

CITY OF FRANKLIN
COMMITTEE OF THE WHOLE MEETING*
MONDAY, DECEMBER 2, 2013, 6:30 P.M.
COMMON COUNCIL CHAMBERS, FRANKLIN CITY HALL
9229 W. LOOMIS ROAD, FRANKLIN, WISCONSIN
AGENDA

- I. Call to Order and Roll Call

- II. Business
 - A. Concept review for a proposed office/retail development (5600, 5602, and 5610 W. Rawson Avenue) (Blind Squirrel Development LLC, applicant).

 - B. Update on property condition complaints.

 - C. Reclassification of the Position of "Director of Administration" to "City Administrator".

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

- III. Adjournment

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

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

<p style="text-align: center;">APPROVAL</p> <p style="text-align: center;"><i>Slw</i></p>	<p style="text-align: center;">REQUEST FOR COMMITTEE OF THE WHOLE ACTION</p>	<p style="text-align: center;">MEETING DATE</p> <p style="text-align: center;">12/02/13</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">CONCEPT REVIEW FOR A PROPOSED OFFICE/RETAIL DEVELOPMENT (5600, 5602, AND 5610 WEST RAWSON AVENUE) (BLIND SQUIRREL DEVELOPMENT LLC, APPLICANT)</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>II, A.</i></p>

Introduction

On November 25, 2013, the applicant filed a Concept Review Application with the Department of City Development for a proposed office/retail development referred to as Verdure Park. The development is being proposed on property located at 5600, 5602, and 5610 West Rawson Avenue (the site of the formerly approved but not completed Fountains of Franklin development). The subject parcels, bearing tax-key numbers 741-9998-001, 741-9998-002, and 741-9998-003 have a combined area of approximately 9.5 acres and are zoned B-2 General Business District, OL-2 General Business Overlay District, FC Floodplain Conservancy District, and FFO Floodplain Fringe Overlay District.

The subject property is bounded by areas of natural resources and single-family residential uses to the north; mini-warehousing and retail uses to the east, business uses and the quarry to the south, and business uses, a radio tower, and areas of natural resources to the west. The subject property is identified as "Commercial" and "Areas of Natural Resource Features" in the City of Franklin 2025 Comprehensive Master Plan.

Site Description

The property currently contains a vacant building (once used as offices for a former landscaping business and more recently as a sales office for the former Fountains of Franklin development) and areas of natural resources including wetlands and floodlands. Development of the former Fountains of Franklin was initiated but never completed and included: rough grading of the majority of the site; installation of the base and first lift for an entrance drive and a parking lot; footings for four of the six proposed buildings; and the stormwater management ponds.

Project Description

The applicant is proposing to raze the existing building in order to construct the first phase of the proposed Verdure Park development, which would consist of two multi-tenant office/retail buildings, and associated parking and landscaping, located immediately adjacent to Rawson Avenue. The larger building, proposed for the 5600 W. Rawson Ave. parcel, would be approximately 6,600 square feet in size, while the building proposed for the 5602 W. Rawson Ave. parcel would be about 4,500 square feet in size.

It can be noted that the applicant envisions the same number, size, and location of buildings as proposed in the Fountains of Franklin development, with only minor changes to the building footprints, and more substantial changes to the buildings architecture and anticipated tenant mix. Further details are provided in the attached materials provided by the applicant. A copy of the Overall Landscape Plan for the former Fountains of Franklin development, identifying the location of the proposed buildings approved at that time, is also included in the applicant's materials.

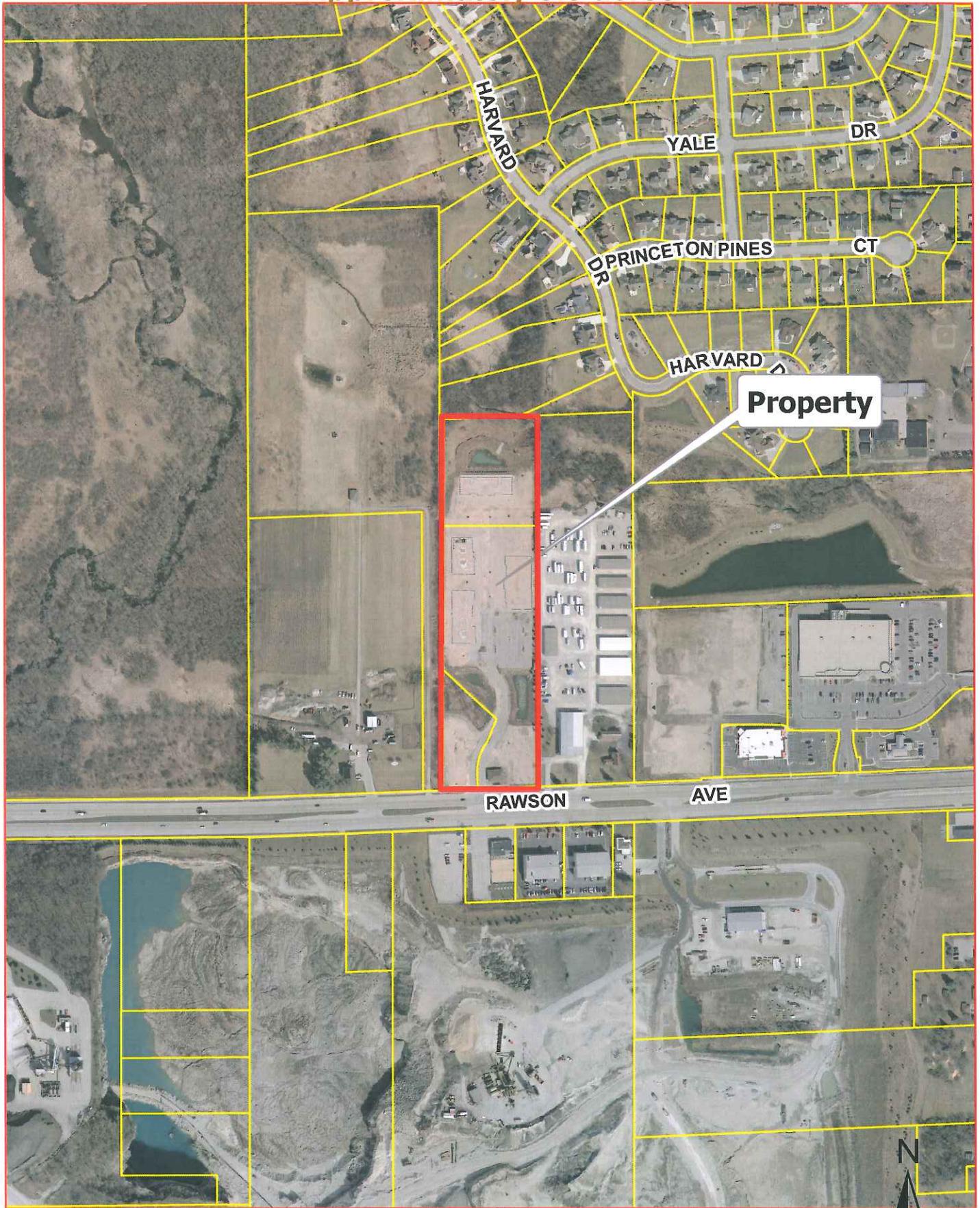
Conclusion

The proposed development will require Site Plan approval, an updated Natural Resource Protection Plan, and a new Development Agreement, as well as new or revised easements (depending on the details of the proposed development). Depending on the specific tenants, Special Use approvals may also be required.

COUNCIL ACTION REQUESTED

Provide direction to the applicant regarding the proposed office/retail development (5600, 5602, and 5610 West Rawson Avenue) (Blind Squirrel Development LLC, Applicant).

