

The YouTube channel “City of Franklin WI” will be live streaming the Common Council meeting so that the public will be able to view and listen to the meeting  
<https://www.youtube.com/c/CityofFranklinWIGov>

CITY OF FRANKLIN  
COMMON COUNCIL MEETING\*  
FRANKLIN CITY HALL – COMMON COUNCIL CHAMBERS  
9229 WEST LOOMIS ROAD, FRANKLIN, WISCONSIN  
AGENDA  
WEDNESDAY APRIL 2, 2025 AT 6 30 P M.

- A Call to Order, Roll Call and Pledge of Allegiance.
- B Citizen Comment Period
- C. Approval of Minutes Regular Common Council Meeting of March 18, 2025
- D Hearings
- E Organizational
- F Letters.
- G Reports and Recommendations
  1. Sound Monitoring Request for Proposal Review and Next Steps.
  2. A Resolution Authorizing Certain Officials to Execute a Subdivision Development Agreement with Creative Homes, Inc , the Developer of the Ridgewood Reserve Subdivision
  - 3 A Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Granted by Section 207-15 of the Municipal Code and Section 66 0701 of the State Statutes for Installation of a Sanitary Sewer on South 80th Street from a Point of Connection at the Intersection of West Ryan Road (STH 100) to a Point of Connection at West Park Circle Way and Setting the Public Hearing Date for May 6th, 2025 Common Council Meeting, at 6:30 p.m.
  - 4 An Ordinance to Create Section 207-15K.(2)(j) of the Franklin Municipal Code Pertaining to Deferment of Payment of Special Assessments with Regard to a Water Main Project Serving the City to be Constructed within a State Trunk Highway for which Public Construction is ongoing by the State, causing the need for the Water Main Project to Proceed Forthwith
  - 5 A Resolution for Emergency Authorization to Contract with Quality Flow Systems to Replace Pump at St. Martins Lift Station in Lieu of the Public Bid Process with a Not-to-Exceed amount of \$153,445.00
  - 6 An Ordinance to Amend Ordinance 2024-2649, an Ordinance Adopting the 2025 Annual Budget for the Sewer Fund to Provide Additional Lift Station Appropriations Associated with the Emergency Replacement of the St. Martin’s Lift Station Pump in the amount of \$153,445 00

Common Council Meeting Agenda

April 2, 2025

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- 7 An Ordinance to amend Section 15-3 0444 of the Unified Development Ordinance Planned Development District No 39 (Mixed Use Business Park) to allow truck terminals and Outdoor Storage facilities as a Special Use and to revise Design Standards (Gina Marie Bonini, Modine Mfg Co , Applicant) (3303 W Oakwood Rd )
- 8 A Resolution Authorizing the Installation of a fence within the 30 Foot Landscape Easement Plat Restriction, upon Lot 22 of Riverview Pointe Subdivision (6575 W River Pointe Dr ) (Crystal & Keith Kent, Applicants).
- 9 Approval of a One-Year Extension of Emergency Notification System Contract with Inspiron Logistics, LLC (4/22/2025–4/21/2026).
10. An Ordinance to Amend Ordinance 2024-2649, an Ordinance Adopting the 2025 Annual Budget for the General Fund to transfer \$988 of Contingency Appropriations to City-Wide Data Communications Services for the Required Wireless Emergency Notification System (WENS).
11. Budget Preparation Timetable for the 2026 Budget.
- 12 New Housing Fee Report for 2024
- 13 A Resolution Approving a Partial Property Tax Rescission and Refund for TKN 886-9997-000
14. A Resolution Approving a Partial Property Tax Rescission and Refund for TKN 740-0002-000
15. An Ordinance to Amend Ordinance 2024-2649, an Ordinance Adopting the 2025 Annual Budget for the General Fund, TID 8 Capital Projects Fund, Capital Outlay Fund, Equipment –Replacement Fund, Capital Improvement Fund, Street Improvement Fund, and Sewer Fund for Fiscal Year 2025 to Approve Budget encumbrances from the 2024 Budget as Amendments to the 2025 Budget
- 16 An Ordinance to Amend Ordinance 2024-2649, an Ordinance Adopting the 2025 Annual Budgets for the General Fund and the Capital Outlay Fund for the City of Franklin for Fiscal Year 2025 to Carryover Incomplete 2024 Projects as an Amendment to the 2025 Budget.
17. Reclassification of Secretary Positions in Inspection Services and Planning Departments to Administrative Assistant Positions.
18. List of Donations for January – December 2024

H Licenses and Permits License Committee Meeting of April 2, 2025

I Bills  
Request for Approval of Vouchers and Payroll

J Adjournment

\*Supporting documentation and details of these agenda items are available at City Hall during normal business hours

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

REMINDERS

Common Council Meeting Agenda

April 2, 2025

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April 3	Plan Commission	6 00 p m
April 15	Common Council	6 30 p m.
April 17	Plan Commission	6 00 p m
May 6	Common Council	6 30 p.m
May 8	Plan Commission	6 00 p m
May 20	Common Council	6 30 p.m
May 22	Plan Commission	6 00 p m
May 26	City Hall Closed-Memorial Day	

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- HEARING: D 2 A public hearing was called to order on March 18, 2025 at 7 11 p m  
ISSUANCE OF CITY on proposed issuance of City of Franklin, Wisconsin, Industrial  
OF FRANKLIN Development Revenue Bonds, Series 2025 (Gebruder Peter LLC  
INDUSTRIAL Project), in an aggregate amount not to exceed \$3,600,000 (the  
DEVELOPMENT "Bonds"), pursuant to Section 66 1103 of the Wisconsin Statutes, to  
REVENUE BONDS finance a project to be owned by Gebruder Peter LLC, a Wisconsin  
limited liability company (the "Borrower") The public hearing was  
closed at 7 11 p m
- RES 2025-8284 G 2 Alderman Barber moved to adopt Resolution No 2025-8284, A  
INDUSTRIAL FINAL RESOLUTION REGARDING INDUSTRIAL  
DEVELOPMENT DEVELOPMENT REVENUE BOND FINANCING FOR  
REVENUE BOND GEGRUDER PETER LLC PROJECT, OR SUCH OTHER ACTION  
FINANCING AS THE COMMON COUNCIL DEEMS APPROPRIATE  
GEGRUDER PETER Seconded by Alderman Hasan All voted Aye; motion carried.  
LLC
- RE-MOUNT OF A 2015 G 3 Alderman Hasan moved to proceed with the re-mount of a 2015  
FORD / LIFELINE Ford/Lifeline Ambulance as included in the 2025 Capital Improvement  
AMBULANCE Plan (42-0221-5811) at a cost not to exceed \$293,600 Seconded by  
Alderwoman Eichmann All voted Aye; motion carried
- ORD 2025-2665 G 4 Alderwoman Eichmann moved to adopt Ordinance No 2025-2665, AN  
AMEND ORDINANCE ORDINANCE TO AMEND ORDINANCE 2024-2649, AN  
2024-2649 TO ORDINANCE ADOPTING THE 2025 ANNUAL BUDGET FOR  
PROVIDE THE SEWER FUND TO PROVIDE ADDITIONAL AUTO  
ADDITIONAL AUTO EQUIPMENT APPROPRIATIONS ASSOCIATED WITH THE  
EQUIPMENT LEASING OF A UTILITY VEHICLE IN THE AMOUNT OF  
\$59,784 50 Seconded by Alderman Hasan. All voted Aye, motion  
carried
- RES. 2025-8285 G 5 Alderman Hasan moved to adopt Resolution No 2025-8285, A  
PROPERTY TAX RESOLUTION APPROVING A PARTIAL PROPERTY TAX  
RESCISSION AND RESCISSION AND REFUND FOR TKN 759-0057-000, AND  
REFUND FOR TKN DIRECT STAFF TO FILE THE CHARGEBACK REQUEST WITH  
759-0057-000 THE DEPARTMENT OF REVENUE TO SEEK COMPENSATION  
FROM THE OTHER TAXING AUTHORITIES Seconded by  
Alderwoman Eichmann All voted Aye; motion carried
- RES 2025-8286 G 6 Alderwoman Eichmann moved to adopt Resolution No 2025-8286, A  
PROPERTY TAX RESOLUTION APPROVING A PARTIAL PROPERTY TAX  
RESCISSION AND RESCISSION AND REFUND FOR TKN 849-9994-005; AND  
REFUND FOR TKN DIRECT STAFF TO DIRECTLY REFUND THE PROPERTY  
849-9994-005 OWNER Seconded by Alderman Hasan. All voted Aye; motion  
carried

- RES 2025-8287  
PROPERTY TAX  
RESCISSION AND  
REFUND FOR TKN  
882-0191-000                    G 7     Alderman Craig moved to adopt Resolution No. 2025-8287, A RESOLUTION APPROVING A PARTIAL PROPERTY TAX RESCISSION AND REFUND FOR TKN 882-0191-000; AND DIRECT STAFF TO DIRECTLY APPLY THE REFUND TO THE OUTSTANDING BALANCE ON THE PROPERTY TAX BILL  
Seconded by Alderman Hasan All voted Aye, motion carried
- RES 2025-8288  
PROPERTY TAX  
RESCISSION AND  
REFUND FOR TKN  
847-0022-000                    G 8     Alderman Hasan moved to adopt Resolution No 2025-8288, A RESOLUTION APPROVING A PARTIAL PROPERTY TAX RESCISSION AND REFUND FOR TKN 847-0022-000; AND DIRECT STAFF TO FILE THE CHARGEBACK REQUEST WITH THE DEPARTMENT OF REVENUE TO SEEK COMPENSATION FROM THE OTHER TAXING AUTHORITIES Seconded by Alderman Peccarelli. All voted Aye; motion carried
- RES. 2025-8289  
PROPERTY TAX  
RESCISSION AND  
REFUND FOR TKN  
882-0196-000                    G 9     Alderman Craig moved to adopt Resolution No 2025-8289, A RESOLUTION APPROVING A PARTIAL PROPERTY TAX RESCISSION AND REFUND FOR TKN 882-0196-000 AND DIRECT STAFF TO DIRECTLY REFUND THE PROPERTY OWNER. Seconded by Alderwoman Day All voted Aye, motion carried
- RES 2025-8290  
PROPERTY TAX  
RESCISSION AND  
REFUND FOR TKN  
892-9989-002                    G 10    Alderman Hasan moved to adopt Resolution No. 2025-8290, A RESOLUTION APPROVING A PARTIAL PROPERTY TAX RESCISSION AND REFUND FOR TKN 892-9989-002; AND DIRECT STAFF TO DIRECTLY APPLY THE REFUND TO THE OUTSTANDING BALANCE ON THE PROPERTY TAX BILL  
Seconded by Alderwoman Day All voted Aye; motion carried.
- SOUND MONITORING  
PROPOSAL REVIEW                G 11    Alderman Barber moved to table the JPM Acoustics contract for a sound monitoring proposal to the April 2, 2025 Common Council meeting. Seconded by Alderman Craig All voted Aye, motion carried
- MISCELLANEOUS  
LICENSES                            H        Alderman Craig moved to approve the following licenses of the License Committee Meeting of March 18, 2025  
  
Grant Fixed Full-Service Retail Outlet, Entertainment & Amusement to On Cloud Wine, LLC, John "Randy" Larson, 10062 W Loomis Rd, Grant New 2024-2025 Operator License to Carissa Hagedorn, Katherine Pope, & Jessica Provencher  
  
Seconded by Alderwoman Eichmann All voted Aye, motion carried.
- VOUCHERS AND  
PAYROLL                            I        Alderman Hasan moved to approve City vouchers with an ending date of March 13, 2025 in the amount of \$1,804,354 92, and payroll dated

March 7, 2025 in the amount of \$479,217.44 and payments of the various payroll deductions in the amount of \$263,311.58 plus City matching payments, and estimated payroll dated March 21, 2025 in the amount of \$483,000 and payments of the various payroll deductions in the amount of \$564,000 plus City matching payments. Seconded by Alderman Craig. On roll call, all voted Aye. Motion carried.

