,~~ etc.

Wash windows, walls, metal and woodwork.

Clean and shovel sidewalks including the use of a snow blower.

Pick up litter around buildings and grounds.

Perform minor ~~semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trade work.~~

Inspect and maintain assigned custodial equipment and small tools for proper operation condition.

Open and close, lock and unlock facilities as needed.

Set up meeting rooms as needed, including setting up or taking down tables, chairs, etc.

~~Keep records of work completed.~~

Maintain current skills and knowledge in the proper and safe techniques of building maintenance.

**Supervisory Responsibilities:**

————This job has no supervisory responsibilities.

**Qualifications:**

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

**Education and/or Experience:**

————High School diploma (or G.E.D) with a minimum of one year of related work experience.

**Reasoning Ability:**

————Ability to apply common sense understanding to carry out simple one- or two-step instructions.

**Other Skills and Abilities:**

Working knowledge of equipment, materials, and supplies used in building and grounds maintenance to do minor repairs.

Some knowledge of ~~first aid~~ and applicable safety precautions.

Ability to work independently and to complete daily activities according to work schedule.

Ability to communicate verbally and in writing.

Ability to use equipment and tools properly and safely.

Ability to establish effective working relationships.

**Tools and Equipment Used:**

————Floor buffers, ~~steam cleaners~~, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, snow blowers, shovels, salt spreaders, and power tools (such as drills and saws)ladders.

**Physical Demands:**

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

————While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to ~~100~~50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment:**

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

————While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

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

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

**City of Franklin**  
**Job Description**

**Job Title :** Maintenance Custodian

**Department :** Building Maintenance

**Reports To :** Building Maintenance Superintendent

**Salary Status :** ~~Per Common Council Resolution Establishing Non-Represented Wages~~  
outcome of current Classification & Compensation Study

**Prepared By :** Dana Zahn, Human Resources Coordinator

**Prepared Date :** ~~June 12<sup>th</sup>, 2012~~August 2015

**Approved Date :** ~~July 24, 2012~~August 2015

**Summary:**

———Under the general direction of the Building Maintenance Superintendent, the Maintenance Custodian performs a variety of skilled and unskilled tasks in the custodial care and maintenance of City buildings.

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

Change light bulbs and fluorescent tubes.

Sweep, vacuum, mop, dust, shampoo, steam clean, strip, wax, polish, and buff floors, carpets, and furniture, etc.

Dump trash cans and garbage and reline cans with liners.

Clean and sanitize restrooms and replenish supplies; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.

Wash windows, walls, metal and woodwork.

Clean and shovel sidewalks including the use of a snow blower.

Pick up litter around buildings and grounds.

Perform minor ~~semi-skilled interior~~ building maintenance and repairs such as painting, floor covering, plumbing, electrical, carpentry, mechanical, and other unskilled and semi-skilled trade work.

Inspect and maintain assigned custodial equipment and small tools for proper operation condition.

Open and close, lock and unlock facilities as needed.

Set up meeting rooms as needed, including setting up or taking down tables, chairs, etc.

Keep records of work completed.

Maintain current skills and knowledge in the proper and safe techniques of building maintenance.

**Supervisory Responsibilities:**

———This job has no supervisory responsibilities.

**Qualifications:**

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

**Education and/or Experience:**

———High School diploma (or G.E.D) with a minimum of one year of related work experience. Knowledge of basic HVAC, electrical, and plumbing repair is required.

**Reasoning Ability:**

———Ability to apply common sense understanding to carry out simple ~~one- or two-~~multi-step instructions.

**Other Skills and Abilities:**

Working knowledge of equipment, materials, and supplies used in building and grounds maintenance to do minor repairs.

Some knowledge of first aid and applicable safety precautions.

Ability to work independently and to complete daily activities according to work schedule.

Ability to communicate verbally and in writing.

Ability to use equipment and tools properly and safely.

Ability to establish effective working relationships.

**Tools and Equipment Used:**

———Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, snow blowers, shovels, salt spreaders, ladders, and power tools (such as drills and saws).

**Physical Demands:**

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

———While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job

include close vision and ability to adjust focus.

**Work Environment:**

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

————While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

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

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

<p><b>APPROVAL</b></p> <p><i>slw</i> </p>	<p><b>REQUEST FOR COUNCIL ACTION</b></p>	<p><b>MEETING DATE</b></p> <p><b>08/18/2015</b></p>
<p><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p><b>Revision to Employee Handbook modifying the benefits of the Police Inspector to match those of Police Captains</b></p>	<p><b>ITEM NUMBER</b></p> <p><i>G.20.</i></p>

The Employee Handbook identifies some benefits for the position of Police Inspector that are unique to the position. These are legacy benefits that have been in place for a long time and have remained in place during the recent portion of the current employee's incumbency. That employee has announced his retirement. It is appropriate, therefore, to adjust those unique benefits to align with those of the position of Police Captain. This action should be completed prior to the filling of the position vacancy that will occur following the retirement.

Similarly, some limited language clean up related to the position is recommended to ensure it is clear as to the Police Chief's authority related to the position.

The attached pages reflect the marked-up version of the sections. If adopted, it is understood that the motion is approving the non-marked up, clean version will be inserted into the Employee Handbook. This item is scheduled for consideration by the Personnel Committee at their meeting of August 17, 2015.

Staff recommends approval.

### **COUNCIL ACTION REQUESTED**

Motion to amend the Employee Handbook to modify language benefits of the Police Inspector to match those of Police Captains and to clarify language specific to Police Inspector, as indicated on the attached documents and effective upon the retirement of the incumbent.

Following are excerpts from sections of the Employee Handbook for the sections that relate to the position of Inspector of Police. Proposed changes are noted.

### ***Work Week and Hours of Work***

Division Command and other assignments for Police Captains and the Inspector of Police shall be set by the Chief of Police and are subject to change. While being assigned primary work hours by the Chief of Police, Police Captains and the Inspector of Police shall be expected and allowed to utilize flextime in scheduling of workdays and off days, as needed, to efficiently carry out their assigned duties and responsibilities. Hours of work will be accurately kept and subject to review and approval by the Chief of Police, or his designee. ~~The Inspector of Police shall utilize flextime in the scheduling of his workdays, off days and hours of work to efficiently carry out his assigned duties.~~

### ***Vacation Accrual Rates***

~~Note: In the event that a Police Captain of record and the Police Inspector of record as of 1/1/2004 has suffered a major illness or a series of illnesses wherein the employee has used twenty (20) successive days of sick leave and would have been eligible for the vacation set forth above, had not such illness occurred, then those days taken for major sick leaves shall be counted to arrive at the one hundred thirty (130) day sick leave accumulation required.~~

### ***Use of City Owned Vehicles***

Additionally, with the approval of the Police Chief, the Police Inspector shall may have use of a city-owned police vehicle to take home on a daily basis as the Inspector has 24-hour per day emergency response responsibilities in addition to attending meetings at various hours.