**Proposed Verdure Park Development
5600, 5602, and 5610 W. Rawson Ave.
Approximately 9.5 acres**



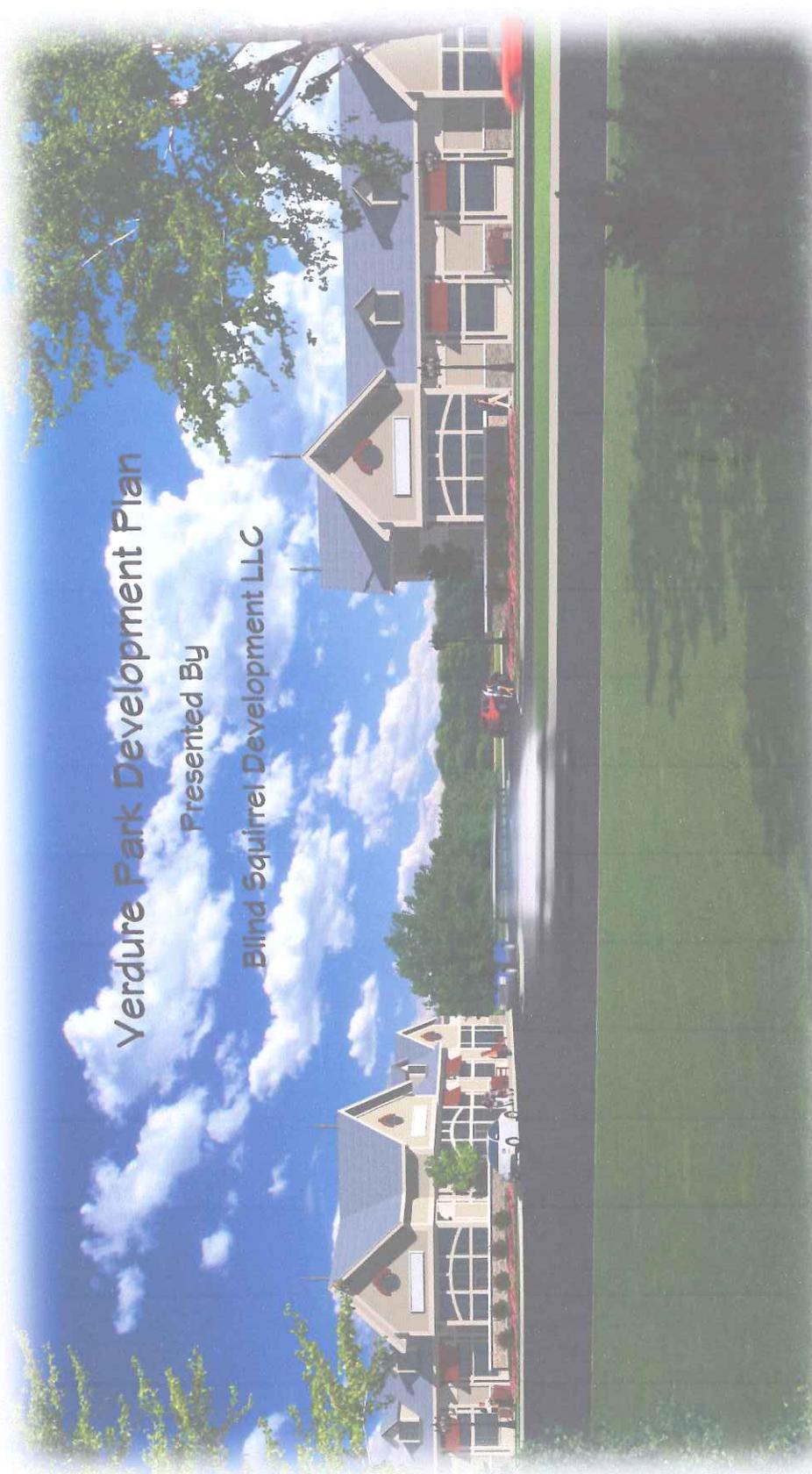
Planning Department 2013



Verdure Park Developed Plan

Presented By

Blind Squirrel Development LLC



Christopher Kidd & Associates, LLC
Architects and Engineers

1145 Wisconsin Avenue, Suite 1000
Madison, WI 53703
www.christopherkidd.com



FRANKLIN, WISCONSIN

Franklin

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NOV 25 2013

City Development

Development Plan, Verdure Park.

Submitted December 2nd 2013 By Blind Squirrel Development LLC

This development plan narrative is for the proposed development of the properties at 5600, 5602 and 5610 West Rawson Avenue. Corresponding parcel IDs 741-9998-002, 741-9998-001 and 741-9998-003. This Development will be known as Verdure Park. This narrative is for the Committee as a Whole meeting of December 2, 2013. This plan is being submitted by Blind Squirrel Development LLC on the behalf of Blind Squirrel Holdings LLC.

The secured properties represent a total of approximately 9.5 acres all located within the city of Franklin, Wisconsin. While we intend to develop the full parcel as well as an area plan for development, at this time we are requesting approval to develop the south portion of 5600 West Rawson from the east retention pond south to Rawson Avenue and all of 5602 W Rawson Avenue.



This frontage area is considered to be approximately 3.785 acres. The 5600 W Rawson Building further referred to as 5600 will be placed on approximately 2.61 acres of the 5600 property (see A). The 5602 W Rawson Avenue building further referred to as 5602 will consume the entire 5602 property which is documented by the city to be 1.175 Acres. Both of these acreages include the building, parking and landscaping. We have also received an easement to 5700 W Rawson (parcel ID 741-9999-001) owned by Suburbanaire, Inc. This easement is on file with the Milwaukee County Register's office document #09562702). This easement of approximately 1.5 acres will be used to expand parking in exchange for egress from the 5610 W Rawson Property. These properties and the neighboring properties are covered by the General business district zoning overlay OL-2.

Currently there is a 1500 sq. ft. building on the 5600 property that will need to be removed. All efforts have been made to utilize this facility but due to the lack of winterization and the building being 3 feet under finish grade our only option is to demolish it. It is our desire to demo the existing building immediately before the new building begins. All demo debris we be removed and recycled if possible or landfilled as needed. Habitat for Humanity will remove all useable materials prior to demolition. All permits will be applied for and approved procedures followed.

Our plans are to closely follow the original City of Franklin approved plans of the previous

Development Plan, Verdure Park.

Submitted December 2nd 2013 By Blind Squirrel Development LLC

developer and the project known as "The Fountains of Franklin". As the majority of the pre-construction work has been complete it will save us and the community time and money if we use the previously approved site plans with only a few minor changes. As all preliminary site work has been completed (utilities, sewer, water, fire hydrants, access roads, rough grade etc.) our disturbance to the neighbors and environment will be minimal. All access to the project will be via the existing road between 5600 and 5602.

The proposed 5600 building will be approximately 6600 square feet and house 3-4 professional tenants. The first 3000 sq. ft. will be occupied by Dr. James Sherman DDS and River Park Family Dental. The remaining tenant(s) will also be professional or medical in nature and only business deemed "permitted" by the city's zoning overlay. Because of the frontage available some quality retail may be considered. The building will be a slab on grade or partial to full basement optional per city approval. Construction will feature wood or steel stud 2x6 construction with a combination of Hardieplank siding and natural and cast stone veneer. The roof will be shingled with a hidden mechanical deck in the center. All construction materials and practices will be in accordance to local, state and federal building codes.

The 5602 building will be approximately 4500 square feet and house 1-4 professional tenants. The tenant(s) will be professional or medical in nature and only business deemed "permitted" by the city's zoning overlay. Because of the frontage available some quality retail may be considered. Construction details will be the same as the 5600 building.

The broken façade of the buildings and the use of softer materials have been chosen to assist in acoustical conditioning given the proximity to and the speeds/volume of Rawson Avenue. Proper acoustical conditioning has been shown to lessen traffic noise significantly and in most high end urban areas is desirable. It not only offers a quieter environment but also a more "high end" aesthetic look and feel to the community. Studies have also shown that flat brick veneer façades help to accent traffic noise while offering little architectural variation among neighboring buildings. When surveyed, the residents have stated that they are "tired of seeing the same old thing" and request some variation.

We will also install regularly maintained awnings on the buildings to enhance the community feel as well as energy savings. All buildings will feature four-sided architecture. There will be no loading docks or semi-truck traffic. Parking lot size will be in accordance to local and ADA codes.

Storm water control has already been addressed with three retention ponds on site. The retention ponds have not been maintained and they will be returned to plan specifications. All future construction will follow previously approved elevations to assure proper site drainage. Where possible permeable surfaces will be used on sidewalks and parking areas to reduce run-off. The ponds will feature fountains for aeration and aesthetic purposes. As much as possible building runoff (rain, condensate, etc.) will be directed to retention areas and fountains.

Because of the natural break created by the location of the retention ponds, the "front" (south) portion of the parcel the frontage buildings will be similar to each other in their appearance. The "rear" (north) end of the property will have a different appearance. Because we are going for a

Development Plan, Verdure Park.

Submitted December 2nd 2013 By Blind Squirrel Development LLC

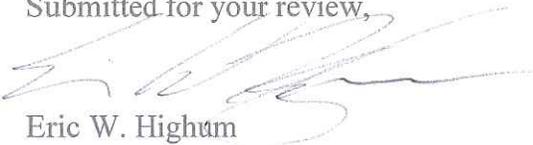
small town community feel to this property there will be plenty of low impact architectural lighting. Given the proximity to the roadway all visible lighting will be up or down lighting as to not distract drivers. The property will be well lit with architecturally designed lighting as opposed to commercially sterile generic lighting. The lighting will aid in the security of the property as well as being artistically pleasing. The lighting will meet all applicable codes.

Our goal is to create a community based development that will be here for generations to come by focusing on the basic needs of the population. By offering a creative new look it will attract the attention of populous by conveying a more "high end" development that you could find in some of the most desirable communities nationwide. Future plans will include our neighbors to the east and west as partners in the development.

This project is seeking no additional resources of the community. No tax dollars, tax incentives or TIF funds will be sought in the creation of this project. We have presented our plans to the owners of the adjacent neighboring properties, Leonard and Verna Fox, Suburbanaire and Ted and Brian Wieczorek and have been met with their appreciation and approval for all of our plans.

Members of the community have been surveyed regarding this and past projects on this property and their input is greatly welcomed and appreciated. We are grateful to employees of Franklin City Hall whom have been helpful in providing existing documentation of the properties and input when requested. While city and community input for this project has been sought and received, no parties other than Blind Squirrel Holdings LLC and Blind Squirrel Development LLC have any financial or other interest in this project.

Submitted for your review,



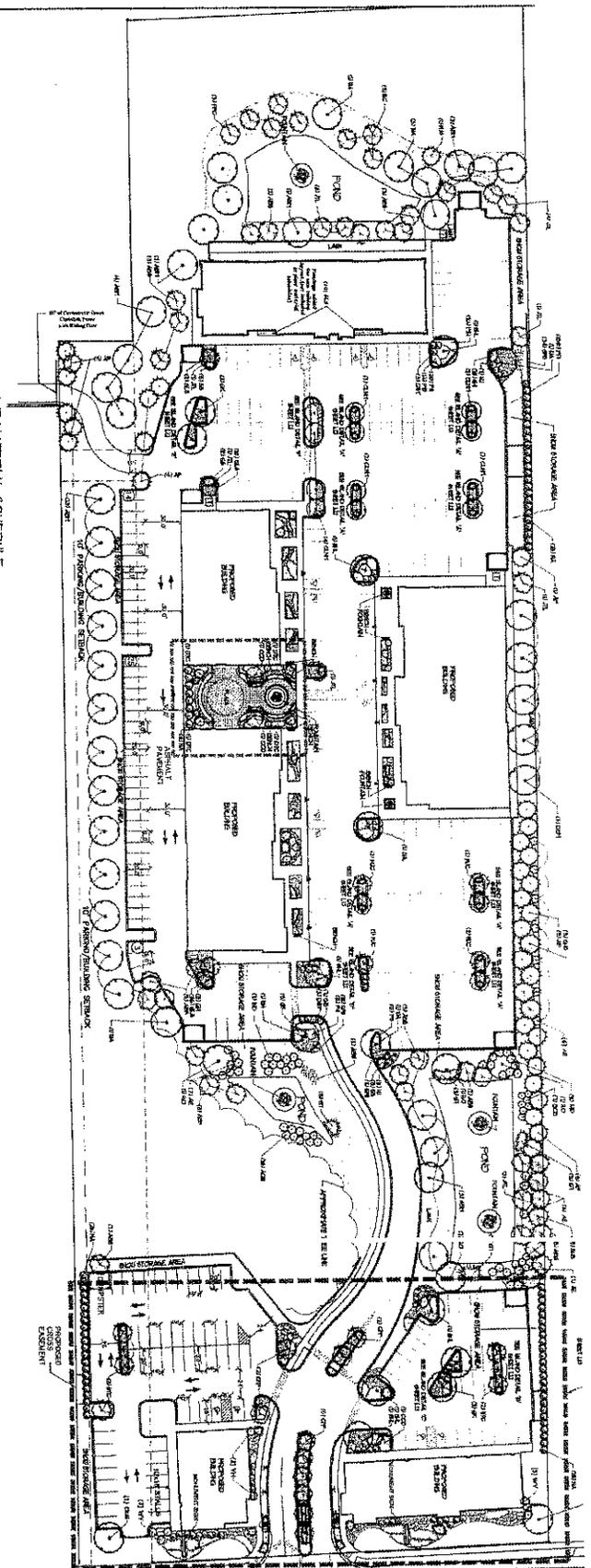
Eric W. Higham

President and C.O.O.