ADJOURNMENT

- J. Alderwoman Eichmann moved to adjourn the meeting of the Common Council at 8:07 p.m. Seconded by Alderman Peccarelli. All voted Aye; motion carried.



APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE April 2, 2025
REPORTS AND RECOMMENDATIONS	Sound Monitoring RFP Proposal Review & Next Steps	ITEM NUMBER B.1.

This subject matter was before the Common Council at its March 18, 2025 meeting as item G 11 on the agenda. Annexed hereto is a copy of the action sheet from that meeting, as well as the JPM Acoustics Noise Vibration proposal for Sound Monitoring, Noise Mitigation and Compliance Services, and Statement of Qualifications Document, accompanying the action sheet in that meeting agenda packet. This subject is being returned to this meeting pursuant to the direction received from the Common Council, with invitations to JPM and the Ballpark Commons developer to attend this meeting personally or virtually, to discuss the terms and conditions for a positive collaborative work together future process for sound monitoring, including agreements between and among the City and Ballpark Commons and the City and JPM for such purpose.

**COUNCIL ACTION REQUESTED**

A motion to direct staff to continue the process to provide for specific applicable terms agreements with JPM Acoustics Noise Vibration and the Ballpark Commons developer, and to return same to the Common Council at its April 15, 2025 meeting.

Other potential motions are set forth on the March 18, 2025 Council Action sheet annexed hereto.

APPROVAL	REQUEST FOR COUNCIL ACTION	<del>MEETING DATE</del> 3/18/2025
REPORTS & RECOMMENDATIONS	SOUND MONITORING RFP PROPOSAL REVIEW & NEXT STEPS	ITEM NUMBER

**BACKGROUND**

The City of Franklin issued a Request for Proposals (RFP) for Sound Monitoring Services to establish independent, data-driven noise monitoring due to ongoing community concerns about excessive noise levels from Ballpark Commons (BPC)/ROC Ventures

The City received one response from JPM Acoustics Noise & Vibration, which has been included in the Council Packet along with their Statement of Qualifications (SOQ). The purpose of this discussion is to determine how the Common Council wishes to proceed

**Community Concerns & Sound Monitoring Needs**

Over the past two years, Franklin residents have expressed growing frustration over noise disturbances, particularly related to BPC. Key issues include

- **Ongoing Resident Complaints:** Reports of excessive noise, including music, concerts, and sporting events, disrupting quality of life
- **Inconsistent Enforcement:** Concerns about selective application of noise ordinances and lack of objective enforcement mechanisms
- **Lack of Data-Driven Compliance Checks:** Current ordinance enforcement relies on subjective assessments rather than continuous noise level monitoring.
- **Business Accountability:** Residents feel that certain developments operate with greater noise allowances than permitted under existing ordinances
- **Calls for Independent Monitoring:** Residents have requested third-party, real-time noise monitoring to provide transparency and support objective decision-making.

**Overview of JPM Acoustics Proposal**

JPM Acoustics proposes a comprehensive noise monitoring plan that includes:

- Deployment of Real-Time Monitoring Equipment at strategic locations across the City
- Continuous & Event-Based Noise Data Collection to assess compliance with Franklin's noise ordinance.
- Monthly Reports & Compliance Analysis providing noise levels and recommended mitigation strategies.
- Public Accessibility & Transparency Measures to ensure stakeholders receive clear data on sound levels.
- Consultation on Ordinance Revisions if modifications to noise enforcement are needed

**Estimated Cost:** \$78,013.20 (detailed in the proposal).

## Key Policy Considerations & Council Discussion Points

The Common Council is asked to determine how to proceed with sound monitoring efforts. Options include:

### 1. Accept the JPM Acoustics Proposal as Submitted

- a) Ensures professional oversight of noise data collection and analysis.
- b) Provides independent verification of noise compliance and ordinance enforcement.
- c) Establishes a transparent, data-driven approach to managing noise concerns.

### 2. Modify the Scope of Work Before Contracting

- a) Focus sound monitoring on peak complaint areas or specific timeframes to reduce costs.
- b) Adjust data collection methods to align with budgetary constraints.
- c) Explore integration with City enforcement tools to strengthen ordinance compliance.

### 3. Decline the Proposal & Explore Alternative Approaches

- a) Reassess whether existing enforcement tools and ordinances are sufficient.
- b) Consider in-house monitoring solutions or issuing a revised RFP.
- c) Address gaps in the ordinance before investing in long-term monitoring solutions.

### 4. Reevaluate Noise Ordinances Before Proceeding with Monitoring

- a) Strengthen enforcement provisions within the ordinance.
- b) Clarify penalties and define acceptable noise thresholds across different zones.
- c) Engage the public and businesses in shaping noise compliance expectations.

## Recommendations Based on Analysis

✂ If the Council seeks objective, data-driven enforcement, proceeding with sound monitoring is recommended.

✂ If concerns exist about costs, the City may refine the scope to focus on high-priority areas.

✂ Regardless of the decision on monitoring, reviewing ordinance enforcement gaps is essential to ensure fairness and transparency.

## REQUESTED COUNCIL ACTION

The Common Council is asked to review the JPM Acoustics proposal and determine the next steps.

A motion may include:

- Approval of the JPM Acoustics contract as proposed.
- Direction to modify the scope and negotiate revised terms.
- Rejection of the proposal with an alternative plan for noise management.
- As the Council deems appropriate.

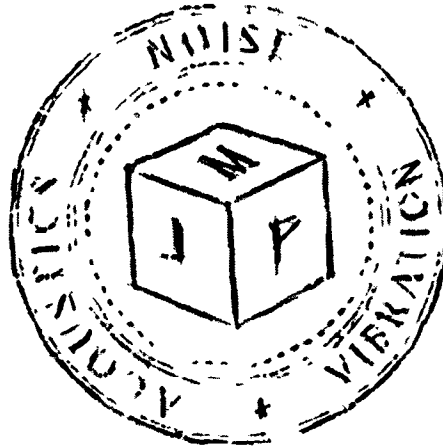
## Attachments

JPM Acoustics Proposal

JPM Acoustics Statement of Qualifications (SOQ)

# JPM

Acoustics Noise Vibration



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**+1 888 - 88 - 66473**

[engineering@AcousticalNoiseVibration.com](mailto:engineering@AcousticalNoiseVibration.com)

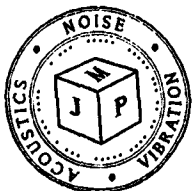
[JohnMatagos@AcousticalNoiseVibration.com](mailto:JohnMatagos@AcousticalNoiseVibration.com)

**JPM**  
Acoustics Noise Vibration

**PROPOSAL FOR:**

**"RFP #25-001 SOUND MONITORING, NOISE MITIGATION, & COMPLIANCE SERVICES"**

**City of Franklin, WI**



**JOHN MATAGOS LLC**

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# JPM

Acoustics Noise Vibration

## Table of contents

### From RFP #25-001 SOUND MONITORING, NOISE MITIGATION, & COMPLIANCE SERVICES Section 4 – Proposal Requirements

#### A. Company Background & Experience (pages 4-10)

- 1 Provide at least three (3) municipal references for similar work
- 2 Documented experience with stadium/event noise monitoring and mitigation techniques
- 3 Describe your firm (size, location, staffing level, longevity, etc )
- 4 Explain your firm's approach to successfully providing these services, including what you see as your role and how you communicate with the City
- 5 Explain your expectations for the City and its staff regarding your ability to successfully provide sound monitoring and mitigation services

#### B. Technical Proposal & Approach (pages 11-15)

- 1 Detailed methodology for noise monitoring & mitigation strategies
- 2 Specifications for real-time monitoring system & compliance tracking
- 3 Please identify specialized computer software packages and other technology tools used to service your clients
- 4 Describe, in detail, your firm's data analysis process, including the methods and strategies you employ and the type of reports and forms that the City can expect as part of this engagement
- 5 Explain the levels and types of service provider audits that you have recommended for existing clients

#### C. Staffing Plan (pages 16-18)

- 1 Provide names & qualifications of key personnel
- 2 Certifications in acoustic engineering, sound mitigation, and environmental noise control

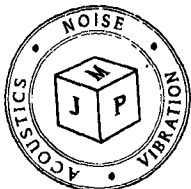
#### D. Cost Proposal (pages 19-38)

- 1 Proposals must outline the full scope of monitoring services, including anticipated costs for implementation by the responsible parties at BPC
- 2 Fixed cost for monitoring services
- 3 Hourly rates for consulting, mitigation planning, and enforcement support
- 4 Breakdown of software/hardware expenses

#### E. An authorized officer to execute legal documents on behalf of the organization shall sign the proposal.(page 39)

#### F. Appendix/Portfolio: (pages 40-41)

Proposing firms may provide a portfolio of work as an attachment or via a web link to highlight the organization's past work as it applies to these proposed services. This section may also provide any additional information regarding the firm's qualifications or methods relevant to these services. Please identify the project manager for each sample portfolio of work provided.



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**A. Company Background & Experience**

1. Provide at least three (3) municipal references for similar work.

**Municipal project references:**

**#1 STANISLAUS COUNTY Parks & Recreation, CA**

Dirty Bird Outdoor Music Festival

>15,000 participants multiple day outdoor music festival. 5 Large scale music stages with performances going into late nighttime hours (4am). Environmental noise control study. Noise impact of increased traffic count evaluation and consultation. Monitoring of ambient levels and traffic counts prior to event initiation. Monitoring of traffic noise levels near identified noise sensitive locations (residential) during event with manned acoustical engineer & real time exceedance alerts. Continuous noise monitoring at multiple positions for the entire duration of event.

Reference contacts:

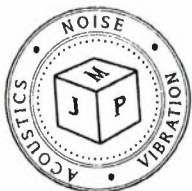
Mandi Recreation Stanislaus 209.525.6783 mdumlao@parksrec.org	County	Parks	&	Dumlao Supervisor Recreation
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Heidi Hidalgo  
Marketing Coordinator  
Stanislaus County, Parks & Recreation  
o:209.525.6750 c:209.275.4521

**#2 STANISLAUS COUNTY Parks & Recreation, CA**

All Day I Dream Outdoor Music Festival

>10,000 participants multiple day outdoor music festival. 5 Large scale music stages with performances going into late nighttime hours (3am). Environmental noise control study. Noise impact of increased traffic count evaluation and consultation. Monitoring of ambient levels and traffic counts prior to event initiation. Monitoring of traffic noise levels near identified noise sensitive locations (residential) during event with manned acoustical engineer & real time exceedance alerts. Continuous noise monitoring at multiple positions for the entire duration of event.