## **Longevity**

Supervisors and managers of the City of Franklin shall be eligible to receive longevity pay, commencing the regular pay period following eligibility, as set forth herein. Longevity shall mean continuous and uninterrupted service, as further defined herein in relation to continuity of service, as an employee of the City of Franklin.

An employee who is continuously employed by the City shall receive the following increments of pay: 5 years, \$5.00 per month; 10 years, \$10.00 per month; 15 years, \$15.00 per month; 20 years, \$20.00 per month; and 25 years, \$25 per month.

Fire Department Command Staff are not eligible for longevity pay.

The Police Inspector and Police Captains shall receive the following increments of pay: 5 years, \$16.00 per month; 10 years, \$32.00 per month; 15 years, \$48.00 per month; 20 years, \$64.00 per month; and 25 years, \$80 per month.

~~The Police Inspector of record as of 1/1/2004 shall receive the following increments of pay: 5 years, 1% of base salary; 10 years, 2% of base salary; 15 years, 3% of base salary; 20 years, 4% of base salary; and 5% of base salary.~~

## **Retiree Health Insurance**

The City of Franklin offers certain retirees, and their families, the ability to continue in the City's health insurance program following their retirement. All other terms and conditions relating to health insurance set forth in the respective health plan, including but not limited to the terms relating to deductible and prescription drug co-payments, shall apply.

**The health insurance coverage provided for retirees, spouses, and the families by the City does not vest upon retirement or other termination of employment. The health insurance coverage provided herein and the contribution for the cost of coverage may change in the future as determined solely by the City.**

Retiree Eligibility and Participation Requirements: In addition to the requirements of the health plan itself, following are certain other requirements and benefit levels.

Supervisors and Managers, Planners, Public Health Nurses, Police Department Administrative Assistant, Administrative Project Assistant, and Deputy City Clerk: Any such employee who has reached a minimum age of 62 years and has 20 years of credited service with the City shall be eligible to obtain payment of 75% of their retiree health insurance premium upon retirement from City service. Eligibility for premium payment shall stop when the employee reaches age 65, or becomes eligible for Medicare, or the employee accepts employment from which health insurance benefits are available.

Fire Department Command Staff: An employee who retires from employment with the City under a regular pension at statutory normal retirement age (age 53 as of January 11, 2005) and who has attained twenty five (25) or more years of full time service (twenty (20) years effective January 1, 2006) with the City or retires under a disability pension shall be eligible for enrollment in the City's conventional hospital and surgical insurance program. The City shall pay seventy-five percent (75%) of the premium amount in effect on the date the employee retires, whatever that figure may be, and will continue to pay that amount toward the employee's health insurance coverage until such employee reaches age 65, or the retired employee qualifies for Medicare, whichever occurs earlier. Participation in the City's health plan ceases at the earliest of the following: 1) The retiree's attains the age sixty-five (65), or 2) The retiree is eligible for Medicare, or 3) The retiree dies. Coverage shall not be extended to the retiree while he or she is eligible for coverage under another health plan.

The Police Inspector and Police Captains hired or promoted after December 2009: For the Police Inspector or Police Captains who retire on a regular pension (disability pensions, excluded) on or after January 1, 2010, the City shall pay seventy-five (75%) of the cost towards the single plan premium or the family plan premium of the health plan the employee was in prior to retirement, and such payment shall remain frozen at that level throughout the period of such payment. The employee/retiree must pay their portion of the monthly premium to the City Treasurer by the 15th of the month prior to the month the premium is due, or the employee/retiree may be dropped from the City's insurance program. The employee/retiree must be at least 53 years of age and have at least fifteen (15) years of service with the City of Franklin to qualify for the Retiree Health Plan benefits of this section. Said employees will continue to be

covered by hospital and surgical insurance benefits until such employee reaches the age of sixty-five (65) or is eligible for Medicare, whichever occurs earlier, unless said employee voluntarily drops coverage or is dropped from the plan in accordance with the plan document or the allowance provided for herein. In the event the employee/retiree's spouse is not eligible for Medicare when the employee/retiree's participation in the insurance program ceases, the spouse may remain in the same City group health plan until eligible for Medicare solely at the expense of the spouse, provided that the spouse pays the full monthly premium therefore to the City Treasurer by the 15th of the month prior to the month the premium is due, or the spouse may be dropped from the City's insurance program.

~~Police Captains and Inspector of record as of 1/1/2004: For Police Captains and Inspector of record as of 1/1/2004 who retire on a regular pension (disability pensions, excluded) on or after January 1, 2004, the City shall pay seventy five (75%) of the cost towards the single plan premium or the family plan premium of the health plan the employee was in prior to retirement, throughout the period of such payment. The employee/retiree must pay their portion of the monthly premium to the City Treasurer by the 15th of the month prior to the month the premium is due, or the employee/retiree may be dropped from the City's insurance program. The employee/retiree must have at least fifteen (15) years of service with the City of Franklin. Said employees will continue to be covered by hospital and surgical insurance benefits until such employee reaches the age of sixty five (65) or is eligible for Medicare, whichever occurs earlier. In the event the employee/retiree's spouse is not eligible for Medicare when the employee/retiree's participation in the insurance program ceases, the spouse may remain in the same City group health plan until eligible for Medicare solely at the expense of the spouse, provided that the spouse pays the full monthly premium therefore to the City Treasurer by the 15th of the month prior to the month the premium is due, or the spouse may be dropped from the City's insurance program.~~

Public Works, Sewer and Water, and Custodial Employees With Benefits: Any employee who has reached a minimum age of 60 years of age, and has 15 years of credited service with the City shall be eligible to obtain payment of 75% of their retiree health insurance premium upon retirement from City service. The amount paid by the City shall be three-fourths of the premium amount paid at the time of retirement of the employee. The premium subsidy paid by the City shall cease at the earliest of the following, after which time he or she shall receive no payment or co-payment of any health insurance or other premium or payment by the City: (1) The employee/retiree is eligible for Medicare or (2) The employee/retiree's death.