Blind Squirrel Development LLC

eric@blindsd.com

262-565-6558



PLANT MATERIAL SCHEDULE

SHADE TREES

NO.	SYMBOL	SPECIES NAME	NO. PLANTS	NOTES
01	(Symbol)	AMERICAN BEECH	10	
02	(Symbol)	RED BARKED PINE	10	
03	(Symbol)	WATER BIRCH	10	
04	(Symbol)	WINDY OAK	10	
05	(Symbol)	WATER OAK	10	
06	(Symbol)	WATER PINE	10	
07	(Symbol)	WATER SWEETGUM	10	
08	(Symbol)	WATER LOCUST	10	
09	(Symbol)	WATER HICKORY	10	
10	(Symbol)	WATER SWEETGUM	10	

ORNAMENTAL TREES

NO.	SYMBOL	SPECIES NAME	NO. PLANTS	NOTES
11	(Symbol)	AMERICAN BEECH	10	
12	(Symbol)	RED BARKED PINE	10	
13	(Symbol)	WATER BIRCH	10	
14	(Symbol)	WINDY OAK	10	
15	(Symbol)	WATER OAK	10	
16	(Symbol)	WATER PINE	10	
17	(Symbol)	WATER SWEETGUM	10	
18	(Symbol)	WATER LOCUST	10	
19	(Symbol)	WATER HICKORY	10	
20	(Symbol)	WATER SWEETGUM	10	

EVERGREEN TREES

NO.	SYMBOL	SPECIES NAME	NO. PLANTS	NOTES
21	(Symbol)	AMERICAN BEECH	10	
22	(Symbol)	RED BARKED PINE	10	
23	(Symbol)	WATER BIRCH	10	
24	(Symbol)	WINDY OAK	10	
25	(Symbol)	WATER OAK	10	
26	(Symbol)	WATER PINE	10	
27	(Symbol)	WATER SWEETGUM	10	
28	(Symbol)	WATER LOCUST	10	
29	(Symbol)	WATER HICKORY	10	
30	(Symbol)	WATER SWEETGUM	10	

DECIDUOUS SHRUBS

NO.	SYMBOL	SPECIES NAME	NO. PLANTS	NOTES
31	(Symbol)	AMERICAN BEECH	10	
32	(Symbol)	RED BARKED PINE	10	
33	(Symbol)	WATER BIRCH	10	
34	(Symbol)	WINDY OAK	10	
35	(Symbol)	WATER OAK	10	
36	(Symbol)	WATER PINE	10	
37	(Symbol)	WATER SWEETGUM	10	
38	(Symbol)	WATER LOCUST	10	
39	(Symbol)	WATER HICKORY	10	
40	(Symbol)	WATER SWEETGUM	10	

EVERGREEN SHRUBS

NO.	SYMBOL	SPECIES NAME	NO. PLANTS	NOTES
41	(Symbol)	AMERICAN BEECH	10	
42	(Symbol)	RED BARKED PINE	10	
43	(Symbol)	WATER BIRCH	10	
44	(Symbol)	WINDY OAK	10	
45	(Symbol)	WATER OAK	10	
46	(Symbol)	WATER PINE	10	
47	(Symbol)	WATER SWEETGUM	10	
48	(Symbol)	WATER LOCUST	10	
49	(Symbol)	WATER HICKORY	10	
50	(Symbol)	WATER SWEETGUM	10	

FLOWERING SHRUBS

NO.	SYMBOL	SPECIES NAME	NO. PLANTS	NOTES
51	(Symbol)	AMERICAN BEECH	10	
52	(Symbol)	RED BARKED PINE	10	
53	(Symbol)	WATER BIRCH	10	
54	(Symbol)	WINDY OAK	10	
55	(Symbol)	WATER OAK	10	
56	(Symbol)	WATER PINE	10	
57	(Symbol)	WATER SWEETGUM	10	
58	(Symbol)	WATER LOCUST	10	
59	(Symbol)	WATER HICKORY	10	
60	(Symbol)	WATER SWEETGUM	10	

ORNAMENTAL GRASSES

NO.	SYMBOL	SPECIES NAME	NO. PLANTS	NOTES
61	(Symbol)	AMERICAN BEECH	10	
62	(Symbol)	RED BARKED PINE	10	
63	(Symbol)	WATER BIRCH	10	
64	(Symbol)	WINDY OAK	10	
65	(Symbol)	WATER OAK	10	
66	(Symbol)	WATER PINE	10	
67	(Symbol)	WATER SWEETGUM	10	
68	(Symbol)	WATER LOCUST	10	
69	(Symbol)	WATER HICKORY	10	
70	(Symbol)	WATER SWEETGUM	10	

PERENNIALS

NO.	SYMBOL	SPECIES NAME	NO. PLANTS	NOTES
71	(Symbol)	AMERICAN BEECH	10	
72	(Symbol)	RED BARKED PINE	10	
73	(Symbol)	WATER BIRCH	10	
74	(Symbol)	WINDY OAK	10	
75	(Symbol)	WATER OAK	10	
76	(Symbol)	WATER PINE	10	
77	(Symbol)	WATER SWEETGUM	10	
78	(Symbol)	WATER LOCUST	10	
79	(Symbol)	WATER HICKORY	10	
80	(Symbol)	WATER SWEETGUM	10	

THE LOCATION OF EXISTING UTILITY INSTALLATIONS IS SHOWN ON THIS PLAN AND SHOULD BE VERIFIED BY THE PROJECT ARCHITECT AND FIELD ENGINEER PRIOR TO THE DESIGN AND LOCATION OF ALL PROPOSED UTILITIES.

- TREE CALCULATIONS**
- 1. TREE HEIGHTS SHALL BE MEASURED TO THE HIGHEST BRANCHES.
 - 2. TREE SPREADS SHALL BE MEASURED TO THE FURthest BRANCHES.
 - 3. TREE CANOPIES SHALL BE MEASURED TO THE HIGHEST BRANCHES.
 - 4. TREE SPREADS SHALL BE MEASURED TO THE FURthest BRANCHES.
 - 5. TREE CANOPIES SHALL BE MEASURED TO THE HIGHEST BRANCHES.
 - 6. TREE SPREADS SHALL BE MEASURED TO THE FURthest BRANCHES.
 - 7. TREE CANOPIES SHALL BE MEASURED TO THE HIGHEST BRANCHES.
 - 8. TREE SPREADS SHALL BE MEASURED TO THE FURthest BRANCHES.
 - 9. TREE CANOPIES SHALL BE MEASURED TO THE HIGHEST BRANCHES.
 - 10. TREE SPREADS SHALL BE MEASURED TO THE FURthest BRANCHES.



14400 Hwy 5000, Suite 200
Houston, Texas 77056-1440
Tel: 281-416-1440
Fax: 281-416-1441
www.disperse.com

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 14400 Hwy 5000, Suite 200
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 Fax: 281-416-1441
 www.nse.com

PRELIMINARY
 THIS PLAN IS FOR GENERAL REVIEW
 OR NOTATION PURPOSES
 ALL FINAL SPECIFICATIONS SHALL BE
 DETERMINED ON FINAL CONSTRUCTION
 DOCUMENTS.

OVERALL LANDSCAPE PLAN

5600-5610
 RAWSON AVE, FRANKLIN, WI

NO.	DATE	REVISIONS

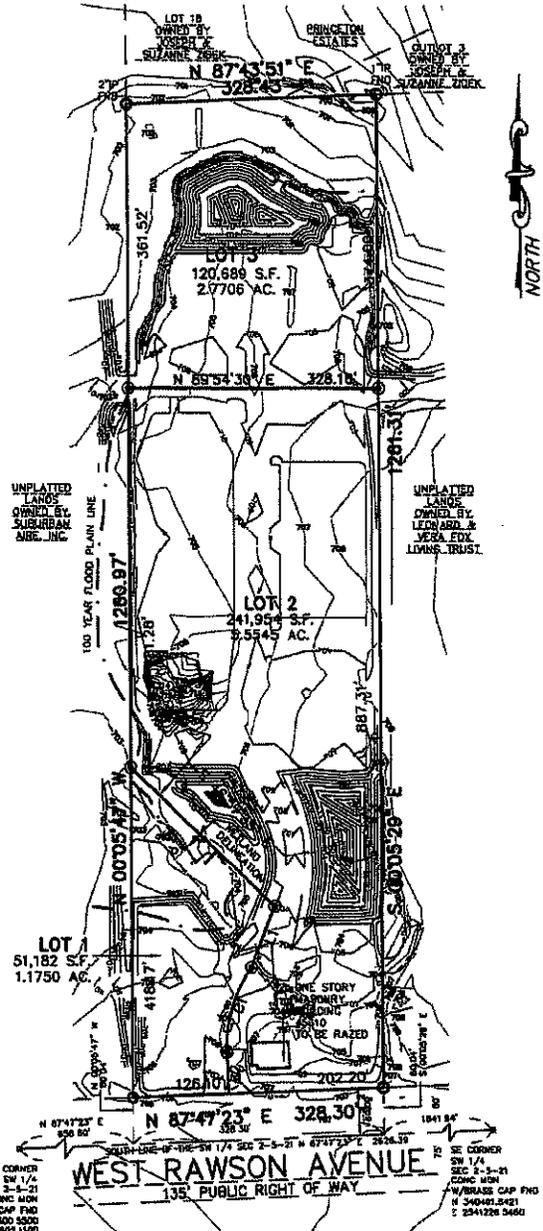
DATE: 10-25-13
 SCALE: 1" = 40'
 PLAN NO.: L1.0

NSE PROJECT NO.:

CERTIFIED SURVEY MAP NO. 8160

A PART OF THE WEST 1/2 OF THE EAST 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 2,
TOWNSHIP 5 NORTH, RANGE 21 EAST, CITY OF FRANKLIN, MILWAUKEE COUNTY, WISCONSIN.