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**JPM**  
Acoustics Noise Vibration

Reference contacts

Mandi Dumlao  
Recreation Supervisor  
Stanislaus County Parks & Recreation  
209 525 6783  
mdumlao@parksrec.org

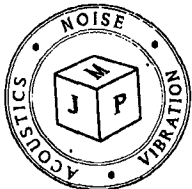
Heidi Hidalgo  
Marketing Coordinator  
Stanislaus County, Parks & Recreation  
o 209 525 6750 c 209 275 4521  
hhidalgo@parksrec.org  
www.stancountyparks.com

**#3 CRSSD San Diego County Parks and Receptions Music Festival.**

One of the Largest Music Festivals in San Diego JPM Acoustics Noise Vibration conducted all acoustical engineering work including environmental noise planning, noise monitoring during event with real time alert and engineer onsite. Generated reports of data collected, exceedances that may have occurred, compliance with project specifications, local code compliance analysis, etc

Reference contacts

County of San Diego Parks and Recreation  
Christine Lafontant  
Region Manager  
Christine.lafontant@sdcounty.ca.gov



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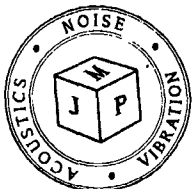


# JPM

Acoustics Noise Vibration

2 Documented experience with stadium/event noise monitoring and mitigation techniques

Please see part "1 Provide at least three (3) municipal references for similar work" Our principal engineer to manage exclusively the project, who has international experience of identical requirements Our resume includes a large number of projects and clients References to be [provided upon request



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# JPM

Acoustics Noise Vibration

### 3 Describe your firm (size, location, staffing level, longevity, etc )

JPM Acoustics Noise Vibration is based in Los Angeles, CALIFORNIA, USA and specializes in the field of Acoustical Engineering. The firm has been established in Athens, GREECE, EU, since 2006, and Los Angeles, CALIFORNIA, USA, since 2009.

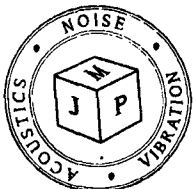
We have the ability to provide our services internationally with the firm's principal engineer and engineering team including a resume with projects in several countries in the EU and several states in the U S A.

Our services include

- Environmental Noise Planning Control design, mitigation study, evaluation of compliance, predictions
- Building Noise Control Design
- Interior Acoustics Design
- State of the art computer 3D Modeling prediction, consulting, expert certification and design services
- State of the art noise and vibration analyses Including continuous environmental monitoring, with real-time alerts, real-time online data presentation and remote data access to minimize cost of onsite technicians and other personnel. Daily, weekly, bi-weekly, monthly reporting as required.
- Custom design, manufacturing, and onsite installation supervision of Noise & Vibration Mitigation Technologies and Materials. Including custom design, material provision, custom built, and onsite installation of temporary or permanent Noise Enclosures, Noise Barriers, Noise Blankets, Interior Acoustics technologies, Vibration Control Technologies, and more.
- Pre-built phase building noise insulation design, post built measurements for building noise control performance according to city, state, country, or any other project requirements in relation to NIC, STC, IIC performance. Our firm provides also certifications for design and measurements services to residential buildings in order to assist property owners to evaluate value of such buildings.

We have the ability to predict, design, monitor, and control, noise and vibration for a wide variety of applications including

- Mechanical Equipment of any size from tiny to industrial size
- Construction & Demolition Operations Pile Driving Shoring, etc



JOHN MATAGOS LLC

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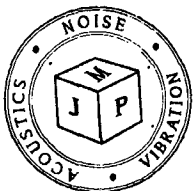
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# JPM

Acoustics Noise Vibration

- Environmental Noise & Vibration Impact Evaluations
- Oil & Gas Drilling, Fracking and Production
- Industrial Facilities Operations
- Residential & Commercial Noise Ordinance Compliance Assessments
- Underwater Acoustic Studies – Hydro acoustic Monitoring & Analysis
- Railway Agencies, Airport & Air Traffic Agencies, Highway Agencies
- Recording Music Studios, Houses of Worship
- Residential & Commercial Buildings
- Research and Development of Noise & Vibration Control design for any products



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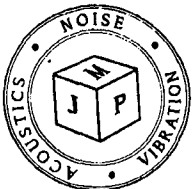
Engineering@AcousticalNoiseVibration.com  
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# JPM

Acoustics Noise Vibration

4 Explain your firm's approach to successfully providing these services, including what you see as your role and how you communicate with the City

- Our firm will take a collaborative, data-driven approach to sound monitoring, noise mitigation, and compliance enforcement. We aim to seamlessly integrate with the City of Franklin's existing enforcement teams and law enforcement to ensure real-time response and regulatory compliance.
- We will establish clear communication channels with City officials, law enforcement, and venue operators, including regular updates, automated reporting systems, and real-time alerts.
- Our team will assign a dedicated project manager who will be the primary point of contact for the City, ensuring efficient coordination, transparent reporting, and swift issue resolution.
- Our firm's principal acoustical engineer will be the chief overseeing and making any decisions in relation to predictions, calculations, John Matagos.
- The planning phase will include detailed analysis, evaluation and prediction phases. All calculations and documents executed by our principal acoustical engineer, John Matagos. With international experience in identical projects.



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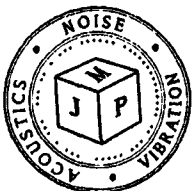
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# JPM

## Acoustics Noise Vibration

### 5 Explain your expectations for the City and its staff regarding your ability to successfully provide sound monitoring and mitigation services

- **Access to Existing Infrastructure:** We request collaboration in obtaining access to current monitoring sites, enforcement protocols, and noise ordinance details to align our strategy with the City's expectations. Nevertheless, such access requirements will be minimal and we know we can collect ample data for decision making, planning, and designing mitigations.
- **Ongoing Coordination & Data Sharing.** City staff should provide input on enforcement measures, and public transparency initiatives. Regular meetings will ensure all stakeholders remain aligned
- **Enforcement Support & Legal Oversight.** While we provide automated tracking and expert analysis, the City's law enforcement and compliance officers will play a key role in enforcing regulations and responding to noise violations.



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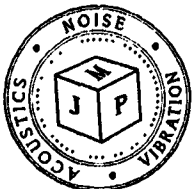
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## B. Technical Proposal & Approach

### 1. Detailed methodology for noise monitoring & mitigation strategies.

- Utilize ANSI Type 1 sound meters with strategic placement across BPC to ensure accurate noise data collection.
- Implement real-time exceedance tracking (1-second, 10-second, 30-second intervals) and automated alerts to enforcement teams.
- Conduct monthly calibration audits to maintain accuracy and compliance with Franklin Noise Ordinance 2024-8109.
- Develop customized noise mitigation strategies, including speaker placement optimization, sound barriers, and low-frequency reduction techniques.



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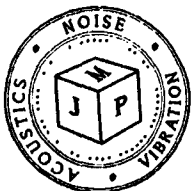
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## 2. Specifications for real-time monitoring system & compliance tracking.

- Deploy a cloud-based dashboard that provides continuous live noise level readings, public reporting, and historical exceedance data.
- Integrate automated alerts (SMS, email) to notify enforcement officers, venue operators, and City officials of noise exceedances
- Implement escalation protocols to prevent recurring violations, with documented enforcement actions
- Additionally, equip the system with meteorological sensors for improved accuracy and environmental noise impact assessment.



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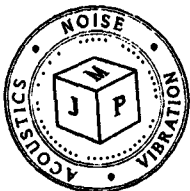
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**3. Please identify specialized computer software packages and other technology tools used to service your clients.**

- Larson-Davis 831 Sound Monitors and additional ANSI Type A sound level meter with Type 1 microphone, for precise noise measurement.
- Proprietary real-time compliance software with a web-based dashboard for tracking, alerts, and public transparency.
- Acoustic modeling software to predict noise spillover and test mitigation strategies.
- Data analysis tools to generate reports, trend analyses, and regulatory insights.



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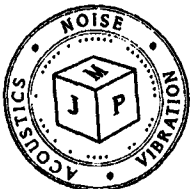


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**4. Describe, in detail, your firm's data analysis process, including the methods and strategies you employ and the type of reports and forms that the City can expect as part of this engagement.**

- We utilize big-data analytics to assess noise levels, event-based trends, and long-term compliance performance
- Reports include detailed sound maps, exceedance heatmaps, trend analysis, and ordinance violation summaries.
- We provide monthly compliance reports with graphical trend analysis, violation history, and mitigation recommendations
- Automated community complaint tracking can be integrated into the dashboard for public transparency and engagement.



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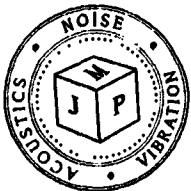
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5 Explain the levels and types of service provider audits that you have recommended for existing clients

- Quarterly audits of monitoring equipment to verify compliance and accuracy.
- Randomized enforcement checks conducted with law enforcement for real-world compliance validation.
- Annual ordinance reviews with City officials to assess the effectiveness of regulations and recommend updates based on industry best practices
- Stakeholder engagement audits, including surveys and public feedback reviews, to align mitigation efforts with community expectations.



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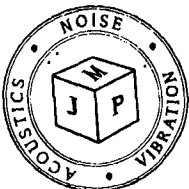
Engineering@AcousticalNoiseVibration.com  
JohnMatagos@AcousticalNoiseVibration.com

## C. Staffing Plan

### 1 Provide names & qualifications of key personnel

#### Personnel

- JPM Acoustics Noise Vibration is operated by Principal Acoustical Engineer John Matagos, with education and working experience in the field of Acoustical Engineering, Noise & Vibration since 2002
- All field technicians, and engineers are trained and supervised by our Principal Acoustical Engineers Our firms' Principal Acoustical Engineer and owner, John Matagos, holds a Bachelor s and Master s Degree (Meng) from one of the most prestigious University internationally in the field of Acoustical Engineering, Noise & Vibration University of Southampton, U K – I S V R
- Mr Matagos also holds a second Master`s degree in Acoustic Composition, from the world-famous University of London, U K
- John has worked at research facilities of international reputation from a very young age (19 years old – Celestion Loudspeakers, 20 years old – Rolls Royce Motor Cars) Since the completion of his education, Mr Matagos has been involved with large scale construction projects in Greece, the United Kingdom and the United States Has worked with some of the major Acoustical Consulting firms and projects in the UK, USA GREECE, and has developed a reputation with JPM Acoustics Noise Vibration as a highly reliable consultant in his field
- JPM Acoustics Noise Vibration has several onsite trained assistant and office operators to facilitate the smooth development and completion of any project we undertake



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## Principal Acoustical Engineer

John Matagos (MEng & MMus)

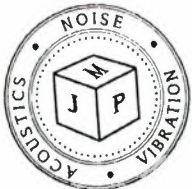
Title: Principal Acoustical Engineer, Noise & Vibration Consultant

Education:

Institute of Sound and Vibration Research. I.S.V.R University of Southampton, UK.  
Masters & Bachelors in Acoustical Engineering (MEng)

University of London, UK.  
Masters in Acoustic Composition (MMus)

Cambridge University, U.K  
Proficiency Degree in English Language



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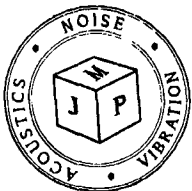
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## 2 Certifications in acoustic engineering, sound mitigation, and environmental noise control

JPM Acoustics Noise Vibration is a member of

- Acoustic Society of America (ASA)
- Institute of Noise Control Engineering USA (INCEUSA)



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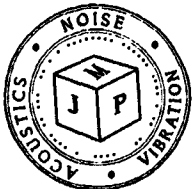
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## D. Cost Proposal

1. Proposals must outline the full scope of monitoring services, including anticipated costs for implementation by the responsible parties at BPC.
2. Fixed cost for monitoring services.
3. Hourly rates for consulting, mitigation planning, and enforcement support.
4. Breakdown of software/hardware expenses.