Engineering Technicians and Full-time Municipal Court Clerks Hired Prior to 1/1/2006: Any full-time employee of the City hired prior to 1/1/2006 into Engineering Technician or Municipal Court Clerk positions who has reached a minimum age of 62 years and has 20 years of credited service with the City shall be eligible to obtain payment of 75% of their health insurance premium upon retirement from the City service. The amount paid by the City shall be based on the premium or its equivalent in effect upon the date of retirement and shall remain at that amount until eligibility stops. Eligibility for premium payment shall stop upon the earlier of the employee reaching the age of 65 years, becoming eligible for Medicare, the employee accepting employment from which health insurance benefits are available, or the employee's death. Payment of the remaining balance of the monthly premium or its equivalent must be made to the City Treasurer by the 15th of the month prior to the month the premium or its equivalent is due.

Dispatchers: Effective January 1, 2006, City shall pay seventy-five percent (75%) of the cost as of January 1st, 2005 towards the single plan premium or the family premium of the health plan the employee was in prior to retirement, and such payment shall remain frozen at that level throughout the period of such payment under the following conditions (if an employee/retiree switches from a family to a single plan or vice versa, the City will continue to pay up to the same amount it had been previously paying) as of January 1, 2005: a) The employee/retiree must have at least twenty (20) years of continuous service with the City of Franklin; and b) The employee/retiree must be within 3 years of their Normal Retirement Date under the retirement plan document (age 65). The employee/retiree must pay the balance of the full monthly premium to the City Treasurer by the 15th of the month prior to the month the premium is due, or the employee/retiree may be dropped from the City's insurance program. Participation in the City's health insurance program ceases at the earliest of the following: 1) the employee/retiree's attainment of age sixty-five (65), and the employee/retiree is eligible for Medicare or 2) the employee/retiree's death. In the event the employee/retiree's spouse is not eligible for Medicare when the employee/retiree's participation in this program ceases, the spouse may remain in the same City group health plan until eligible for Medicare solely at the expense of the spouse, provided that the spouse pays the full monthly premium therefore to the City Treasurer by the 15<sup>th</sup> of the month prior to the month the premium is due, or the spouse may be dropped from the City's insurance program. Additionally, if the employee/retiree obtains other employment in which comparable health benefits are available at a cost to the employee/retiree which does not exceed the employee/retiree's cost under this City program, the employee/retiree must participate in the other plan, provided that the employee/retiree may again participate in the City program when no longer eligible for the other coverage, if otherwise eligible under Paragraph (c) and if the City's insurance carrier agrees to permit such participation. As an alternative to participating in the other plan, the employee/retiree has the option of remaining in the City plan, but only under a single contract covering the employee/retiree.

Part-Time Employees: Part-Time employees do not qualify for retiree health insurance.

<b>APPROVAL</b> <i>slw Pat</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>August 18, 2015</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Resolution Engaging Actuarial &amp; Health Care Solutions, LLC to perform Actuarial Study on the City of Franklin Other Post Employment Benefit Plan for 2015</b>	<b>ITEM NUMBER</b> <i>G.21.</i>

**Background**

The City of Franklin offers employees Other Post Employment Benefits, with certain service and other conditions, upon retirement from service to the City. The cost of those benefits can be estimated by an actuarial study involving various assumptions.

Financial regulations direct that periodic actuarial studies be conducted to estimate the cost of those benefits, and that certain information be provided in annual financial reports. That information includes, but is not limited to, the Actuarial Value of Assets on Hand, the Actuarial Accrued Liability for future benefits for current and retired eligible employees, and the Unfunded Actuarial Liability for the benefits. The information is included in the Comprehensive Annual Financial Report (CAFR) annually.

Actuarial & Health Care Solutions, LLC [Mequon, WI] has been providing these actuarial services for the City of Franklin since at least 2008.

**Recommendation**

Staff recommends engagement of Actuarial & Health Care Solutions, LLC for the 2015 & 2016 Actuarial Report on the City of Franklin Other Post Employment Benefits.

**Fiscal Impact**

Actuarial & Health Care Solutions, LLC has quoted \$5,900 for this service. This fee has been included in the 2015 Budget of the city.

**COUNCIL ACTION REQUESTED**

Motion Adopting Resolution 2015-\_\_\_\_\_ authorizing the Mayor and Clerk to engage Actuarial & Health Care Solutions, LLC to perform an actuarial study of the City of Franklin Other Post Employment Benefits for 2015.

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

RESOLUTION NO. 2015-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR AND CLERK TO ENGAGE ACTUARIAL & HEALTH CARE SOLUTIONS, LLC TO PERFORM AN ACTUARIAL STUDY OF THE CITY OF FRANKLIN OTHER POST EMPLOYMENT BENEFITS FOR 2015

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WHEREAS, the City of Franklin offers Other Post Employment Benefits to certain eligible employees upon the completion of 20 years of service and attaining certain ages until age 65, and

WHEREAS, certain information related to that benefit is required disclosure in the Annual Comprehensive Financial Report for the City of Franklin, and

WHEREAS, the last Actuarial Report on the Other Post Employment Benefits was conducted as of January 1, 2013, and

WHEREAS, Actuarial & Health Care Solutions, LLC has performed this study for the City of Franklin since 2008 and

WHEREAS, Actuarial & Health Care Solutions, LLC is a reputable and respected actuary firm performing this service for many Southeast Wisconsin municipalities.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Clerk are authorized to engage Actuarial & Health Care Solutions, LLC to perform an actuarial study on the Other Post Employment Benefits of the City of Franklin as of January 1, 2015 for a fee not to exceed \$5,900.

Introduced at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_ day of \_\_\_\_\_, 2015 by Alderman \_\_\_\_\_.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_th day of \_\_\_\_\_, 2015.

APPROVED:

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

ATTEST:

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

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

~~August 7, 2015~~  
~~April 29, 2015~~  
~~April 6, 2015~~

Mr. Paul Rotzenberg, CPA  
Director of Finance & Treasurer  
9229 W. Loomis Road  
Franklin, WI 53132

**RE: Actuarial Study – Other Post Employment & Benefits:**

Dear Paul:

In response to the City of Franklin's (City) recent request, this letter provides a description of services provided by Actuarial & Health Care Solutions, LLC (AHCS) related to the valuation of the City's liability for other post-employment benefits. The valuation will have a valuation date of January 1, 2016.