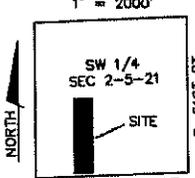
TOPOGRAPHIC DETAIL



CERTIFIED SURVEY MAP NO. 8160

A PART OF THE WEST 1/2 OF THE EAST 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 2, TOWNSHIP 5 NORTH, RANGE 21 EAST, CITY OF FRANKLIN, MILWAUKEE COUNTY, WISCONSIN.

VICINITY MAP



CSE
 CAPTROL SURVEY & ENGINEERING
 20025 Cassinville Center, Bay View
 Milwaukee, Wisconsin 53227
 Tel: (414) 438-8810
 Fax: (414) 438-8810
 www.csewi.com

W. RAWSON AVE
PREPARED FOR:
 EQUITABLE DEVELOPMENT, LLC
 5610 W. RAWSON AVE
 FRANKLIN, WI

ALL BEARINGS REFER TO THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SECTION 2-5-21, WHICH HAS A WISCONSIN STATE PLANE COORDINATE SYSTEM (SOUTH ZONE) (NAD 27 JAN. 2007 REVISION) BEARING OF N 87°47'23" E.

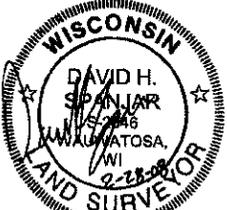
- INDICATES FOUND IRON PIPE AS NOTES.
- ⊙ INDICATES 1"X10" IRON PIPE WEIGHING 1.68 LBS./FT. SET.
- ⊙ INDICATES SOIL BORING LOCATION AND DESIGNATION.

THE SITE IS OUTSIDE THE 100 YEAR FLOOD PLAIN AS DEPICTED ON THE FIRM AS PREPARED BY FEMA. HOWEVER, BASED UPON FIELD TOPOGRAPHY, A PORTION OF THE SITE IS SUBJECT TO INUNDATION DURING THE 100 YEAR STORM EVENT BASED UPON THE FEMA BASE FLOOD MODEL DEPICTED ON FIRM PANEL S50273 0005B. THE SITE APPEARS TO BE APPROXIMATELY MIDWAY BETWEEN THE 703 AND THE 704 BASE FLOOD CONTOURS. THIS ELEVATION 703.5 WAS TAKEN AS THE 100 YEAR FLOOD LINE FOR THIS SITE, PLOTTED ON THE EXISTING FIELD TOPOGRAPHY, AND FORMED THE BASIS FOR LOCATING FILLS OUTSIDE THAT LINE.

SUBJECT PROPERTY ZONED: B-2, GENERAL BUSINESS DISTRICT; DL-2, GENERAL BUSINESS OVERLAY DISTRICT; FFD, FLOOD PLAIN FRINGE OVERLAY DISTRICT; FC, FLOOD PLAIN CONSERVANCY DISTRICT.

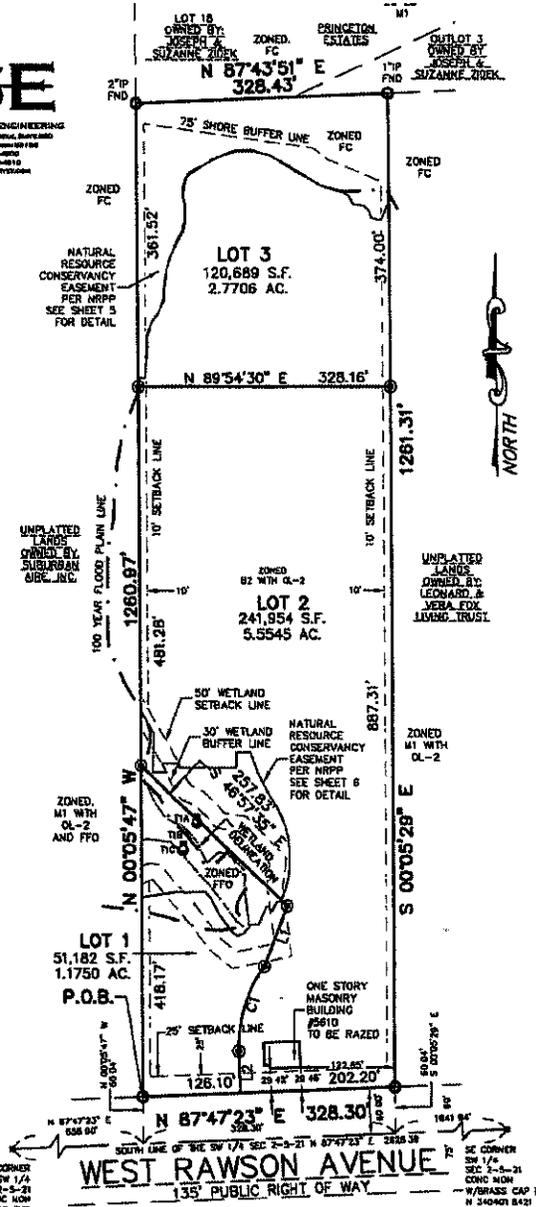
SETBACK RESTRICTIONS FOR B-2:
 FRONT YARD = 25', SIDE YARD = 10', REAR YARD = 25', SHORE BUFFER = 75', WETLAND BUFFER = 30', WETLAND = 50'

- TAX KEY NUMBER: 741-9998-000
- ALL LOTS ARE SERVED BY SANITARY SEWER AND WATER.
- SEE SHEETS 2-8 FOR EASEMENT DETAILS.
- SEE SHEET 6 FOR WETLAND DETAIL.
- SEE SHEET 7 FOR TOPOGRAPHICAL DETAIL.
- SEE SHEET 8 FOR CURVE TABLE.
- SEE SHEETS 8-9 FOR LINE TABLES.

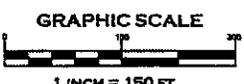


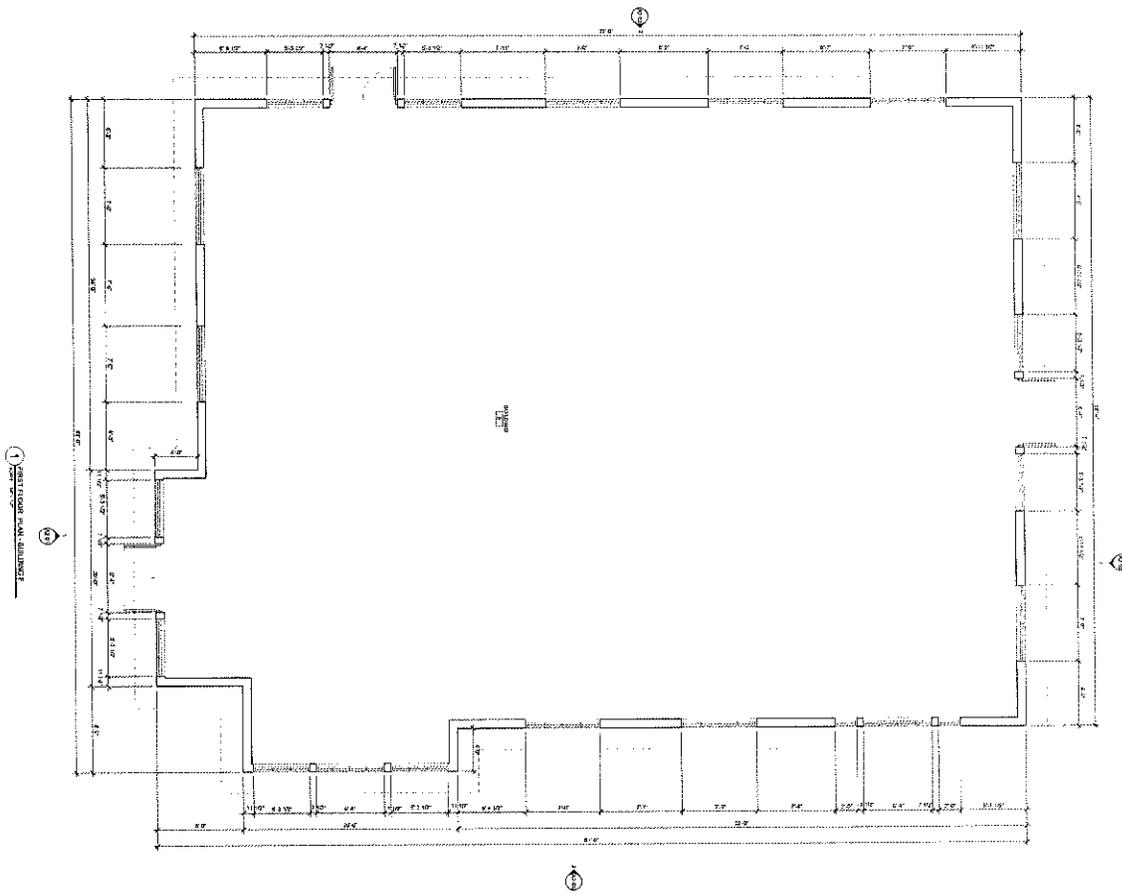
REVISED: MARCH 13, 2008
 REVISED: APRIL 2, 2008
 REVISED: DECEMBER 18, 2008
 REVISED: JANUARY 5, 2009
 REVISED: MARCH 20, 2009