Please find our cost proposal, including all four requirements, below:



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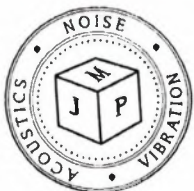
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BRIEF

**NOISE CONTROL SERVICES, EQUIPMENT  
AND TRAINING**

- Noise Mitigation Plan
- Noise Monitoring
- Noise Mitigation
- Online Platform
- Reports
- Expert Witness
- Training



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3/5/2025

Project: **#2025-001 “RFP-Sound Monitoring Noise Mitigation and Compliance Services-Franklin”**

Agency City of Franklin, Wisconsin

Dear City of Franklin,

In response to your request for proposal and provided specification documents. In Table 1, that follows in this document, please find descriptions and pricing for our required services and products

Our firm can provide all required services, technologies and mitigation products.

Our firm guarantees I will be the Principal Acoustical Engineer, throughout the entire project duration I will be available to support the project as needed at any time

We are very interested in this project and have very strong past experience; references can be provided upon request

During planning phase, we will review project specifications and consult in any potential amendments that will reduce costs of execution or benefit the City in any way.

I will be looking forward to your reply and will be available to answer any questions

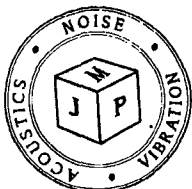
Sincerely yours,

John Matagos

Managing Principal Acoustical Engineer, Noise & Vibration Consultant

Master’s in Acoustical Engineering - MEng (Honors) University of Southampton I S V R  
Master’s in Acoustic Composition – MMus (Honors) University of London – Goldsmith’s

Member of ASA (Acoustical Society of America)  
Member of INCE USA (Institute of Noise Control Engineering USA)



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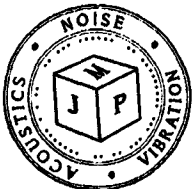
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See APPENDIX B, in this document, for details in relation to each items described in Table 1. Including restrictions and relevance to project specifications document.

**Table 1. Descriptions & Pricing**

Services / Products	Price
<p>1 <u>Noise Monitoring</u></p> <p>\$1,061.20, per/ month, per sensor For 36 months</p>	\$38,203.20
<p>2 <u>Noise Mitigation Plan</u></p> <p>\$3,500</p>	\$3,500.00
<p>3 <u>Expert witness services</u></p> <p>\$950 If required in potential legal cases. Includes 4 hours of Principal Acoustical Engineer</p>	
<p>4 <u>Training</u></p> <p>Training of one Franklin Law Enforcement Officer in handheld decibel meter use for one (1) hour (via conference video call) \$80.00</p> <p><u>Alternative option (in person training)</u></p> <p>Training on site by Principal Acoustical Engineer in person, one (1) hour \$250.00</p> <p>We offer 20% discount for every additional person to be trained</p>	\$80.00
<p>5 <u>Noise Monitoring Reports</u></p> <p>\$455 per sensor, per location For 36 months monthly report</p>	\$16,380.00
<p>6 <u>Acoustic Impact Study</u></p> <p>\$19,850 Assuming minimum requirements for predictions and calculations of impact on exterior environment for three main noise source position. Will include base study of all existing sound systems and noise sensitive locations for three main areas/buildings</p>	\$19,850.00



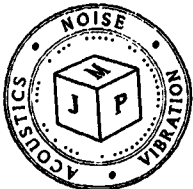
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<p>7 <u>Noise Barrier System</u></p> <p>Fence and/or K rail post mountable noise control blanket for outdoor use Exterior Use professional grade See Table A6 for pricing details Noise Mitigation Plan to determine final quantities</p> <p>See <b>APPENDIX A</b> for pricing on typical environmental noise mitigation products (Noise Barrier Systems)</p> <p>8 <u>Acoustic Absorption Panels</u></p> <p>Customized panels can be provided per the project's requirements, after relevant measurements in communication with the City of Franklin</p> <p>9 <u>Evaluation and Prescription</u></p> <p>Service included in Noise Mitigation Plan</p> <p>10 <u>Modelling Software</u></p> <p>State of the art 3D modeling through software (SoundPlan) if required Starting at \$6,000, not to exceed \$18,000 If required as additional services</p> <p><b>Note 1:</b> All calculations will be conducted and certifications signed, by a Principal Noise Consultant with a Bachelor's and Master's degree in Acoustical Engineering, with 20 years of professional experience in the field</p> <p><b>Note 2:</b> Assuming internet connection (Wi-Fi) will be provided by the agency, otherwise additional fees will apply. Assuming access to power, otherwise additional fees will apply. Assuming total duration of project as described in the specification document: 3 years. Assuming online calibration with the assistance of one agency employee. Video call with Principal Acoustical Engineer. Assuming the agency will mail back the sound level meters. All required software is not included in total price and will be priced extra. Assuming one onsite visit by Principal Acoustical Engineer.</p>	
<b>SUM TOTAL</b>	<b>\$78,013.20</b>



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Proposal accepted by.

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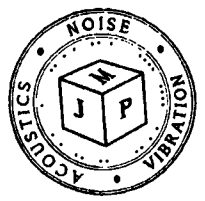
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Address \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Terms:** Net 30 Terms as stated or otherwise agreed upon in separate documents Any final report to be submitted within 1 - 4 weeks after payment Please email the signed proposal to [engineering@acousticalnoisevibration.com](mailto:engineering@acousticalnoisevibration.com) AND [Johnmatagos@acousticalnoisevibration.com](mailto:Johnmatagos@acousticalnoisevibration.com) in order to initiate the project Itemized prices are for clients understanding on services to be provided and calculating total cost The total cost is a non-negotiable one price for this contract For all product availability and specific delivery dates All concepts, drawings, and technologies, used or discussed during this project, are the intellectual property of JPM Acoustics Noise Vibration and cannot be utilized on any other instance besides the specific services described in this document For equipment rental insurance must be provided by renter to ensure coverage of any damages Pricing not including tax or annual 5% inflation increase on top of pricing for projects longer than one (1) year Pricing valid for six (6) months



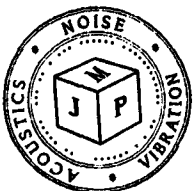
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**APPENDIX A**

**"General Services Rates Tables"**



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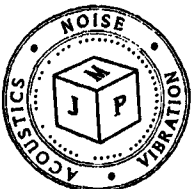
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**Table A1. Equipment rental rates**

Equipment	Day	Week	Month	3 Months	6 Months	12 Months
Sound level meter Type 1	\$95	\$140	\$389	\$386/Mo.	\$380/Mo.	\$378/Mo.
Sound level meter Type 2	\$90	\$130	\$370	\$365/Mo.	\$360/Mo.	\$358/Mo.
Acoustic calibrator	\$25	\$30	\$60	\$55/Mo.	\$52/Mo.	\$48/Mo.
Vibration level meter	\$100	\$150	\$415	\$412/Mo.	\$405/Mo.	\$400/Mo.
External environmental monitoring box	\$25	\$50	\$150	\$145/Mo.	\$140/Mo	\$135/Mo

**Table A2. Personnel hourly rates**

Management & Administration	Price	Engineering	Price
General Manager	\$48/hr	Principal Acoustical Engineer	\$185/hr
Secretary	\$25/hr	Senior Acoustical Engineer	\$149/hr
Technician	\$29/hr	Junior Acoustical Engineer	\$45/hr
Onsite visit by Acoustical Technician to deploy, maintain or retrieve equipment \$950. Maximum 8 hours including any travel time.			



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**Table A3.** Noise control plan rates

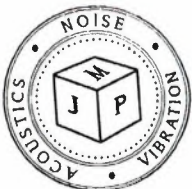
Noise Control Plan	Price range	No. of noise sources	Min/Max radius	No. of mitigation scenarios
Tier 1	\$950 - \$1,580	1	0-0.3 miles	1
Tier 2	\$1,580-\$2,950	1-2	0-0.3 miles	1
Tier 3	\$3,000-\$6,950	1-4	0.3-0.6 miles	1
Tier 4	\$7,000-\$14,500	1-8	0.6-2 miles	1

Additional mitigation scenarios can be calculated and presented, starting from \$1,450. Per additional mitigation scenario. Total sound level more than 90 db, minimum NCP starts at \$4,500.

**Table A4.** Vibration control plan rates

Vibration Control Plan	Price range	No. of vibration sources	Min/Max radius	No. of mitigation scenarios
Tier 1	\$1,580-\$2,950	1-2	200-250 ft	1
Tier 2	\$3,000-\$6,950	1-4	50-200 ft	1
Tier 3	\$7,000-\$14,500	1-8	0-50 ft	1

Additional mitigation scenarios can be calculated and presented, starting from \$1,450, per additional mitigation scenario.



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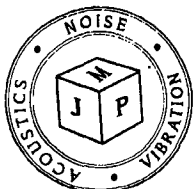
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**Table A5. Reports**

Reports	Per meter / location / month
Noise monitoring report	\$455
Vibration monitoring report	\$455

**Table A6. Noise Blankets Rates March 2025**

Total SF	< 2,500 SF		2,500- 5,000 SF		>5,000 SF	
	Expedited delivery, within 10 working days	Custom orders, delivery 2 months approx	Expedited delivery, within 10 working days	Custom orders, delivery 2 months approx	Expedited delivery, within 10 working days	Custom orders, delivery 2 months approx
STC 27 Purchase (\$/sf)	16 3	11 3	15 9	10 9	14 6	9 25
STC 27 Rental (\$/sf)	6	5 2	5 6	4 8	5 3	4 5
STC 32 Purchase (\$/sf)	18 3	13 3	17 9	12 9	16 6	11 25
STC 32 Rental (\$/sf)	8	7 2	7 6	6 8	7 3	6 5



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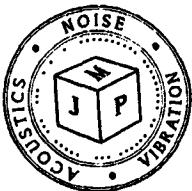
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**APPENDIX B**

**"Services / Products Analysis"**



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Services / Products Analysis

In blue Notes by JPM Acoustical Engineer  
In Black – From specifications document.