**SERVICES TO BE PROVIDED**

Services to be provided by AHCS include the following:

1. Provide the City with a detailed list of information needed by AHCS to perform the valuation.
2. Work with City staff as needed to get the information into a usable format and select assumptions for use in the calculations.
3. Perform the calculations necessary to determine the liability for the OPEB benefits (Medical, Pharmacy, etc.).
4. Provide 2 valuation reports (Draft and Final), with results to include:
  - The Actuarial Present Value (APV) for each employee classification (police, fire, etc.) as well as the total APV for the City.
  - The Actuarial Accrued Liability (AAL) for each employee classification, as well as the total AAL for the City.
  - The Unfunded Actuarial Accrued Liability (AAL) for each employee classification, as well as the total AAL for the City.
  - The Annual Required Contribution (ARC) for each employee classification, as well as the total ARC for the City for both the level dollar and level percentage of payroll amortization methods. The

- report will include the ARC amounts for the 2015 and 2016 fiscal years.
- o The Net OPEB Obligation for the City for the 2015 and 2016 fiscal years.
  - o A 30 year cash flow projection. This projection will include the projected "pay-as-you-go" cost, normal cost, amortization payment, interest cost, and ARC for both the level dollar and level percentage of payroll amortization methods.
  - o Detailed summaries listing the APV, AAL, and Normal Cost by active and retired for each employee classification.
  - o A list of the assumptions used in the calculations.
  - o A glossary of terms used in the report.
  - o A summary of the principal plan provisions.
5. Provide the City with the necessary information and disclosures for the City's financial statements.
6. Discuss the report to address conclusions drawn in the reports.

All valuations will be completed in accordance with Governmental Accounting Standards Board (GASB) Statement No. 45. Actuarial valuations will also be completed in conformance with the applicable actuarial standards of practice (ASOP's).

The valuations will be completed within 45 days following receipt of necessary data.

**FEES**

Professional fees for performing the actuarial valuation of the postretirement health benefits would be \$5,900 for the valuation. These fees are all-inclusive - there will be no additional charges for out-of-pocket miscellaneous expenses.

If you have any questions, please call me at (262) 408-5101. We look forward to assisting the City in this regard.

Sincerely,



Richard J. Marchel

<b>APPROVAL</b> <i>slw</i> <i>Pod</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>August 18, 2015</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorization to engage Automatic Data Processing to aid in Preparing Required Annual Employee reporting under the Health Care Affordability Care Act</b>	<b>ITEM NUMBER</b> <i>G.22.</i>

**Background**

The Affordability Care Act requires all employers provide annual statements in January, 2016 and each year thereafter with two statements. Form 1094 is a statement of the level of coverage provided to employees, which indicates the type and amount of coverage afforded for each employee and their dependents. Form 1095C provides the affordability and months that the individual was covered under the employer's plan. This form is required for each covered individual [employees and dependents]. Thus for a family of five, five separate forms 1095C must be prepared, with Tax Identification numbers. The information gathering requirement for this reporting is greater than ever for employers.

Penalties for not complying with these reporting requirements were increased with the Trade Extension Act of 2015 (July 2015). For the 615 returns the City of Franklin expects to file, the penalty ranges from \$30,750 if filed late but within 30 days of due date to \$153,750 if filed after August 1, 2016.

**Analysis**

The City's payroll provider, Automatic Data Processing (ADP) provides a service which aids the City in meeting its obligations under this reporting requirement. ADP is currently offering a bridge to their complete solution. To purchase the bridge solution, the City of Franklin is required to commit to purchase the complete solution in 2016. The bridge service is not available for purchase alone.

In 2014, the City of Franklin began using ADP's payroll service along with the Human Resource module. This service captures all the information required to complete forms 1094 & 1095C. The bridge service has the City accumulating and reviewing the information used to prepare the information reports, before the data can be transmitted to ADP for preparation of the forms and electronic filing with the United State Internal Revenue Service. The challenge for City staff will be in collecting and assigning the proper qualifying information and calculating affordable coverage levels for each participant and their dependents.

For 2016, with forms to be filed in January 2017, the upgraded ADP service will have ADP reviewing the data and completing the forms and electronically filing the reports. This will relieve city staff of a rather technical reporting requirement.

A services agreement with ADP to purchase both the bridge and complete solution is attached.

**Options**

Purchase the combined ADP reporting solutions incorporating service options as determined by the Director of Finance & Treasurer to the extent available by adopted appropriations, OR

Require City staff to prepare the individual and reporting forms without the aid of the technical services.

**Recommendation**

Staff recommends purchasing the ADP solutions.

**Fiscal Impact**

The bridge solution has a onetime \$20 base charge plus a \$1.50 per form charge. The City currently has approximately 615 covered lives on the Self Funded health benefit plan. Cost of this service is \$942.50.

Then, in 2016, for the complete solution there is a onetime set up fee of \$750 and a \$1/mo/employee charge. The annual cost would total \$2,400. There is a one time set up fee of \$750.

**COUNCIL ACTION REQUESTED**

Motion to authorize staff to engage ADP to aid in Preparing Required Annual Employee reporting under the Health Care Affordability Care Act for 2015 and beyond.



# Essential ACA Services Statement of Work

Taxpayer Legal Name: City of Franklin			
Legal Address: 9229 W Loomis Road		City, State, Zip, County: Franklin, WI 53132	
Payroll Contact:		Executive Contact: Paul Rotzenberg	
Phone:	Email:	Phone: 414-425-7500	Email: protzenberg@franklinwi.gov

## A. Historical ACA Hours Data Conversion: Need depends on actual ADP Payroll Start Date

\*Historical Hours will allow Workforce Now to calculate 'ACA Benefit Status'. Without system calculation, client can code employees as 'Part Time' or 'Full Time'. Options below vary based on the extent of history the client wishes to bring over.