SW CORNER SW 1/4 SEC 2-5-21 CONC 100 W/BRASS CAP FND N 340200 5500 E 2538602 1100



WEST RAWSON AVENUE
 135' PUBLIC RIGHT OF WAY

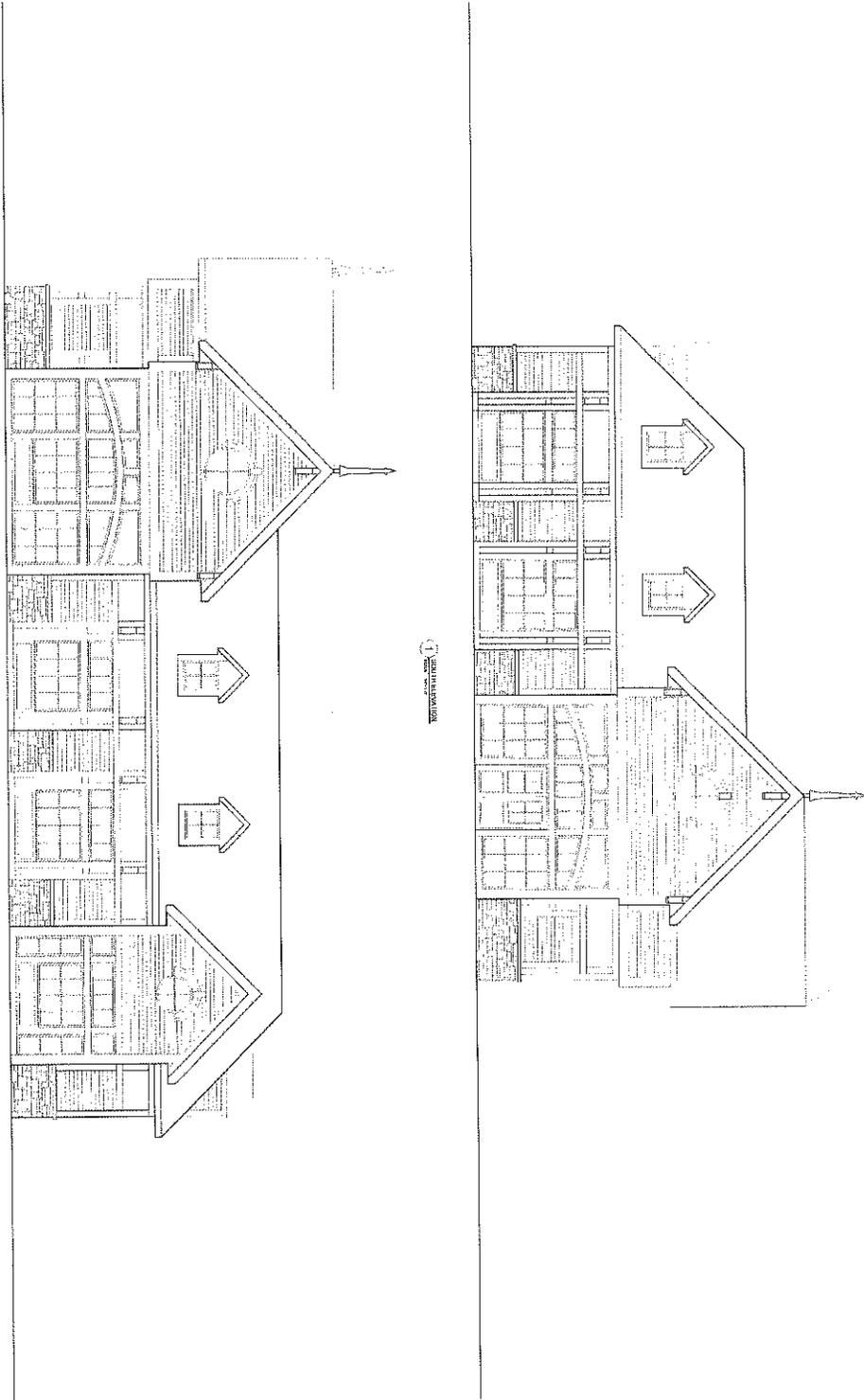




1 FIRST FLOOR PLAN - BUILDING



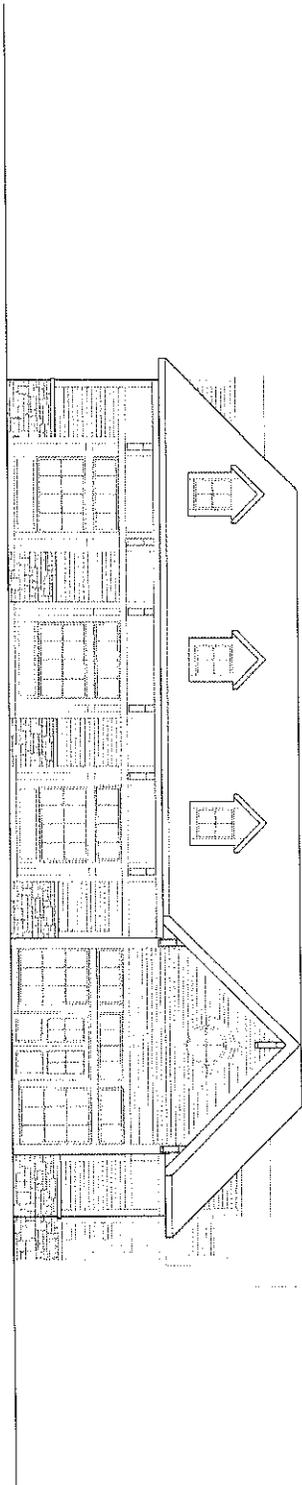
<p>A1.01 FIRST FLOOR BUILDING</p>	<p>Checked by: AK Date: 11/11/11 11/11/11</p>	<p>Proposed Office Building for: Verdure Park 5610 Rawson Avenue Franklin, WI 53132</p>	<p>Christopher Kidd & Associates, LLC Architects and Engineers N4W15550 Leber Road Menomonee Falls, Wisconsin 53051 Phone: 262.891.0500 / Facsimile: 262.891.0510 Email: ckid@ckidarchitects.com Website: www.ckidarchitects.com</p>	
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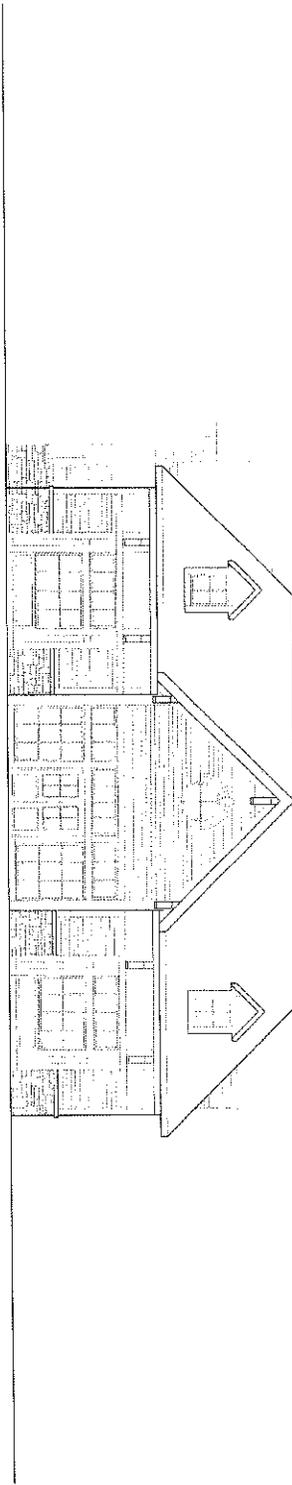
2 EAST ELEVATION

1 WEST ELEVATION

<p>A2.01 EXTERIOR ELEVATIONS BUILDING F</p>	<p>DATE: 10/15/10 DRAWN BY: AM CHECKED BY: KML DATE: 10/15/10 PROJECT: VERDURE PARK SHEET: A2.01</p>	<p>Proposed Office Building for: Verdure Park 5610 Rawson Avenue Franklin, WI 53132</p>	<p>Christopher Kidd & Associates, LLC Architects and Engineers 448W18559 Laboon Place Menomonee Falls, Wisconsin 53051 Phone: 262.901.0535 / Fax: 262.901.0510 Email: arch@ckidsoffice.com Website: www.ckidsoffice.com</p>	
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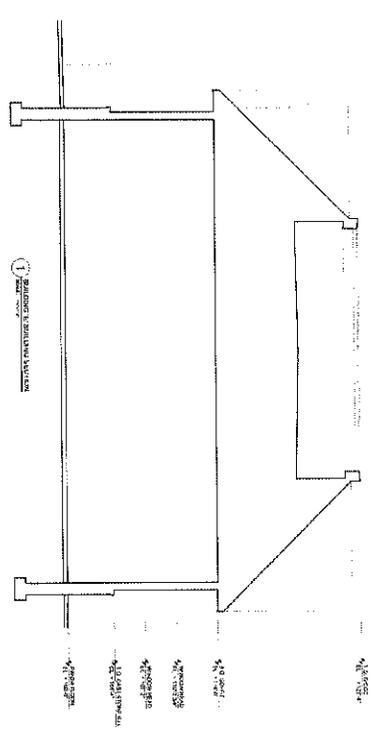
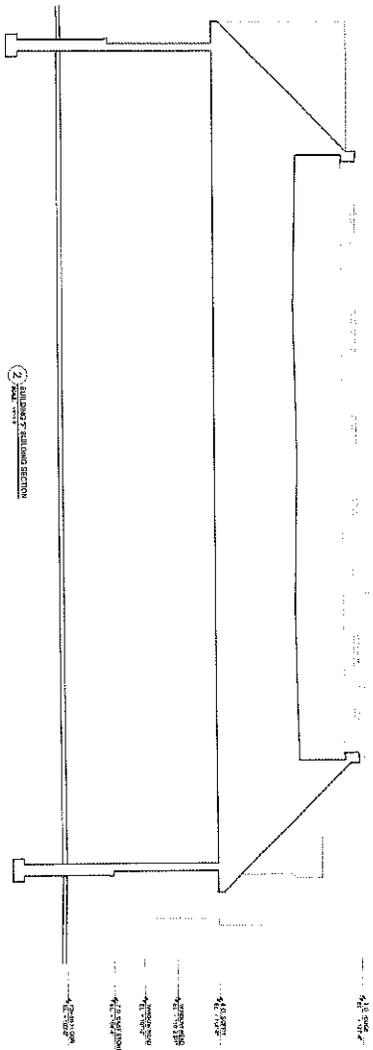