**Specifications document: "RFP-Sound Monitoring Noise Mitigation and Compliance Services-Franklin"**  
Page 7

**I. STATEMENT OF NEED**

- The selected vendor will be responsible for:
  - Continuous noise monitoring & real-time compliance tracking
  - Integration with City enforcement & Law enforcement for regulatory compliance.
  - Public transparency via an online noise monitoring dashboard.

**II. PURPOSE**

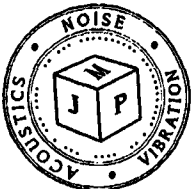
- Performance of the sound monitoring to be provided by the consultant contractor in certain key areas includes:
  - Accurate calibration & strategic placement to ensure effective data collection
  - Automated real-time alerts & enforcement coordination
  - Integration with Franklin Police & City Compliance Teams for proactive enforcement

1. Noise Monitoring

Specific amounts and requirements for Noise Monitoring, will be dictated during planning phase. We will work in close communication with the agency to identify the most cost effective solutions to satisfy all project requirements. Noise Monitoring minimum equipment breakdown for reference:

- One (1) professional grade, ANSI Type A sound level meter with Type 1 Microphone including calibration onsite (\$378 / month) if more than the existing sound level meters are required
- One (1) environmental box to house the noise monitoring system as well as batteries, lock and accessories (\$135 / month) if more than the existing sound level meters are required
- Installation, retrieval and maintenance for one (1) noise monitoring station per location by experienced professional (\$950 /sensor/location) if more than the existing sound levels meters are required
- Continuous noise monitoring with online data access with automated real time alerts. With sound recording data. Publicly accessible. Integrated with City of Franklin Police & City Compliance Teams (\$500/ month / location)
- All pricing assumes a minimum of twelve (12 months duration)

If access to power is not available additional site visits will be required in order to replace equipment batteries typically on a bi weekly basis starting at \$350 site visit. If noise monitoring specialist is required besides installation and retrieval it will be an additional fee based on our hourly rates in Table A 2



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Page 7

### II. PURPOSE

- Implement a noise mitigation plan to abate noise carrying unreasonably across the district boundary.
- This RFP seeks a comprehensive, data-driven noise mitigation plan and monitoring solution to enhance regulatory compliance and community well-being.

#### 2. Noise Mitigation Plan

To include

Prediction calculations for environmental noise impact Professional report documentation of analysis and prescriptions Evaluation of compliance with project specifications and/or local relevant noise ordinances Identification of any noise sensitive locations near Ballpark Commons Review of schedule and methodologies, pertaining to noise Evaluation of noise levels to be expected within the Ballpark Commons area Evaluation of noise levels reaching the property line/s of identified noise sensitive locations, such as residential houses of worship, schools, or other Total number of Noise monitoring stations and report frequency determination will be decided in close communication with the City Price to include calculations for one scenario Price starting at \$3,500 For a maximum of 32 hours by principal acoustical engineer If more hours of principal acoustical engineer services are required regarding the Noise Monitoring Plan, hourly rates or otherwise agreed upon will apply

Our personnel hourly rates sheet is attached in Appendix A, of this document in Table A2 "Personnel hourly rates"

Page 10

### III. ENFORCEMENT & REPORTING SUPPORT

#### C. Provide expert testimony in potential legal or regulatory cases.

##### 3. Expert witness services

Starting price \$950 For a maximum of 4 hours by Principal Acoustical Engineer If more hours of Principal Acoustical Engineer services are required hourly rates or otherwise agreed upon will apply

Page 10

### III. ENFORCEMENT & REPORTING SUPPORT

#### D. Train Franklin Law Enforcement Officers in handheld decibel meter use for real-time field enforcement.

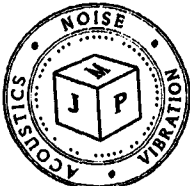
##### 4. Training

Training of one Franklin Law Enforcement Officer in handheld decibel meter use for one (1) hour (via conference video call) \$80.00

Alternative option (in person training)

Training on site by Principal Acoustical Engineer in person, one (1) hour \$250.00

We offer 20% discount for every additional person to be trained



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Page 10

### III. ENFORCEMENT & REPORTING SUPPORT

A. Provide monthly reports detailing:

1. Noise violations, exceedances, calibration compliance, and event-based tracking in 1-second intervals for A-weighted and C-weighted decibels
2. Data visualization of trends (heatmaps, exceedance mapping).
3. All recorded sound levels, including daytime and nighttime analysis.

5. Noise Monitoring Report

Monthly reports on Noise monitoring \$155 sensor/location. If more information is required hourly rates or otherwise agreed upon will apply.

Page 11

### IV. NOISE MITIGATION & SPEAKER OPTIMIZATION

A. The selected vendor shall conduct a comprehensive acoustic impact study, assessing:

1. Speaker placement adjustments to optimize sound directionality and minimize offsite noise bleed
2. Installation of sound barriers & acoustic absorption panels at key impact zones.
3. Implement Digital Signal Processing (DSP) and auto-limiting controls to cap volume levels.
4. Low-frequency noise reduction strategies to mitigate noise and vibrations crossing into surrounding districts
5. Monthly sound calibration audits to ensure continuous compliance with Franklin Noise Ordinance 2024-8109.

6. Acoustic Impact Study

Priced for a maximum of 115 hours of Principal Acoustical Engineer. If more hours of Principal Acoustical Engineer services are required hourly rates or otherwise agreed upon will apply. Acoustic study shall include Stadium Umbrella Bar and Luxe Golf. Environmental noise impact and basic acoustic review of existing sound systems.

7. Noise Barrier System

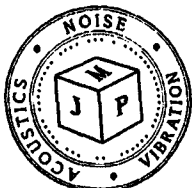
Fence and/or K rail post mountable noise control blanket for outdoor use. Exterior Use professional grade. See Table A6 for pricing detail. Noise Mitigation Plan to determine final quantities.

8. Acoustic Absorption Panels

Customized panels can be provided per the project's requirements, after relevant measurements in communication with the City of Franklin.

Page 11

### IV. NOISE MITIGATION & SPEAKER OPTIMIZATION



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**B. Evaluate and recommend optimized speaker configurations for Ballpark Commons (stadium, umbrella bar, Luxe Golf, etc )**

**C. Propose physical noise barriers, auto-limiting speaker technology, and directional sound solutions.**

9 Evaluation and Prediction

Service include in 'C' Noise Mitigation Plan

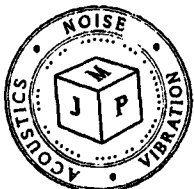
#### **IV. NOISE MITIGATION & SPEAKER OPTIMIZATION**

**D. Develop predictive acoustic modeling to assess and mitigate potential sound spillover**

10 Modelling Software

State of the art 3D modeling through software (SoundPlan), if required Starting at \$6,000, not to exceed \$18,000

**Note: All calculations will be conducted and certifications signed, by a Principal Noise Consultant with a Bachelor's and Master's degree in Acoustical Engineering, with 20 years of professional experience in the field.**



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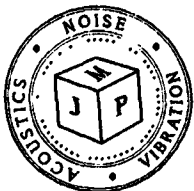
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**APPENDIX C**

“Specifications document: RFP-Sound Monitoring Noise Mitigation and Compliance Services-Franklin.  
Scope of Work Section”



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## Section 3 - SCOPE OF WORK

### I. CONTINUOUS NOISE MONITORING SYSTEM

A. Define specific measurement techniques, including:

1. Use of ANSI Type 1 sound meters for precision monitoring.
2. 10-second averaging as a baseline measurement taken when no events or noisy operations are occurring at the BPC and no additional externalities of occasional environmental noise such as airplane, snowmaking, lawnmowing, leaf/snow blowing occur during the 10-second baseline, possible recommendation baseline measurements in March.
3. Real-time 1-second, 10-second, and 30-second exceedance tracking.

B. Comply with Franklin noise ordinance sections governing exceedance levels as determined by the receiving district boundary.

C. Clearly state decibel thresholds compliance methods and measurement protocol methods used for determining exceedances.

D. Maintain and calibrate Larson-Davis 831 or equivalent ANSI Type 1/Class 1 sound monitors.

E. Monitor both A-weighted & C-weighted decibel levels, specifically addressing lowfrequency noise impact.

F. Integrate meteorological sensors (wind speed, direction, temperature, humidity) to contextualize noise readings and improve data accuracy.

### II. REAL-TIME COMPLIANCE TRACKING & ALERTS

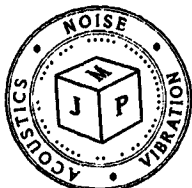
The selected vendor must implement an automated noise exceedance violation alert system, included in the publicly accessible live stream monitor dashboard, and integrate with Law Enforcement and event operators to facilitate real-time compliance. Alerts shall be configured as follows:

A. Immediate SMS & Email Notifications of exceedance sent to:

1. Franklin Police Department Noise Enforcement Unit
2. BPC Event Operations & Venue Management
3. City Administration (Director of Administration, Compliance Officers, and relevant departments)

B. Escalation Protocols:

1. First Exceedance: The vendor records and archives event data, including the audio recording for the duration of the exceedance, into the publicly accessible



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monitoring dashboard as an alert.

2. **Second Exceedance (Exceedance Within 30 Min. of first exceedance):** Vendor supplies SMS notice to Franklin Police and BPC. Event staff must acknowledge and reduce sound levels. The second exceedance protocol prevents excessive noise from persisting for any duration and ensures that the second exceedance process does not reset to the first exceedance after 30 minutes. Instead, it allows time for corrective actions to mitigate and reduce noise levels within 30 minutes of notice.

3. **Third Exceedance (If Unaddressed and Unmitigated):** Immediate notification of enforcement action required sent to the City Police Department to process violation, citation, or fine.

C. Automated notifications for noise exceedances sent to:

1. Franklin Police Department & City Officials.
2. BPC Event Management & Operations Team.
3. Community Stakeholders (if applicable).

D. Monitoring equipment failure triggers an immediate automated alert, followed by onsite manual measurements by the Police Department within a reasonable notification timeframe. Monitor failure must prompt scheduled repair(s) and/or replacement(s) to ensure continuous monitoring data from each monitor.

### III. ENFORCEMENT & REPORTING SUPPORT

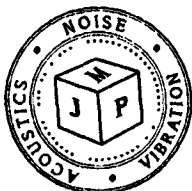
A. Provide monthly reports detailing:

1. Noise violations, exceedances, calibration compliance, and event-based tracking in 1-second intervals for A-weighted and C-weighted decibels.
2. Data visualization of trends (heatmaps, exceedance mapping).
3. All recorded sound levels, including daytime and nighttime analysis.

B. Assist in regulatory review and ordinance refinement, including:

1. Evaluating current Franklin noise ordinances for effective sound monitoring and mitigation of A-weighted and C-weighted noise.
2. If existing municipal codes and ordinances are insufficient, the consultant shall develop a proposed noise ordinance, including low-frequency noise, in accordance with industry best practices.