**Option 1:** Client does not need or already has hours history in Workforce Now

Check here if client does not need options 2, 3, 4 or 5 below; If not checked, please select ONLY one of the 4 options listed below

**Option 2:** ACA Historical Hours Import: When client elects to upload up to 12 months of hours history themselves

Client Elects: No Charge

**Option 3:** ACA Historical Hours Import\*: When up to 18 months of hours history is required.

Includes: Extraction, conversion and import into Workforce Now on the client's behalf; Limited to one source / vendor

Client Elects: \$1,000 Conversion Fee (SCN: 4Z F00302)

**Option 4:** ACA Historical Hours Import\*: When up to 36 months of hours history is required

Includes: Extraction, conversion and import into Workforce Now on the client's behalf; Limited to one source / vendor

Client Elects: \$1,500 Conversion Fee (SCN: 4Z F00301)

**Option 5:** Full Check History Conversion\*: When importing up to 4 years' worth of history is needed

Includes: Extraction, conversion and import into Workforce Now on the client's behalf; Limited to one source / vendor

Client Elects: \$2,600 Conversion Fee (SCN: 4Z F00300)

\*For Options 3, 4 or 5, Letter Agreement Required AND must provide prior vendor name. Note here:

## B. Medical Benefit Plan and Historical Data Support: Need depends on actual Benefits Module Start Date and Medical Plan Year

**Option 1:** Client does not need; Already has active plans with effective dating and historical data loaded in Workforce Now Benefits Module

Check here if client does not need options 2 OR 3 below; If not checked, please select options 2 and/or 3 listed below

**Option 2:** Current Medical Plan Creation: Required only for migrating HR Profile (PCPW), HR eXpert (Pay eXpert) and Essential HR (WFN v2) clients that need a medical plan created, post migration, in Essential HR and Benefits. \*Not needed for clients upgrading to Enhanced HR with Enhanced Benefits. Includes: Creation of Current Plan, Enrollment and Dependent History going back to beginning of current calendar year

Client Elects: \$500 Conversion Fee (SCN: 4Z F00064)

**Option 3:** ACA Employee Load: Required only if medical plan runs on a fiscal year or Benefits Module is setup mid-calendar year

Includes: Importing Effective Date, ACA Status, Minimum Value Provided, Cost of Employee-only Coverage for current calendar year

Client Elects: \$500 Conversion Fee (SCN: 4Z F00063)

## C. Self Funded / Self Insured Plan Support

**Option 1:** Client does not have a Self Funded/ Self Insured Medical Plan OR already has an ACA Approved Benefits Module prior to 1/1/15

Check here if client has a Fully Insured medical plan OR had the ADP Benefits Module active as of 1/1/15

**Option 2:** ACA Dependent Load: Required only if Self Funded/Self Insured plans AND client is implementing an ADP Benefits Module mid-calendar year

Includes: Importing Effective Date, Covered Dependents and prior plan creation (if applicable) going back to beginning of current calendar year

Client Elects: \$500 Conversion Fee (SCN: 4Z F00065)

## D. Lite ACA Year 1 Assistance

**Option:** Lite Essential ACA: Client will be responsible for all data entry of required information for 1094/1095C forms into Lite Essential ACA solution

Client Elects: One time charge of \$20 Base fee and \$1.50 per form filed (SCN: F01902)

Current Platform: V 8

The following Terms & Conditions apply only if client selects Option 3, 4 or 5 in Section A above.

**Terms and Conditions:** Changes in project scope and/or unforeseen internal/external issues such as delays beyond ADP control may impact completion date and project cost. Prices for the Statement of Work ("SOW") as set on the effective date shall not change, but any changes or additions to the SOW shall be subject to price changes in the normal course of business, at ADP's discretion.

Upon completion of the services under this SOW, Client will immediately notify ADP if the services and deliverables outlined in this SOW have not been satisfactorily delivered. Services, including any deliverable, provided under this SOW will be deemed accepted by Client unless Client notifies ADP within 10 business days of the date of completion of such services.

In the event that Client terminates this SOW or the Agreement and work hereunder has already commenced, Client agrees that it is responsible for all costs and fees incurred by ADP prior to the effective date of such termination and such amounts shall be due and payable by Client to ADP within 5 days of receipt of invoice.

This SOW is an addendum to the Major Accounts Agreement or similar agreement for the provision of services by ADP executed by the parties and is incorporated by reference as if fully set forth herein. All other terms and conditions of the Agreement shall remain in full force and effect. In the event of any conflict between the terms and conditions of this SOW and the terms and conditions of the Agreement, this Addendum shall prevail. The terms defined in the Agreement and used in this SOW shall have the same respective meanings as set forth in the Agreement, unless clearly otherwise defined in this SOW.

\*This proposal expires thirty (30) days after Proposal Date if not signed by Client. Options & Rates above only apply to companies with up to 999; Valid through 9/25/2015.

ADP Sales Associate: Bryan Clayton	Date: 8/5/15	Client Authorization:	Date:
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<b>APPROVAL</b> <i>slw pd</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>August 18, 2015</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Request for One Year Waiver from Department of Revenue from WI Stat sec 74.09(3)(db), requiring information displayed on Property Tax Bills for Taxing Authorities with a temporary increase in tax levy approved by referendum</b>	<b>ITEM NUMBER</b> <i>G.23</i>

**Background**

Included in the 2015-2017 budget (Wisconsin Act 55), the state created Wis. Stats sec 74.09(3)(db), requiring information to be displayed on property tax bills for each County, Municipality, School District and Technical College that has a temporary increase in tax levy approved by referendum, including:

- Total amount of temporary increase
- Total amount of increase applied to the property
- Year increase ends

The "total amount of temporary increase" and "year increase ends" will be provided by each taxing jurisdiction.

**Analysis**

Staff has contacted the service providers who assist in preparation of annual property tax bills. The City of Franklin uses GCS, a software provider who completes programming used to prepare and format bills, and Mailcom, a service which prints, collates and mails the annual property tax bills.

Copies of the 2014 Tax Bill Format and the Proposed Tax Bill format are attached for your review.

GCS has indicated that

"the majority of counties and municipalities are requesting a waiver for this year. I think it would be a good idea for you to request the waiver with the rest of the group in the League. This would give everybody adequate time to prepare for the implementation of the changes and make sure tax bill formats are finalized before a software update is introduced with them in 2016."

The League of WI Municipalities plans to lobby to get municipalities not covered by the county waiver to also be granted a one year waiver. Milwaukee County was not included in the waiver granted by the Wisconsin Dept of Revenue. The League had to hear from municipalities by Thurs. August 13, 2015 to be included in their efforts.