2 EAST ELEVATION



1 WEST ELEVATION

<p>A2.02</p> <p>DATE: 11/11/11</p> <p>BY: [Signature]</p>	<p>These drawings are the property of Christopher Kidd & Associates, LLC. They are to be used only for the project and location specified herein. No part of these drawings may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Christopher Kidd & Associates, LLC.</p> <p>Checked by: [Signature]</p> <p>Date: 11/11/11</p> <p>Project: 11-00000000000000000000</p> <p>Sheet: 11-00000000000000000000</p>	<p>Proposed Office Building for:</p> <p>Verdure Park</p> <p>5610 Rawson Avenue Franklin, WI 53132</p>	<p>Christopher Kidd & Associates, LLC Architects and Engineers</p> <p>148W16250 Libon Road Menomonee Falls, Wisconsin 53051 Phone: 262.501.0500 / Fax: 262.501.0510 Email: cmk@ckidarchitects.com Website: www.ckidarchitects.com</p>	
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<p>A3.01</p> <p>BUILDING SECTIONS</p>	<p>THIS DOCUMENT IS THE PROPERTY OF CHRISTOPHER KIDD & ASSOCIATES, LLC. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF CHRISTOPHER KIDD & ASSOCIATES, LLC.</p> <p>Project: 5610 Rawson Avenue Date: 08/14/2012 Drawn by: [Name] Checked by: [Name] Title: [Title]</p>	<p>Proposed Office Building for: Verdure Park 5610 Rawson Avenue Franklin, WI 53132</p>	<p>Christopher Kidd & Associates, LLC Architects and Engineers</p> <p>2409W 12850 Lodge Road Menomonee Falls, Wisconsin 53051 Phone: 262.601.3300 / Facsimile: 262.501.0510 Email: arch@ckidandassociates.com Website: www.ckiddarchitects.com</p>	<p>Scale: 1/8" = 1'-0"</p> <p>North Arrow</p>
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APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 12/02/2013
REPORTS & RECOMMENDATIONS	Update on Property Condition Complaints	ITEM NUMBER 

At the Common Council meeting of November 19, 2013, the Common Council indicated that the concern of a citizen relative to 5 property condition complaints should be placed on the next Committee of the Whole meeting agenda.

The complaints are related to the following properties. Attached is a copy of the raze order notice issued for each such parcel.

9661 W. Loomis Road - Raze Order issued November 22, 2013

9745 W. Loomis Road – Raze Order issued November 22, 2013

9821 W. Loomis Road – Raze Order issued November 22, 2013

9824 W. Loomis Road – This is a vacant parcel with no structure requiring consideration. The complaint was closed.

8661 W. Loomis Road (Mahr property) – Raze Order issued May 5, 2012. The property owner passed away leaving legal ownership issues stemming, in part, from multiple wills. As such, the City Attorney’s Office has not given clearance for Building Inspection to proceed with the demolition of the structure at this time.

The Building Inspector had inspected and investigated the first three structures multiple times in recent years, but, at those times, the buildings had not, in his determination, met the standards expected for a raze order. Their continued degradation has made it possible for the Building Inspector to now pursue demolition.

Overall, staff continues to address complaints in the manner as directed by the Common Council and addresses them as the lowest priority following inspection requests, permit issuance, and plan review. As such, during periods of higher workloads and when staff is at mandatory training or on approved leaves, progress on complaints is delayed.

COUNCIL ACTION REQUESTED

Motion to receive and file.

NOTICE AND ORDER

To: Legend Creek LLC
4635 S 108th St
Greenfield, WI, 53228

MidAmerica Bank, FSB
13400 Bishops Lane
Brookfield, WI 53005-6203

PNC Bank
411 E. Wisconsin Avenue
Milwaukee, WI 53202

PLEASE TAKE NOTICE that I, Frederick M. Baumgart, Building Inspector of the City of Franklin, Milwaukee County Wisconsin do hereby find and determine that you are the owners of the premises located at 9661 W Loomis Road, Franklin, Wisconsin, more particularly describes as follows:

9661 W Loomis Road, Franklin Wisconsin 53132
Tax Key No. 840-9997-003

and that the wood frame building and masonry detached garage located on said premise has become so old, dilapidated and out of repair as to be dangerous, unsafe, insanitary, and otherwise unfit for human habitation, occupancy or use and constitute a public nuisance, and that it is unreasonable to repair such building, pursuant to §92-2.A. of the Municipal code of Franklin, Wisconsin, incorporating §30.08 of the Wisconsin Uniform Building Code and §66.0413(1)(b) 1. Wis. Stat. A listing of defects is annexed hereto and incorporated herein as Exhibit A.

YOU ARE HEREBY ORDERED to raze or repair said building and to restore the site to a dust-free and erosion-free condition within 30 days of service of this Notice and Order, pursuant to §66.0413(1)(b) 1., Wis. Stats.

PLEASE TAKE NOTICE that a placard has been placed at the building which declares said building unfit for human habitation.

PLEASE TAKE FURTHER NOTICE that in the case that said razing, removal and restoration is not made in a manner and within the time as hereinbefore directed, the City of Franklin will avail itself of the remedies as set forth in §66.0413(1)(f), Wis. Stats., which includes the razing, removal and restoration of the premise, with the costs of such activity to be charged in full against the subject real estate located at 9661 W Loomis Road in the City of Franklin.

Dated at Franklin, Wisconsin this 22nd day of November, 2013.



Frederick M. Baumgart
Franklin Building Inspector

Exhibit A
9661 W Loomis Road

Garage

1. Building is not secured, the doors are unlocked.

House

1. Broken windows on the rear of the house.
2. Building material on ground, clay tile, and metal, wood.
3. Open electrical wiring (fixtures have been removed).
4. Peeling paint and wall paper.
5. Holes in ceiling.
6. Wood finished flooring loose from subflooring.
7. Heating ductwork has open joints between sections.
8. Plumbing in basement is damaged.

NOTICE AND ORDER

To: Legend Creek LLC
4635 S 108th St
Greenfield, WI, 53228

St Francis Bank
A Division of Mid America Bank FSB
13400 Bishops Lane, Suite 190
Brookfield WI 53005-6203

MidAmerica Bank, FSB
13400 Bishops Lane
Brookfield, WI 53005-6203

PNC Bank, National Association
411 E. Wisconsin Avenue
Milwaukee, WI 53202

PLEASE TAKE NOTICE that I, Frederick M. Baumgart, Building Inspector of the City of Franklin, Milwaukee County Wisconsin do hereby find and determine that you are the owners of the premises located at 9745 W Loomis Road, Franklin, Wisconsin, more particularly describes as follows:

9745 W Loomis Road, Franklin Wisconsin 53132
Tax Key No. 840-9997-002

and that the wood frame building located on said premise has become so old, dilapidated and out of repair as to be dangerous, unsafe, insanitary, and otherwise unfit for human habitation, occupancy or use and constitute a public nuisance, and that it is unreasonable to repair such building, pursuant to §92-2.A. of the Municipal code of Franklin, Wisconsin, incorporating §30.08 of the Wisconsin Uniform Building Code and §66.0413(1)(b) 1. Wis. Stat. A listing of defects is annexed hereto and incorporated herein as Exhibit A.

YOU ARE HEREBY ORDERED to raze and remove said building and to restore the site to a dust-free and erosion-free condition within 30 days of service of this Notice and Order, pursuant to §66.0413(1)(b) 1., Wis. Stats.

PLEASE TAKE NOTICE that a placard has been placed at the building which declares said building unfit for human habitation.

PLEASE TAKE FURTHER NOTICE that in the case that said razing, removal and restoration is not made in a manner and within the time as hereinbefore directed, the City of Franklin will avail itself of the remedies as set forth in §66.0413(1)(f), Wis. Stats., which includes the razing, removal and restoration of the premise, with the costs of such activity to be charged in full against the subject real estate located at 9745 W Loomis Road in the City of Franklin.

Dated at Franklin, Wisconsin this 22nd day of November, 2013.


Frederick M. Baumgart
Franklin Building Inspector

EXHIBIT A
9745 W Loomis Road

1. Door on the west side of the house has been removed and door opening is no longer boarded up.
2. There are numerous holes in the drywall walls and ceiling of the house.
3. There are holes in the walls and ceiling in the bathroom.
4. There are holes in the hallway walls and ceiling and electrical fixtures are hanging loose from the ceiling.
5. The ceiling has collapsed in the bedroom.
6. There are holes in the second bedroom's walls.
7. There are holes in the third bedroom's closet walls.
8. There are holes in the living room walls.
9. Windows are broken.
10. The building is not secure.