3. Provide a draft ordinance for presentation and potential adoption by the Franklin Common Council, incorporating science-based data on environmental noise pollution to support clear and effective mitigation



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measures in the proposed regulations

C Provide expert testimony in potential legal or regulatory cases

D Train Franklin Law Enforcement Officers in handheld decibel meter use for real-time field enforcement

#### **IV. NOISE MITIGATION & SPEAKER OPTIMIZATION**

A The selected vendor shall conduct a comprehensive acoustic impact study, assessing

1. Speaker placement adjustments to optimize sound directionality and minimize offsite noise bleed

2 Installation of sound barriers & acoustic absorption panels at key impact zones

3 Implement Digital Signal Processing (DSP) and auto-limiting controls to cap volume levels

4 Low-frequency noise reduction strategies to mitigate noise and vibrations crossing into surrounding districts

5 Monthly sound calibration audits to ensure continuous compliance with Franklin Noise Ordinance 2024-8109

B. Evaluate and recommend optimized speaker configurations for Ballpark Commons (stadium, umbrella bar, Luxe Golf, etc )

C. Propose physical noise barriers, auto-limiting speaker technology, and directional sound solutions

D. Develop predictive acoustic modeling to assess and mitigate potential sound spillover

E. Reports shall include current scientific research and best practices on adverse impacts from environmental noise on public health and well-being and offer recommendations for mitigation.

#### **V. PUBLIC DASHBOARD & COMMUNITY TRANSPARENCY**

A. The selected consultant must develop and maintain a publicly accessible online portal that provides

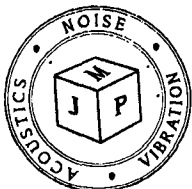
1. Continuous Live noise level readings from all monitoring stations in 1-second intervals for both A-weighted and C-weighted measurements

2. Archived exceedance data and community complaint tracking

3. Noise event history & violation logs, with a minimum of three (3) years of retained data

4 Real-time exceedance alerts, ensuring immediate visibility to stakeholders

5 Transparent public reporting



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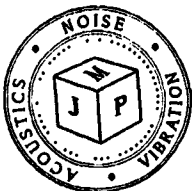
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- a. Example: "All noise exceedance alerts will be posted in real-time and archived for public transparency."
- b. The system must ensure accessibility for City officials, event operators, and the public to facilitate enforcement and compliance.

## VI. FUTURE TECHNOLOGY ADAPTABILITY & UPGRADES

- B. Ensure the system's scalability for future sensor expansions.
- C. Provide technology roadmap for software & hardware upgrades.
- D. Ensure remote access, cloud storage, cyber security, and wireless firmware updates.



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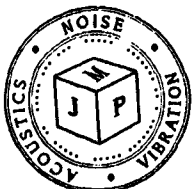
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**E. An authorized officer to execute legal documents on behalf of the organization shall sign the proposal.**

John Matagos

Principal Acoustical Engineer.

3/5/2025



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F. Appendix/Portfolio Proposing firms may provide a portfolio of work as an attachment or via a web link to highlight the organization's past work as it applies to these proposed services. This section may also provide any additional information regarding the firm's qualifications or methods relevant to these services. Please identify the project manager for each sample portfolio of work provided.

## #1 HALCYON, 3D Audio – Immersive Audio Music Club, San Francisco, CA

HALCYON is located in a prime location in San Francisco. One of the very few music Clubs in the world with a 3D / Immersive audio system (Dolby Atmos) outfitted in their main dance floor area. John provided Building noise control study, and evaluation of compliance with city noise ordinance. Work also included, onsite noise monitoring, building evaluation and noise control upgrade design. Evaluation of interior acoustics, 1/3 oct measurements, Reverberation time (RT60), onsite noise transmission (STC) measurements.

[www.halcyon-sf.com](http://www.halcyon-sf.com)

Reference contacts can be provided upon request.

## #2 THE LIVING ROOM – High End Audio Music Venue, Hollywood, CA

An outstanding high-end Club / Venue in the heart of Hollywood, CA. This space has an exceptional sound and beautifully unique interior architecture. Building Noise Control Design Upgrade. Interior acoustics analysis and optimization design. 3D audio interior acoustics measurements, state of the art technologies used. Large size custom noise control that covered the entire length of the front façade of the building! Roof and doors noise control design upgrade. Environmental noise prediction study and evaluation of compliance.

[www.living-room.com](http://www.living-room.com)

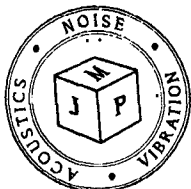
Reference contacts can be provided upon request.

## #3 WYNN & ENCORE Hotel Casino Resort, Las Vegas.

Vibration and noise level measurements & analysis of industrial size ventilation system machines. Building noise control study, STC predictions and more.

Reference contacts

Wynn Design and Development  
Mina Ivaline  
734 Pilot Rd , Las Vegas, NV 89119



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imina@wynnddevelopment.com

## #4 VA (Veteran American) - Seismic re-novation. Veteran American Hospital in, PR, USA

Demolition, construction, seismic retrofitting and upgrade. Construction and heavy demolition for seismic renovations of the largest hospital building in PR, for a major USA government entity the VA. All work took place while a significant part of the Veteran American hospital was still in operation. Environmental noise control plan. Noise & Vibration monitoring plan, noise & vibration monitoring during demolition and construction operations, real time exceedance alerts and remote data access system evaluation. Onsite supervision and consultation.

### Reference contacts:

Walsh Construction Group  
James Dravet  
jdravet@walshgroup.com

Spradau, Steven  
[sspradau@walshgroup.com](mailto:sspradau@walshgroup.com)  
412-275-8885

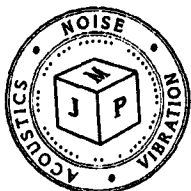
Dept. of Veteran Affairs Contact:  
Jaime Marrero

## #5 STRATCOM – Acoustic Study: Atrium and Auditorium, NE

Acoustic study of the Atrium and Auditorium of B1000, Offutt AFB NE and provision of a final documented report of the study's findings to the government. Architectural drawings review, state of the art 3D prediction modelling software and analysis of two different scenarios.

### Reference contacts:

EPATI T. SCANLAN, 2LT, USAF  
Contracting Specialist  
55 CONS/PKB  
Comm. 402-232-1768  
NIPR: [epati.scanlan.1@us.af.mil](mailto:epati.scanlan.1@us.af.mil)



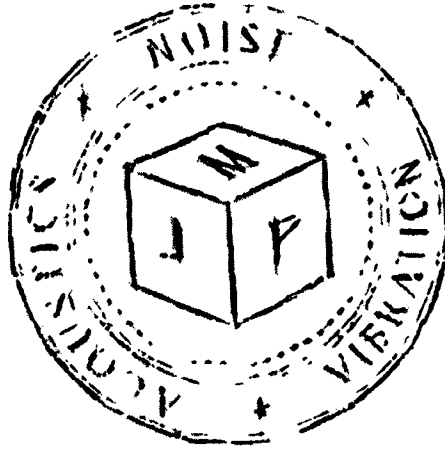
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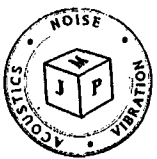
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**STATEMENT OF QUALIFICATIONS DOCUMENT**

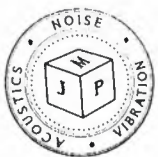
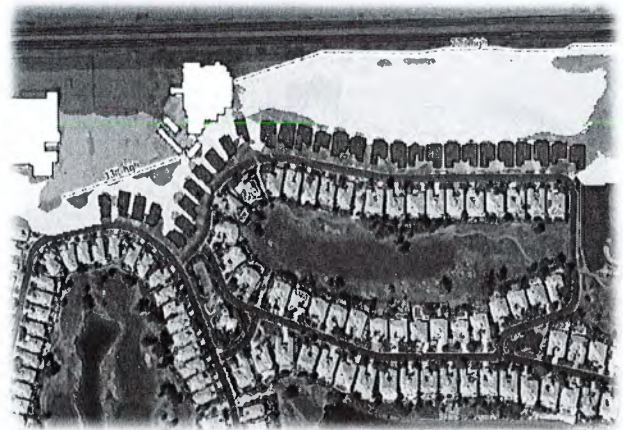
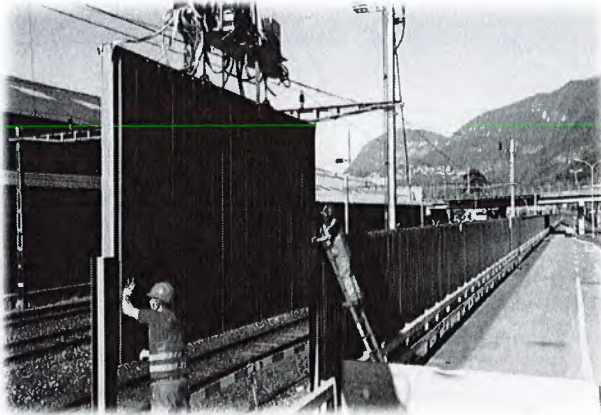
2025