Based upon the fact that our Software supplier has advised that the City of Franklin request a waiver for 2015, the Director of Finance & Treasurer has requested such a waiver via the League of Wisconsin Municipalities efforts. Without the support of our software supplier, it will be extremely difficult for staff to comply with the statute.

**Options**

The Common Council, upon consideration of this matter, could:

1. Confirm the action taken by the Director of Finance & Treasurer when requesting the one year waiver for compliance with Wi Stat 74.09(3)(db) or
2. Direct the Director of Finance & Treasurer to resend the request for a one year waiver for

- compliance with WI Stat 74.09(3)(db) or  
3. Take such other action as the Common Council deems appropriate.

### **Recommendation**

The Director of Finance & Treasurer requests that the Common Council confirm the request for a one year waiver of compliance with WI Stat 74.09(3)(db).

### **Fiscal Impact**

Programming costs to be in compliance with the stat should be included in the annual maintenance fees paid to GCS. {Note: by intergovernmental agreement with Milw County, those fees are being paid by Milwaukee County until 2019 conditioned upon continued funding in the Milwaukee County budget and Franklin's continued use of GCS for tax bill preparation}.

It is expected that compliance with this statute will increase the amount of paper needed to send annual property tax bills, and this likely will raise the cost of mailing the bills due to increased collating, paper and postage costs. Until the revised format of the bill is known, those costs are unclear.

### **COUNCIL ACTION REQUESTED**

Motion to confirm the request for a one year waiver of compliance with WI Stat 74.09(3)(db) with the Wisconsin Dept of Revenue.

CITY OF FRANKLIN  
 9229 W LOOMIS ROAD  
 FRANKLIN WI 53132-9728  
 414-425-4770

STATE OF WISCONSIN  
 2014 REAL ESTATE PROPERTY TAX  
 CITY OF FRANKLIN  
 MILWAUKEE COUNTY

Parcel Number: 809-1024-000

Full Payment of:	<b>\$3,014.18</b>
or First Installment of:	<b>\$1,507.10</b>
Due on or Before:	January 31, 2015
Make Check Payable to:	City of Franklin

124

CITY OF FRANKLIN  
 BOX 78694  
 MILWAUKEE WI 53278-0694



STATE OF WISCONSIN 2014 REAL ESTATE PROPERTY TAX

Assessed Value Land	Assessed Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Net Assessed Value Rate (Does NOT reflect Lottery Credit)	
\$17,000	\$116,700	\$133,700	93.09%	.022987470	
Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Est. Fair Mkt.	A star in this box means unpaid prior year taxes.	School taxes reduced by school levy tax credit	
\$18,300	\$125,400	\$143,700		\$251.30	
Taxing Jurisdiction	2013 Est. State Aids Allocated Tax District	2014 Est. State Aids Allocated Tax District	2013 Net Tax	2014 Net Tax	% Tax Change
STATE TAX			23.06	24.21	5.0
MILWAUKEE COUNTY TAX	3,312,943	3,415,692	697.08	727.50	4.4
CITY OF FRANKLIN	2,026,149	1,985,500	841.63	842.30	0.1
MATC - VOCATIONAL TAX	893,428	903,682	289.04	181.20	-37.3
OAK CREEK/FRANKLIN SC	5,140,444	5,762,000	968.50	1,053.61	8.8
MMSD SEWER DISTRICT			231.38	244.60	5.7
Total	11,372,964	12,066,874	3,050.69	3,073.42	0.7
		First Dollar Credit	59.48	59.24	-0.4
		Lottery and Gaming Credit			
Parcel Number: 809-1024-000		Net Property Tax	2,991.21	3,014.18	0.8

Full Payment Due On or Before January 31, 2015 <b>\$3,014.18</b>	O T H E R
First Installment Due On or Before January 31, 2015 <b>\$1,507.10</b>	
Second Installment Due On or Before March 31, 2015 <b>\$753.54</b>	
Third Installment Due On or Before May 31, 2015 <b>\$753.54</b>	
<b>Note:</b> Installment Reminder Notices Will not be mailed	

IMPORTANT: Correspondence should refer to PARCEL NUMBER. See reverse side for more information.

Be sure this description covers your property. The description is for your property tax bill only and may not be a full legal description.

**TOTAL DUE FOR FULL PAYMENT  
 PAY BY January 31, 2015  
 \$3,014.18**

Warning: If not paid by due date, installment option is lost and total tax is delinquent and subject to interest and penalty (See Reverse).

2014 FORMAT \* X

STATE OF WISCONSIN  
PROPERTY TAX BILL FOR

- IMPORTANT:**
- Correspondence should refer to tax number.
  - See reverse side for important information.
  - Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.

Assessed Value Land	Ass'd. Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Net Assessed Value Rate (Does NOT reflect credits)		
Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Mkt.	<input type="checkbox"/> A Star in this box means Unpaid Prior Year Taxes	School taxes reduced by school levy tax credit		
Taxing Jurisdiction	Est. State Aids Allocated Tax Dist.	Est. State Aids Allocated Tax Dist.	Net Tax	Net Tax	% Tax Change	
Total		First Dollar Credit Lottery & Gaming Credit Net Property Tax				

Make Check Payable to:	Full Payment Due On or Before January 31	Net Property Tax
	\$	
	Or First Installment Due On or Before January 31	
And Second Installment Payment Payable To:	And Second Installment Due On Or Before July 31	
	\$	

FOR INFORMATIONAL PURPOSES ONLY – Voter-Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
	X	X	X

Check For Billing Address Change

**PROPOSED FORMAT**

**TOTAL DUE FOR FULL PAYMENT**

PAY BY JANUARY 31

▶ \$

**Warning:** If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.  
**Failure to pay on time. See reverse.**

Special Charge Paid	Special Tax Paid
Special Assessment Paid	Total Amount Paid
Property Tax Paid	Balance Due

Paid by \_\_\_\_\_ Rec'd by \_\_\_\_\_ Date \_\_\_\_\_

PA-6867 (R. 8-15)

<b>APPROVAL</b>  <i>slw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b>  <b>08/18/15</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Population estimate as of January 1, 2015</b>	<b>ITEM NUMBER</b>  <i>G.24</i>

Franklin has received the preliminary population estimate of 35,655 as of January 1, 2015, which is a decrease from 35,702 as of January 1, 2014. If the Council wishes to challenge this estimate, such challenge must be submitted before September 15, 2015.