NOTICE AND ORDER

To: Legend Creek LLC
4635 S 108th St
Greenfield, WI, 53228

St Francis Bank
A Division of Mid America Bank FSB
13400 Bishops Lane, Suite 190
Brookfield WI 53005-6203

MidAmerica Bank, FSB
13400 Bishops Lane
Brookfield, WI 53005-6203

PNC Bank, National Association
411 E. Wisconsin Avenue
Milwaukee, WI 53202

PLEASE TAKE NOTICE that I, Frederick M. Baumgart, Building Inspector of the City of Franklin, Milwaukee County Wisconsin do hereby find and determine that you are the owners of the premises located at 9821 W Loomis Road, Franklin, Wisconsin, more particularly describes as follows:

9821 W Loomis Road, Franklin Wisconsin 53132
Tax Key No. 840-9994-001

and that the masonry building located on said premise has become so old, dilapidated and out of repair as to be dangerous, unsafe, insanitary, and otherwise unfit for human habitation, occupancy or use and constitute a public nuisance, and that it is unreasonable to repair such building, pursuant to §92-2.A. of the Municipal code of Franklin, Wisconsin, incorporating §30.08 of the Wisconsin Uniform Building Code and §66.0413(1)(b) 1. Wis. Stat. A listing of defects is annexed hereto and incorporated herein as Exhibit A.

YOU ARE HEREBY ORDERED to raze and remove said building and to restore the site to a dust-free and erosion-free condition within 30 days of service of this Notice and Order, pursuant to §66.0413(1)(b) 1., Wis. Stats.

PLEASE TAKE NOTICE that a placard has been placed at the building which declares said building unfit for human habitation.

PLEASE TAKE FURTHER NOTICE that in the case that said razing, removal and restoration is not made in a manner and within the time as hereinbefore directed, the City of Franklin will avail itself of the remedies as set forth in §66.0413(1)(f), Wis. Stats., which includes the razing, removal and restoration of the premise, with the costs of such activity to be charged in full against the subject real estate located at 9821 W Loomis Road in the City of Franklin.

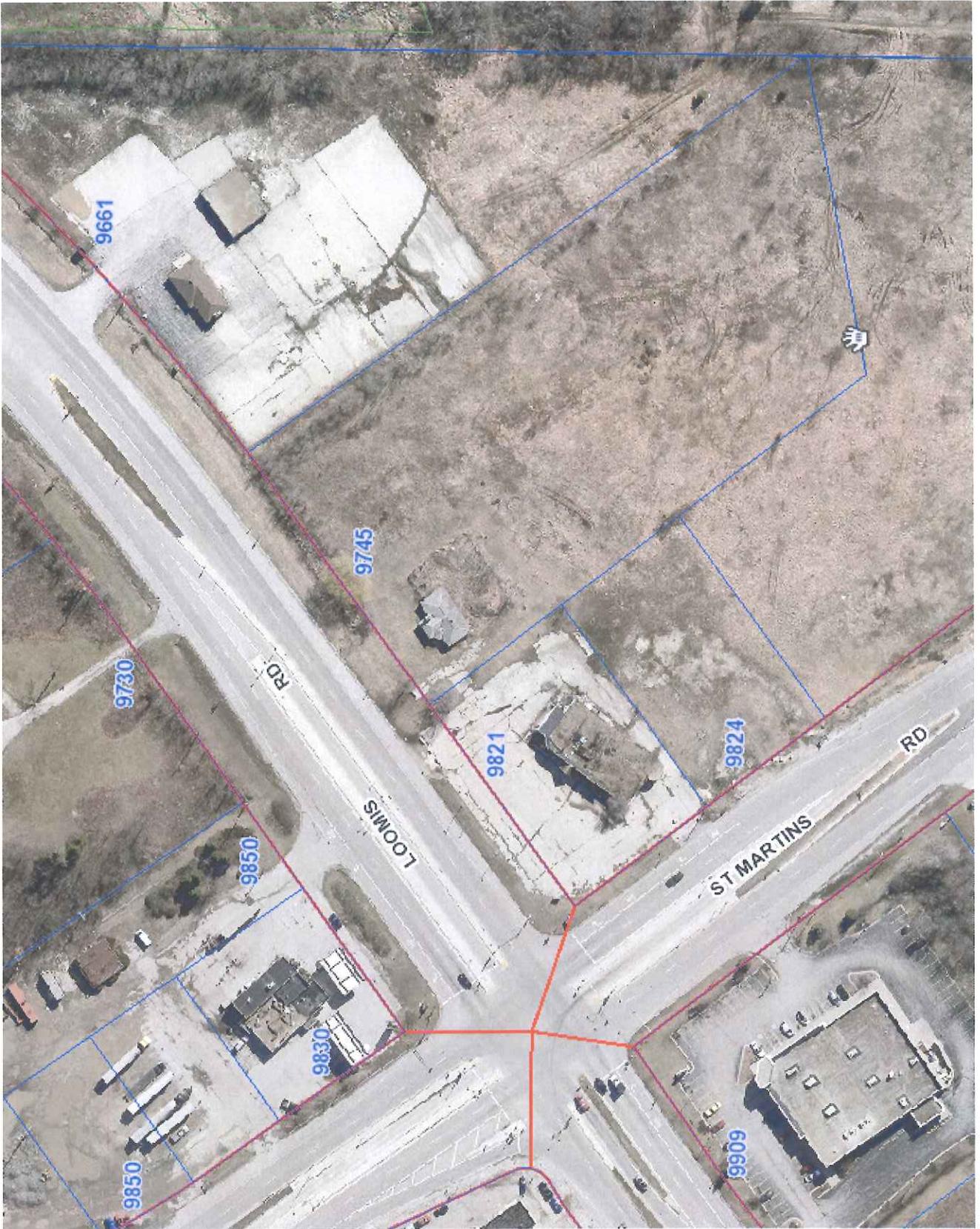
Dated at Franklin, Wisconsin this 22nd day of November, 2013.



Frederick M. Baumgart
Franklin Building Inspector

EXHIBIT A
9821 W Loomis Road

1. Raised floor area has been cut and joists have been removed.
2. Ceiling has collapsed.
3. Wooden flooring has heaved and sections of the flooring are raised above other sections of the flooring.
4. Electrical conduit has dropped and is hanging from the ceiling.
5. There are open electrical boxes without covers and exposed wiring.
6. The circuit breaker panel cover is removed and is open. Circuit breakers are hanging outside of the box.
7. Building debris and abandoned materials are on the floor in the hall, the entry vestibule, and throughout the areas between the bar and the hall.
8. The floor, plumbing and electrical behind the bar is damaged or has been removed.
9. Men's and women's bathrooms have been gutted, plumbing fixture have been removed.
10. The room immediately to the West of the bar has broken windows, debris on the floor, cabinets and electrical pulled off or out of the walls. There are holes in the walls, the ceiling has collapsed.
11. Ceiling has collapse in what was the restaurant portion of the building, windows are broken, exterior doors have been damaged and do not latch and close (one door has been wedged open. Ductwork has been pulled down or has dropped from the ceiling, the ceiling tiles have fallen down, plumbing piping is broken.
12. The West door in the restaurant area has been pried open.
13. There is building debris in the ground and adjacent to the building.
14. There are bins and containers around the property.
15. Gutters, roof trim, window trim is hanging from the exterior building walls and roof.
16. Exterior electrical panels are open, the covers have been removed.
17. Scrap wood and window frames are piled adjacent to the rear wall of the building.



NOTICE AND ORDER

To: The estate of Gerald Mahr

Geraldine Fontenot – Special Administrator
2420 Lakeshore Drive
Kansasville, WI 53139

Janet F. Resnick Esq. – Special Administrator
400 North Broadway, Suite 100
Milwaukee, WI 53202

PLEASE TAKE NOTICE that I, Frederick Baumgart, Building Inspector of the City of Franklin, Milwaukee County Wisconsin do hereby find and determine that the Estate of Gerald Mahr is the owner of the premises located at 8661 W Loomis Road, Franklin, Wisconsin, more particularly describes as follows:

THE NORTHEAST ¼ OF THE SOUTHWEST ¼ OF SECTION 9, TOWN 5 NORTH, RANGE 21 EAST, EXCEPTING LAND CONVEYED BY DEED RECORDED IN VOL 1288, PAGE 452 AS DOCUMENT NO. 1701249, AND ALSO EXCEPTING LAND TAKEN BY STATE HIGHWAY COMMISSION OF WISCONSIN FOR HIGHWAY PRUPOSES, CITY OF FRANKLIN, COUNTY OF MILWAUKEE, STATE OF WISCONSIN.

Tax Key No. 793-9995-000

Address: 8661 W Loomis Road

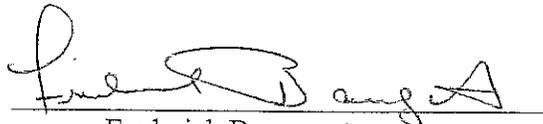
and that the Two story wood frame building several accessory buildings located on said premise has become so old, dilapidated and out of repair as to be dangerous, unsafe, insanitary, and otherwise unfit for human habitation, occupancy or use and constitute a public nuisance, and that it is unreasonable to repair such building, pursuant to §92-2.A. of the Municipal code of Franklin, Wisconsin, incorporating §30.08 of the Wisconsin Uniform Building Code and §66.0413(1)(b) 1. Wis. Stat. A listing of defects is annexed hereto and incorporated herein as Exhibit A.

YOU ARE HEREBY ORDERED to raze and remove said building and to restore the site to a dust-free and erosion-free condition within 30 days of service of this Notice and Order, pursuant to §66.0413(1)(b) 1., Wis. Stats.

PLEASE TAKE NOTICE that a placard has been placed at the building which declares said building unfit for human habitation.

PLEASE TAKE FURTHER NOTICE that in the case that said razing, removal and restoration is not made in a manner and within the time as hereinbefore directed, the City of Franklin will avail itself of the remedies as set forth in §66.0413(1)(f), Wis. Stats., which includes the razing, removal and restoration of the premise, with the costs of such activity to be charged in full against the subject real estate located at 8661 W Loomis Road in the City of Franklin.

Dated at Franklin, Wisconsin this 5th day of May, 2012.

A handwritten signature in cursive script, appearing to read "Frederick Baumgart", written over a horizontal line.