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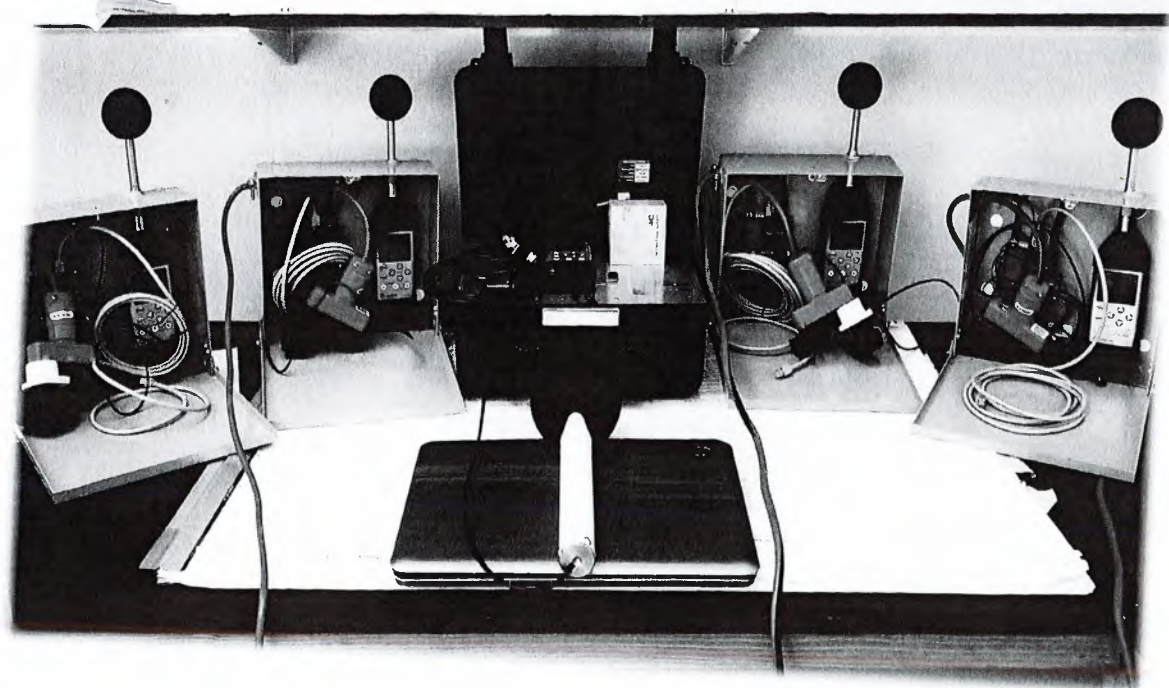
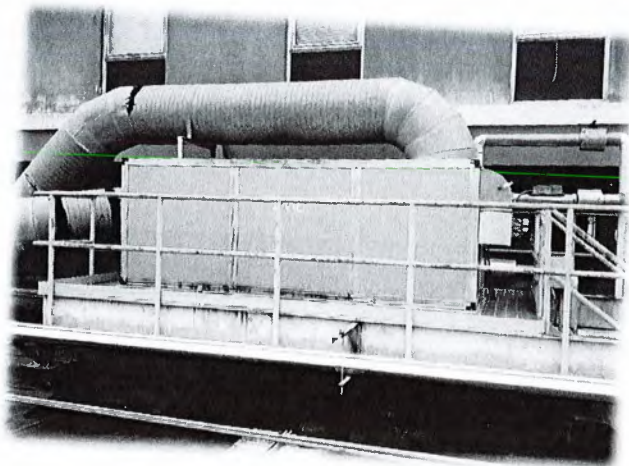
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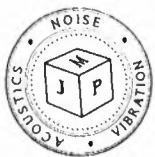
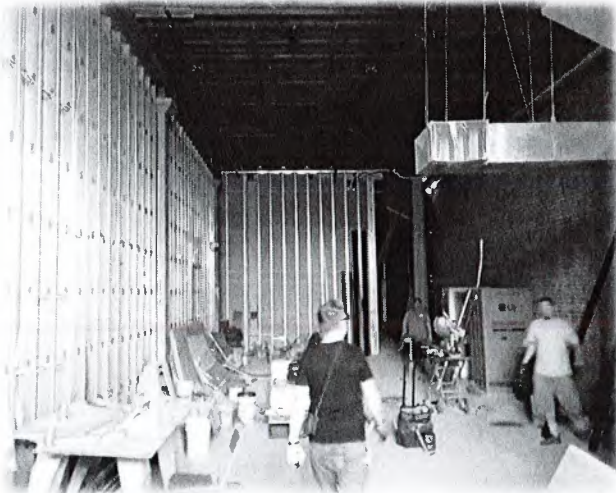
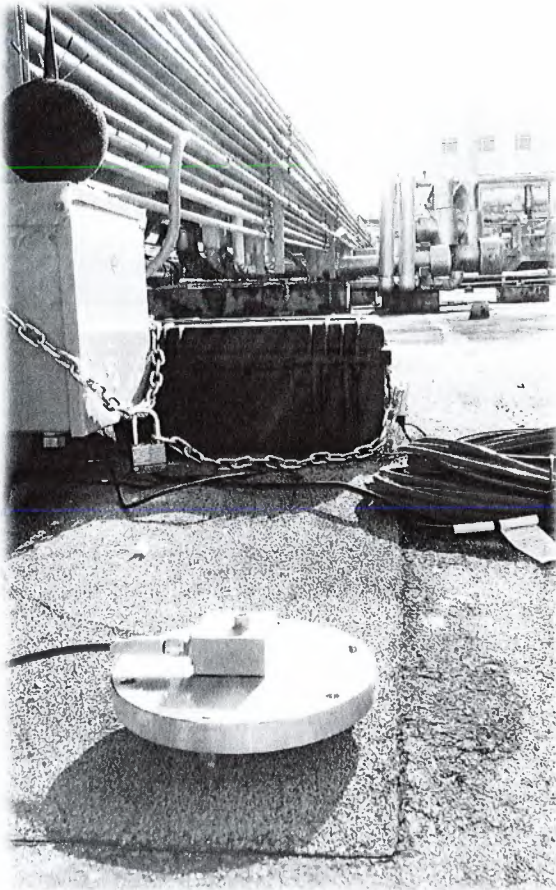


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## COMPANY BRIEF HIGHLIGHTS

- Highest Level of Qualification in Acoustical Engineering Services, Noise & Vibration.
- National & international experience in large scale projects with reputable government agencies & private clients.
- Served industries of Construction, Architecture, Environmental, Music performance spaces, research & development.
- State of the art 3D Environmental Noise prediction computer modeling.
- Noise and Vibration Monitoring. State of the art equipment software and methodologies.
- Building Noise Control Designs.
- Interior Acoustics State of the Art Designs.
- Design, Built & Installation Supervision of Noise and Vibration control technologies.
- State of the art building noise and acoustics prediction software.
- Small Business Enterprise (SBE) Certified in CALIFORNIA.
- Noise & Vibration Monitoring, measurements, compliance certifications, for construction operations, as well as a wide array of other noise & vibration intensive operations.
- Custom design, manufacturing & installation supervision of noise and vibration control technologies, including noise enclosures, noise barriers, noise blankets, vibration isolation mounts, etc.
- Design & Material provision & Installation supervision of interior acoustics requirements. Enclosures, base traps, diffusers, Helmholtz resonators, wide band absorbers, noise insulation materials.
- Research and development of noise and vibration control technologies and solutions.
- Research and development of interior acoustics technologies and solutions.



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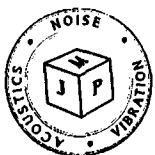
## **About our firm**

John Matagos LLC - JPM Acoustics Noise Vibration, is based in Los Angeles, CALIFORNIA, USA. We specialize in the field of Acoustics, Noise, and Vibration

We offer a range of related Engineering services, monitoring, planning, design, consultation, as well as a large array of products. The firm has been established in Athens, GREECE, EU, since 2006, and Los Angeles, CALIFORNIA, USA, since 2009.

We have the ability to provide our services nationally and internationally. Our firm's managing principal acoustical engineer, engineering team, and technicians, includes a resume with projects in several countries in the EU and several states in the USA

We are very proud to have been involved with clients of the highest caliber, in the private and government sector



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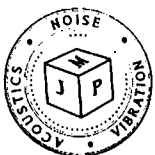
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Our services include:

- Environmental Noise & Vibration Control. Control Planning. Design implementations. Mitigation study, evaluation of compliance, predictions.
- Building Noise Control Design.
- Building Vibration. Design and consultation. State of the art predictive modeling, analysis.
- Interior Acoustics Design.
- State of the art computer 3D Modeling prediction, consulting, expert certification and design services.
- State of the art noise and vibration analyses. Including continuous environmental monitoring, with real-time alerts, real-time online data presentation and remote data access to minimize cost of onsite technicians and other personnel. Daily, weekly, bi-weekly, monthly reporting as required.
- Custom design, manufacturing, and onsite installation supervision of Noise & Vibration Mitigation Technologies and Materials. Including custom design, material provision, custom built, and onsite installation of temporary or permanent: Noise Enclosures, Noise Barriers, Noise Blankets, Interior Acoustics technologies, Vibration Control Technologies, and more.
- Pre-built phase building noise insulation design, post built measurements for building noise control performance according to city, state, country, or any other project requirements in relation to NIC, STC, IIC performance. Our firm provides also certifications for design and measurements services to residential buildings in order to assist property owners to evaluate value of such buildings.

We have the ability to predict, design, monitor, and control, noise and vibration for a wide variety of applications including:

- Mechanical Equipment of any size from tiny to industrial size.
- Construction & Demolition Operations. Pile Driving. Shoring, etc.
- Environmental Noise & Vibration Impact Evaluations.
- Oil & Gas Drilling, Fracking and Production.
- Industrial Facilities Operations.
- Residential & Commercial Noise Ordinance Compliance Assessments.
- Underwater Acoustic Studies – Hydro acoustic Monitoring & Analysis.
- Railway Agencies, Airport & Air Traffic Agencies, Highway Agencies.
- Recording Music Studios, Houses of Worship.
- Residential & Commercial Buildings.
- Research and Development of Noise & Vibration Control design for any products.



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## **Personnel**

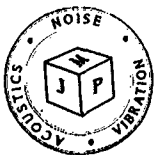
JPM Acoustics Noise Vibration is operated by Owner and Managing Principal Acoustical Engineer, John Matagos. John comes from a family of awarded engineers and architects. He has received two Bachelor's and two Master's degrees, in the field, from world renown University Institutions. His experience includes construction, transportation, architectural, and other specialty projects, of work class caliber.

All field technicians are trained by our Principal Acoustical Engineers. Our firms' Principal Acoustical Engineer and owner, John Matagos, holds a Bachelors and Master's Degree (Meng) from one of the most prestigious University internationally in the field of Acoustical Engineering, Noise & Vibration. University of Southampton, U K – I.S.V.R.

Mr. Matagos also holds a second Master's degree in Acoustic Composition, from the world-famous University of London, U.K

John has worked at research facilities of international reputation from a very young age (19 years old – Celestion Loud speakers, 20 years old – Rolls Royce Motor Cars) Since the completion of his education, Mr. Matagos has been involved with large scale construction projects in Greece, the United Kingdom and the United States. Has worked with some of the major Acoustical Consulting firms and projects in the UK, USA. GREECE, and has developed a reputation with JPM Acoustics Noise Vibration as a highly reliable consultant in his field.

JPM Acoustics Noise Vibration has several onsite trained assistant and office operators to facilitate the smooth development and completion of any project undertaken.



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## **Insurance**

JPM Acoustics Noise Vibration carries general liability business insurance, certifications and coverage limits can be provided upon request, as well as inclusion of additional insurers based on a per project basis

## **SBE**

JPM Acoustics Noise Vibration is a CALIFORNIA Certified Small Business Enterprise

## **SBE Micro**

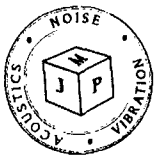
JPM Acoustics Noise Vibration is a CALIFORNIA Certified Micro Business Enterprise

## **LSBE**

JPM Acoustics Noise Vibration is a LOS ANGELES COUNTY Certified Local Small Business Enterprise

## **SDB**

JPM Acoustics Noise Vibration is a Certified Small Disadvantaged Business Enterprise on a federal level



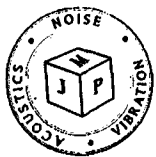
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# JPM