For your review, Franklin's prior population was as follows:

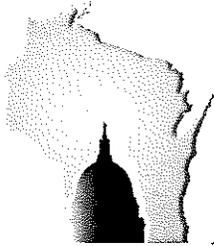
1960	10,006	2002	30,749
1970	12,247	2003	31,467
1980	16,469	2004	31,804
1990	21,732	2005	32,548
1991	22,356	2006	33,000
1992	23,168	2007	33,380
1993	24,052	2008	33,550
1994	24,778	2009	33,700
1995	25,163	2010	33,900
1996	25,726	4/1/10 census	35,451
1997	26,591	2011	35,504
1998	27,186	2012	35,520
1999	27,780	2013	35,810
2000	28,804	2014	35,702
4/1/00 census	29,494	2015	35,655
2001	30,199		
2002	30,749		
2003	31,467		
2004	31,804		
2005	32,548		

### COUNCIL ACTION REQUESTED

Motion to place on file the Wis. Dept. of Administration January 1, 2015 population estimate of 35,655.

OR

Motion to direct Director of Clerk Services to submit challenge, based on information provided by staff, to State of Wisconsin 2015 population estimate no later than September 15, 2015.



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR

**SCOTT A. NEITZEL**  
SECRETARY

Division of Intergovernmental Relations  
Post Office Box 8944  
Madison, WI 53708-8944  
Voice (608) 266-0288  
Fax (608) 267-6917

0985  
SANDRA WESOLOWSKI  
CLERK, CITY OF FRANKLIN  
9229 W LOOMIS RD  
FRANKLIN WI 53132-9630

August 10, 2015

**PRELIMINARY ESTIMATE OF JANUARY 1, 2015 POPULATION**

Dear Municipal Clerk:

The Demographic Services Center's preliminary estimate of the January 1, 2015 population for the City of Franklin in Milwaukee County is 35,655. This represents a change of 204 persons (0.58%) since the 2010 Census.

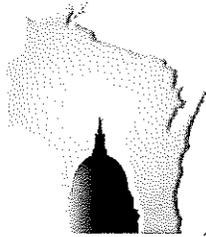
Wisconsin's total population is estimated at 5,753,250 which is a change of 66,264 persons and 1.17%.

Following is a summary of the data we used in estimating your population:

	2010 Census Count	2015 Preliminary Estimate
2010 U.S. Census Count	35,451	
January 1, 2015 Estimate		35,655
Motor vehicles registered	28,844	29,620
Percent of vehicles in State	0.547%	0.573%
Income tax filers	23,639	23,070
Percent of filers in State	0.650%	0.676%
Filers plus dependents	30,723	29,554
Percent of filers plus dependents in State	0.622%	0.654%
Income tax returns	15,873	15,618
Percent of income tax returns in State	0.621%	0.640%
Institutional Population	1,989	1,267

In addition, in response to our housing survey that we sent you earlier this year, your municipality reported a net change of 66 housing units for calendar year 2014. (If we did not receive a survey from you, we estimated your change in housing stock or used other sources.)

Approximately 28,287 of the estimated population for the City of Franklin are of voting age. This courtesy estimate helps you to comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the census proportion of persons over 18 to the preliminary January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population. Please note that, if you have an adult correctional facility in your municipality, its population is included in this voting-age estimate.



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR

**MIKE HUEBSCH**  
SECRETARY

Division of Intergovernmental Relations  
Post Office Box 8944  
Madison, WI 53708-8944  
Voice (608) 266-0288  
Fax (608) 267-6917

0985  
SANDRA WESOLOWSKI  
CLERK, CITY OF FRANKLIN  
9229 W LOOMIS RD  
FRANKLIN, WI 53132 - 9630

August 10, 2014

**PRELIMINARY ESTIMATE OF JANUARY 1, 2014 POPULATION**

Dear Municipal Clerk:

The Demographic Services Center's preliminary estimate of the January 1, 2014 population for the City of Franklin in Milwaukee County is 35,702. This represents a change of 251 persons (0.71%) since the 2010 Census.

Wisconsin's total population is estimated at 5,733,000 which is a change of 46,014 persons and 0.81%.

Following is a summary of the data we used in estimating your population:

	2010 Census Count	2014 Preliminary Estimate
2010 U.S. Census Count	35,451	
January 1, 2014 Estimate		35,702
Motor vehicles registered	28,844	29,485
Percent of vehicles in State	0.547%	0.571%
Income tax filers	23,639	23,174
Percent of filers in State	0.650%	0.672%
Filers plus dependents	30,723	29,745
Percent of filers plus dependents in State	0.622%	0.649%
Income tax returns	15,873	15,677
Percent of income tax returns in State	0.621%	0.637%
Institutional Population	1,989	1,444

In addition, in response to our housing survey that we sent you earlier this year, your municipality reported a net change of 85 housing units for calendar year 2013. (If we did not receive a survey from you, we estimated your change in housing stock or used other sources.)

Approximately 28,255 of the estimated population for the City of Franklin are of voting age. This courtesy estimate helps you to comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the census proportion of persons over 18 to the preliminary January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population. Please note that, if you have an adult correctional facility in your municipality, its population is included in this voting-age estimate.

## MUNICIPAL POPULATION ESTIMATE CHALLENGE FORM

If your municipality believes that the estimate is not a reasonable approximation of your population, complete this form and submit it **with administrative data** that can be used to evaluate the challenge. Submit the challenge on or before **September 15, 2015**.

**Mail challenges to:**

**Dan Barroilhet, Demographer  
Demographic Services Center  
WI Department of Administration  
PO Box 8944  
Madison, WI 53708-8944  
(608) 266-1755**

The Council/Board of the

Town

City

Village of: \_\_\_\_\_

in the County of: \_\_\_\_\_

has authorized me to submit a challenge to the correctness of the annual preliminary population estimate prepared for our municipality. The municipality contends the estimate is inaccurate because it is based upon inadequate information.

**Evidence based upon administrative records or other information is presented in support of this contention, as required by §16.96 of the Wisconsin Statutes. The statutes do not permit the Department of Administration to accept the results of a population enumeration conducted by any group, agency or unit of government other than the U.S. Census Bureau.**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

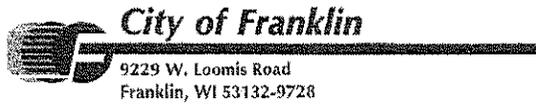
DAYTIME TELEPHONE: (     ) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>APPROVAL</b> <i>slw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>08/18/15</b>
<b>LICENSES AND PERMITS</b>	<b>MISCELLANEOUS LICENSES</b>	<b>ITEM NUMBER</b> <b>H.1.</b>

See attached list from meeting of August 18th, 2015.