Frederick Baumgart
Franklin Building Inspector

EXHIBIT A

8661 W Loomis Road
Tax Key # 793-9995-000

1. The building was involved in a fire and the structure has been severely damaged.
2. The structure is damaged to the extent that the building is not reasonable to repair.
3. Interior wall framing and second floor joists have been damaged by fire and as a result can lead to collapse.
4. There is not lateral support for the wall system.
5. The first walls are severely damaged by the fire.
6. Exterior door and window opens are open to the weather and have not been boarded up.
7. The doors and window are broken out and have not been boarded up.
8. The two accessory structures that are located to the North and East of the barn have partially collapsed.

APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 12/02/2013
REPORTS & RECOMMENDATIONS	Reclassification of the Position of "Director of Administration" to "City Administrator"	ITEM NUMBER <i>II.C.</i>

The Mayor's Proposed 2014 budget included a recommendation for the reclassification of the position of Director of Administration to City Administrator. The Common Council, in its deliberations, indicated that the issue should be addressed outside of the budget process and removed the reclassification from the budget.

The reclassification as outlined does not change the fact that the management of the City would remain vested in the Common Council and the Mayor and that the Mayor remains the Chief Executive Officer. Furthermore, the reclassification would not delegate any policy making authority to the reclassified position. Importantly, it does not change the current cabinet form of government.

The intent of the reclassification, as addressed in the budget's transmittal letter, was to provide the Director of Administration with more responsibility and accountability to more broadly serve both the Mayor and the Common Council and to oversee and coordinate the day-to-day operations of the City. It further noted that "the size, level of activity, complexity, and cross coordination of day-to-day operations of the City, suggests efficiency and effectiveness could be enhanced if the Mayor and Common Council had a single individual responsible to coordinate the directives of the Mayor and Common Council."

As part of the budget documentation, a subsequent memo was provided that outlined specific examples of how the job description could be adjusted to provide for such a position. A copy of that memo and the current job description are attached for your convenience. The memo makes clear that the focus is on broader administrative coordination that serves both the Common Council and the Mayor. To that end, the memo suggests clarifications that can be incorporated so that the body of the job description more clearly reflects the current summary statement: "Directs and coordinates administration of [the] City of Franklin in accordance with policies and Ordinances as determined by the Mayor and Common Council..." This broad statement is not clearly supported by the rest of the existing wording. Additionally, the responsibility currently assigned by existing wording is not paired with commensurate authority; as such, the resulting structure does not adhere to a generally recommended organizational structure conducive to efficiency, effectiveness, and accountability.

The Mayor respectfully requests the Common Council amend the job description of the Director of Administration and reclassify the position to that of City Administrator for the purpose of clarifying its responsibility and authority for coordinating day-to-day operations of the City at the direction of the Mayor and establishing clear accountability to the Mayor and Common Council for implementing such policy directives as they may establish.

COUNCIL ACTION REQUESTED

Motion to reclassify the position of Director of Administration to that of City Administrator and to amend the job description as follows: [Insert items from the memo or as otherwise determined by the Common Council.]



MEMORANDUM

Date: September 27, 2013

To: Mayor Taylor

From: Mark W. Luberda
Director of Administration

RE: Comparison of DOA duties and responsibilities with the Oak Creek City Administrator

You had asked that I review the ordinances for the City of Oak Creek relative to the duties and responsibilities of the City Administrator and note adjustments that could be made to Franklin's Director of Administration (DOA) job description in order to effectuate the change you have included in your proposed budget. **As a matter of overall context, it is important to note that neither job description delegates any policy making authority to the Administrator, as the management of the City remains vested in the Common Council who is the sole policy making body. Similarly, in both instances, the Mayor remains the Chief Executive Officer.** Nonetheless, I believe the following language from Oak Creek does a good job of identifying or more clearly stating such duties and responsibilities related to broader administrative coordination and management roles that would enable a City Administrator to more fully serve a Common Council and Mayor.

- 1) "To provide the Common Council with counsel and advice and management skills so as to foster the most effective and efficient management of the City's governmental operations and finances." This statement does a better job clarifying the duty to the Common Council than the following current language in the DOA job description: "Make recommendations for the improvement of the efficiency and quality of the services performed by the City." Possibly the two could be merged.
- 2) "Carry out directives of the Mayor or Common Council, which require administrative implementation." Adding this clarification to the end of the following existing language in the DOA job description would help clarify the extent of the authority of the position: "Assure that all City ordinances and resolutions are efficiently and equally administered."
- 3) "Be responsible for the administration of the day-to-day operations of the City government based on those directives [directives of the Mayor and Common Council]." This very clear, concise statement is missing from the DOA job description.
- 4) "Establish administrative procedures to increase the effectiveness and efficiency of City government according to current policies and practices in local government consistent with the directives of the Mayor or Common Council." This clear statement is also missing from the DOA job description and, in simple terms, would give the City Administrator the authority to address issues across departmental lines relative to #3 above and to the administrative functions already under the DOA's scope of responsibility (such as Finance, Personnel, and Building Maintenance).
- 5) "Act in the capacity of public relations officer for the City." This statement would be a more complete addition to the end of the following current DOA duty: "Represent the City in intergovernmental and legislative functions as requested by the Mayor."
- 6) "Require reports from the various departments when deemed necessary.... and to ensure that required supporting materials are available to the Council." Again, linking both the responsibility and the authority, while stating this broad responsibility to the Common Council, would be clearer.

7) "Supervise the purchasing and contracting for the City's supplies and services." This language would be a good addition to the following existing DOA duty: "Oversee the issuance of requests for proposals and recommend selection of consultants for various City projects." Most purchases are not made by RFP and the new purchasing software and accounts payable are already under the DOA responsibility, so this is a natural fit, while addressing the cross departmental element necessary for consistent policy implementation.

8) "Exercise authority over all department heads in conjunction with the Mayor". It is important to note that this statement in Oak Creek's ordinance does not say "supervises all department heads." Supervising department heads remains the statutory responsibility of the Mayor. Nonetheless, the Oak Creek language gives a clear delegation of the authority over department heads so that the City Administrator has the authority across departmental lines to carry out the duties and responsibilities assigned by the Mayor and Common Council. Again, the Oak Creek ordinance clearly establishes a grant of authority that matches the assignment of responsibility, which is a basic component of effective organizational and management dynamics. In short, responsibility without authority is typically not an effective strategy. Although Franklin's DOA job description has numerous references as to responsibility that crosses departmental lines or that serves the breadth of City operations in the service to the Mayor and Common Council, the most clear statement of authority is limited to "in the absence of the Mayor has the authority to resolve any urgent administrative matters..." This current language in the DOA job description may be very open to a Mayor's subjective determination as to what constitutes "the absence of the Mayor" and what constitutes an "urgent administrative matter," but it is arguably incomplete or at best unclear in comparison to the Oak Creek language. As such, to clearly state the authority that would be necessary to "Carry out directives of the Mayor or Common Council, which require administrative implementation," a broad statement of authority as used by Oak Creek would be very beneficial. **It is very important to remember, however, that the statement does not give the City Administrator supervisory authority**, so issues such as department head discipline would not be within the City Administrator's authority. As further clarification and to ensure the Mayor's primary position is undeniable, I would suggest the following slight modification to Oak Creek's wording: "Exercise authority over all department heads in conjunction with and under the direction of the Mayor."

9) "A City Administrator should work closely with, be responsive to, and have the confidence of the Common Council [which constitutes its Mayor and Alderpersons]". Given your assertion that a City Administrator should be serving both the Mayor and the Common Council, and not just the Mayor, this clear statement of Oak Creek's could be added.

10) Reclassifying the position to "City Administrator" more clearly reflects the broader organizational expectation for the position and is more consistent terminology with other municipal organizations. This would help ensure better understanding of the position's duties and authorities by members of the public and other municipal organizations.

It is important to note that I do not see that the above additions or clarifications alter Franklin's Cabinet structure as provided for in section 55.-2 B. of Franklin's Municipal Code. A cabinet structure providing the Mayor with "immediate advice and assistance" does not have to change or be affected if one of them has some authority to direct the other members of the cabinet while carrying out the directives of the Mayor and Council.

Conclusion:

First, one could argue that the current DOA job description already has a variety of statements related to city-wide responsibilities or duties but there is less clear language relative to a corresponding authority in such areas. Having responsibility without authority is not typically considered a successful or effective strategy. Incorporating clarifying statements into the DOA's job description, such as those noted above from the Oak Creek municipal code, would clarify the scope of the responsibilities, as well as the related authority.

Lastly, the Director of Administration job description already provides the following as a matter of introduction: "Summary: Directs and coordinates administration of [the] City of Franklin in accordance with policies and Ordinances as determined by the Mayor and Common Council..." This broad statement is not clearly supported by the rest of the existing wording. Adding the wording from Oak Creek would clearly define or clearly effectuate the organizational dynamic that you have indicated would be in Franklin's best interest.

If you need further information or analysis on this matter, please do not hesitate to ask.

CITY OF FRANKLIN
Job Description

Job Title: Director of Administration
Department: Administration
Reports To: Mayor
Salary Level: Management/Administrative/Supervisory Level XII
FLSA Status: Exempt
Prepared By: Dana Zahn, Human Resources Coordinator
Prepared Date: January 5, 2012
Approved By: Resolution 2012-6785
Approved Date: February 7, 2012

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Supervisory Responsibilities

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

Qualifications

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

Education and/or Experience

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

Language Skills

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

Mathematical Skills

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

Reasoning Ability

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

Computer Skills

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

Certificates, Licenses, Registrations

Valid Wisconsin Driver's License

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

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

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

The noise level in the work environment is usually moderate.

Other Qualifications

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

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

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

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

<p>APPROVAL</p> <p><i>Slw</i> </p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>12/02/2013</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>Wireless Emergency Network Service (WENS) Contract between the City of Franklin and Inspiron Logistics</p>	<p>ITEM NUMBER</p> <p><i>II. D.</i></p>

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

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

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

COUNCIL ACTION REQUESTED

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