**COUNCIL ACTION REQUESTED**



**City of Franklin**

9229 W. Loomis Road  
Franklin, WI 53132-9728

414-425-7500

**License Committee  
Agenda\*  
Aldermen's Room  
August 18th, 2015 – 5:30 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>
Operator – New 2015-16 5:35 p.m.	<b>Karly R Jones</b> 2030 N Oakland Ave #308 Milwaukee, WI 53202 Milwaukee Burger Company			
Operator – New 2015-16 5: 40 p.m.	<b>Kathryn L Rohloff</b> 4121 W Barnard Ave Greenfield, WI 53221 Milwaukee Burger Company			
Operator – New 2015-16 5:45 p.m.	<b>Jason E Orlando</b> 8161 S 76 <sup>th</sup> St Franklin, WI 53132 7 Eleven			
Operator – New 2015-16	<b>Janine M Adamczyk</b> 3217 W Verona Ct Milwaukee, WI 53215 Polish Center			
Operator – New 2015-16	<b>Michael K Anders</b> S70W13749 Tess Corners Dr Muskego, WI 53150 Romey's Place			
Operator – New 2015-16	<b>Anthony S Galewski</b> 1410 W Lois Ln Oak Creek, WI 53154 Kwik Trip #287			
Operator – New 2015-16	<b>Gloria J Grabarczyk</b> 7467 S 69 <sup>th</sup> St Franklin, WI 53132 Franklin Lioness Club			
Operator – New 2015-16	<b>Andrew R Hushek</b> 5315 W Arizona St Milwaukee, WI 53219 Hales Corners-Franklin VFW Post #10394			
Operator – New 2015-16	<b>Henry Matecki</b> 7350 S Lovers Lane, #246 Franklin, WI 53132 Polonia Sports Club			
Operator – New 2015-16	<b>Barbara M Jakubczak</b> 5003 S 26 <sup>th</sup> St Milwaukee, WI 53221 Polonia Sports Club			
Operator – New 2015-16	<b>Kaitlyn A Sutton</b> 8018 Appletree Lane Waterford, WI 53185 Irish Cottage			

<b>Temporary Class B Beer</b>	<b>Franklin Lioness Club</b> Person in Charge: Jacqueline Glanzmann Event: St Martins Fair Event Dates: September 6 & 7, 2015			
<b>Temporary Class B Beer</b>	<b>Hales Corners-Franklin VFW Post #10394</b> Person in Charge: Andrew Hushek Event: St. Martins Fair Event Dates: September 6 & 7, 2015			
<b>Temporary Entertainment &amp; Amusement</b>	<b>Hales Corners-Franklin VFW Post #10394</b> Person in Charge: Andrew Hushek Location: 11300 W Church St Date of Event: September 6 & 7, 2015			
<b>Temporary Class B Beer</b>	<b>St Martin of Tours Parish</b> Person in Charge: Jeanne Johnson Event: Oktoberfest Event Dates: October 17, 2015			
<b>Temporary Entertainment &amp; Amusement</b>	<b>St Martin of Tours Parish- Oktoberfest</b> Person in Charge: Jeanne Johnson Location: 7963 S. 116 <sup>th</sup> St Date of Event: 10/17/2015			
<b>Extraordinary Entertainment &amp; Amusement</b>	<b>The Rock Sports Complex</b> Person in Charge: Scot Johnson Event: Summer Concert Series Dates of Event: Saturdays, 06/06/15 - 09/12/15			
<b>Daycare 2015-16</b>	<b>Academy of Preschool Learning</b> 9501 W Drexel Ave Nadeen Balsis, Manager			
<b>3.</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> <i>slw Paul</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>8/18/15</b>
<b>Bills</b>	<b>Vouchers and Payroll Approval</b>	<b>ITEM NUMBER</b> <b>I. 1</b>

Attached are vouchers dated August 4, 2015 through August 13, 2015 Nos. 157447 through Nos. 157629 in the amount of \$ 616,032.89. Included in this listing are EFT's Nos. 2938 through Nos. 2945 and Library vouchers totaling \$ 10,579.41. Voided checks in the amount of \$ (560.69) are separately listed.

Early release disbursements under Resolution 2013-6920 in the amount of \$ 433,772.81 are provided on a separate listing and are also included on the complete disbursement listing.

The net payroll dated August 7, 2015 is \$ 354,150.21, previously estimated at \$ 364,000.00. Payroll deductions for August 7, 2015 are \$ 201,361.74, previously estimated at \$ 208,000.00.

The estimated payroll for August 21, 2015 is \$ 360,000.00 with estimated deductions of \$ 370,000.00.

Attached is a list of property tax refunds and settlements Nos. 14884 through Nos. 14885 with EFT Nos. 64 through Nos. 70 dated August 4, 2015 through August 13, 2015 the amount of \$ 8,038,597.43. These disbursements has been released as authorized under Resolution 2013-6920.

Black Diamond Group was awarded a contract to pave the Hike Bike Trail near St Martins. This work is scheduled for completion in August 2015 and will preserve Park Impact fees from being rebated if paid in August 2015.

**COUNCIL ACTION REQUESTED**

Motion approving net general checking account City vouchers in the range of Nos. 157447 through Nos. 157629 in the amount of \$ 616,032.89 dated August 4, 2015 through August 13, 2015.

Motion approving the net payroll dated August 7, 2015 in the amount of \$ 354,150.21 and payments of the various payroll deductions in the amount of \$ 201,361.74 plus any City matching payments, where required.

Motion approving the net payroll dated August 21, 2015 estimated at \$ 360,000.00 and payments of the various payroll deductions estimated at \$ 370,000.00, plus any City matching payments, where required.

Motion approving property tax refunds and settlements in the amount of \$ 8,038,597.43 dated August 4, 2015 through August 13, 2015.

Motion to approve payment to Black Diamond Group Inc as may be requested by the City Engineer, excluding retainage per the contract, for the contract to pave the Bike and Hiking Trail for work performed in August or scheduled in August and delayed by unforeseen circumstances but secured by a performance bond.