## Acoustics Noise Vibration

### COMMODITY CODES

Type	Code	Description
CSI	015619	Temporary Noise Barriers
CSI	0534	Acoustical Metal Decking
CSI	053400	Acoustical Metal Decking
CSI	079219	Acoustical Joint Sealants
CSI	090680	Schedules for Acoustical Treatment
CSI	092313	Acoustical Gypsum Plastering
CSI	0951	Acoustical Ceilings
CSI	095100	Acoustical Ceilings
CSI	095113	Acoustical Panel Ceilings
CSI	095114	Acoustical Fabric-Faced Panel Ceilings
CSI	095123	Acoustical Tile Ceilings
CSI	095126	Acoustical Wood Ceilings
CSI	095133	Acoustical Metal Pan Ceilings
CSI	095133.13	Acoustical Snap-in Metal Pan Ceilings
CSI	095153	Direct-Applied Acoustical Ceilings
CSI	0953	Acoustical Ceiling Suspension Assemblies
CSI	095300	Acoustical Ceiling Suspension Assemblies
CSI	095323	Metal Acoustical Ceiling Suspension Assemblies
CSI	095333	Plastic Acoustical Ceiling Suspension Assemblies
CSI	116113	Acoustical Shells
CSI	233248	Acoustical Air Plenums
CSI	440120	Operation and Maintenance of Noise Pollution Control
CSI	440620	Schedules for Noise Pollution Control
CSI	440820	Commissioning of Noise Pollution Control
CSI	442	Noise Pollution Control
CSI	4421	Noise Pollution Control Equipment
CSI	442100	Noise Pollution Control Equipment
CSI	442113	Fixed Noise Abatement Barriers
CSI	442116	Flexible Noise Abatement Barriers
CSI	442119	Portable Noise Abatement Barriers
CSI	442123	Noise Pollution Silencers
NAICS	238310	Acoustical ceiling tile and panel installation
NAICS	238310	Acoustical foam (i.e , sound barrier) installation
NAICS	332323	Acoustical suspension systems, metal, manufacturing

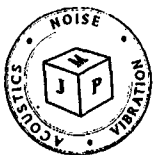


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NAICS 541330	Acoustical engineering consulting services
NAICS 541330	Acoustical system engineering design services
NAICS 541380	Testing laboratories and services
NAICS 541690	Other scientific and technical consulting services
NAICS 541380	Acoustics testing laboratories or services
NAICS 541620	Environmental Consulting Services
SIC 1742	Plastering, Drywall, Acoustical, and Insulation Work
UNSPSC30121707	Noise protection board
UNSPSC30141601	Acoustical insulation
UNSPSC31161535	Acoustical lag screw
UNSPSC312617	Acoustical or noise control housings or enclosures
UNSPSC31261700	Acoustical or noise control housings or enclosures
UNSPSC31261701	Machine noise control housing
UNSPSC31261702	Mounted generator set noise control enclosure
UNSPSC31261703	Pump noise control housing
UNSPSC31261704	Air intake noise control enclosure
UNSPSC41113737	Noise meter
UNSPSC45111818	Video noise reducer
UNSPSC72102506	Acoustical
UNSPSC721521	Acoustical and insulation services
UNSPSC72152100	Acoustical and insulation services
UNSPSC72152101	Acoustical and ceiling work service
UNSPSC76111601	Acoustical tile or ceiling cleaning services
UNSPSC771316	Noise pollution
UNSPSC77131600	Noise pollution
UNSPSC77131601	Noise control services
UNSPSC77131602	Noise pollution protection services
UNSPSC77131603	Noise pollution monitoring services
UNSPSC77131604	Noise pollution advisory services
UNSPSC81141803	Acoustics or noise control



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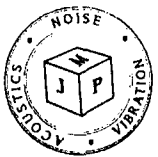
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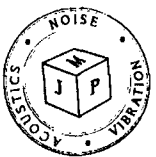
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## Past Projects Brief

- Several General Contractors of National & International Reputation
- Department of Water & Power in Los Angeles
- University of California in Los Angeles
- United States Department of Veteran Affairs
- Los Angeles International Airport
- Attiko METRO, Greece

In the pages that follow, there is a brief list providing examples of projects completed by John Matagos. Work covered was specifically in the professional field of Acoustical Engineering. In Most projects below John was the Chief and Principal Acoustical Engineer for each project as well as project manager.



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## **STRATCOM – Acoustic Study: Atrium and Auditorium, NE**

Acoustic study of the Atrium and Auditorium of B1000, Offutt AFB NE and provision of a final documented report of the study's findings to the government. Architectural drawings review, state of the art 3D prediction modelling software and analysis of two different scenarios.

## **CALTRANS - Granite Construction - 05-0C7334 Highway 1 Capitola, CA**

Demolition and Construction of overcrossings and auxiliary lanes for California highway 1 Included demolition and construction noise control planning. Onsite noise monitoring and evaluation of compliance with projects specifications and local noise regulations. Provision of Noise Control Blankets (Noise Mitigation Measures). Noise Control Panning phase included the evaluation of noise nuisance potential due to redirected traffic for the entire duration of the project.

## **Robinson Construction - Mars Pet Care Facility Train track foundation upgrade and extension, Victorville, CA**

Foundation and deep pile driving for train track within existing loading dock / building. Adjacent to office / commercial buildings and in near vicinity of residential community. Noise & Vibration control plan, with actionable mitigation methodologies. Noise and vibration prediction study of impact to multiple positions of existing building and neighboring properties. Noise and vibration monitoring with real-time exceedance alerts and onsite engineer.

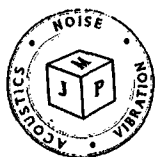
## **STANISLAUS COUNTY Parks & Recreation, CA**

### Dirty Bird Outdoor Music Festival

>15,000 participants multiple day outdoor music festival 5 Large scale music stages with performances going into late nighttime hours (4am) Environmental noise control study. Noise impact of increased traffic count evaluation and consultation Monitoring of ambient levels and traffic counts prior to event initiation. Monitoring of traffic noise levels near identified noise sensitive locations (residential) during event with manned acoustical engineer & real time exceedance alerts. Continuous noise monitoring at multiple positions for the entire duration of event.

### All Day I Dream Outdoor Music Festival

>10,000 participants multiple day outdoor music festival. 5 Large scale music stages with performances going into late nighttime hours (3am). Environmental noise control study Noise impact of increased traffic count evaluation and consultation Monitoring of ambient levels and traffic counts prior to event initiation. Monitoring of traffic noise levels near identified noise sensitive locations (residential) during event with manned acoustical engineer & real time exceedance alerts. Continuous noise monitoring at multiple positions for the entire duration of event



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## **ATTIKO METRO - Underground Public Train Transport, EU, GREECE**

Design & built of Seven (7) underground public transport train stations, of Attiko Metro in Greece. Anthoupoli, Peristeri, Ag. Antonios, Xolargos, Ag.Paraskeuh, Nomismatokopeio, Ag. Dimitrios. Including 3 stories deep underground development. Environmental noise control plan. Noise & vibration study, consultation, analysis and design. Noise prediction methodology included computer noise modeling simulation, mitigation plan and long-term monitoring of noise & vibration during construction operations. Ambient noise study, including existing traffic noise levels. Noise prediction and noise mitigation design for train noise levels entering underground bay areas as well as overground where applicable. Comparison to existing traffic noise levels and consultation. Design of interior acoustics, public-address systems design, bay area noise control design, building noise control evaluation.

## **LACMTA - East San Fernando Valley Light Rail Transit Project, CA**

Provision of noise mitigation technologies, temporary fence mounted noise control blankets and/or permanent noise control mitigation measures. Including planning and engineering consultation on noise impact of project. Pending initiation.

## **DEMOLITION AND CONSTRUCTION OF ONE FLOOR OF AN EXISTING BUILDING, UCLA, CA**

Noise and vibration control plan, noise, and vibration monitoring with special requirement ultrasonic measuring for the protection of laboratory animals including rodents. Classes were active during the project.

## **LEMON TREE - 14 Room Music Production Facilities, Los Angeles, CA**

Building noise control design, interior acoustics design and optimization, onsite supervision of custom 'building noise control' and interior acoustics technologies. This is 14 studios, state of the art music production facility with clients of international reputation. The role of JPM Acoustics Noise Vibration was integral to the successful completion of this project.

[www.lemontreestudios.la](http://www.lemontreestudios.la)

This project is featured by one of the largest manufacturers of plasterboard products internationally, Quietrock. The article published on their main website, with multiple mentions of our Principal Acoustical Engineer John Matagos, is presented as one of the 'Significant' projects successfully completed with great results achieved.

[www.quietrock.com/projects/lemontree-studios](http://www.quietrock.com/projects/lemontree-studios)



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## **HALCYON, 3D Audio – Immersive Audio Music Club, San Francisco, CA**

HALCYON is located in a prime location in San Francisco One of the very few music Clubs in the world with a 3D / Immersive audio system (Dolby Atmos) outfitted in their main dance floor area John provided Building noise control study, and evaluation of compliance with city noise ordinance Work also included, onsite noise monitoring, building evaluation and noise control upgrade design Evaluation of interior acoustics, 1/3 oct measurements, Reverberation time (RT60), onsite noise transmission (STC) measurements

[www.halcyon-sf.com](http://www.halcyon-sf.com)

## **THE LIVING ROOM – High End Audio Music Venue, Hollywood, CA**

An outstanding high-end Club / Venue in the heart of Hollywood, CA This space has an exceptional sound and beautifully unique interior architecture Building Noise Control Design Upgrade Interior acoustics analysis and optimization design 3D audio interior acoustics measurements, state of the art technologies used Large size custom noise control that covered the entire length of the front façade of the building! Roof and doors noise control design upgrade Environmental noise prediction study and evaluation of compliance

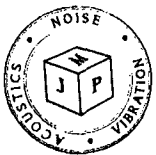
[www.living-room.com](http://www.living-room.com)

## **CIVIC CNTR – Industrial size equipment noise control study and design, Santa Ana, CA**

This project involved the environmental noise control study and design a noise control wall system, in the city of Santa Ana, CA This was for the Civic Center building, one of the large buildings in the City Project required onsite noise level measurements, evaluation of compliance study with relevant city noise ordinance Onsite supervision of noise control barrier / wall system installation phase

## **VA (Veteran American) - Seismic re-novation. Veteran American Hospital in, PR, USA**

Demolition, construction, seismic retrofitting and upgrade. Construction and heavy demolition for seismic renovations of the largest hospital building in PR, for a major USA government entity the VA All work took place while a significant part of the Veteran American hospital was still in operation Environmental noise control plan Noise & Vibration monitoring plan, noise & vibration monitoring during demolition and construction operations, real time exceedance alerts and remote data access system evaluation Onsite supervision and consultation



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## **Rolls Royce Main Research/ Car Testing Facility, U.K**

In collaboration with the I S V R department of Southampton University The aim of this project was to reduce noise levels within the road simulation Two floor levels room at the Rolls-Royce Cars main factory and research center in the UK Critical listening, within the vehicles interior Custom noise mitigation enclosure design, for large scale piston engine Building Noise Control Vibration isolation upgrade design, between vehicle and platform foundation Investigation of mechanical noise generated by pistons driven by road simulation platform

[www.rolls-royce.com](http://www.rolls-royce.com)

## **Celestion Loudspeakers – Research Acoustical Engineering Assistance, Ipswich, UK**

Audio research focused on Loudspeaker design for electric guitar amplifiers Critical listening Loudspeakers design, optimization and Innovation via FEA analysis, matlab computations, and measurements of prototypes in a hemi anechoic chamber Loudspeaker demonstration to international clients During this period John Matagos was privileged to participate and observe the built out of a hemi anechoic chamber, state of the art room for measuring sound Additionally, a loudspeaker performance / music studio room was built from the ground up Both rooms were designed and built by the world renown acoustical engineer and designer of high-end recording and mixing music studios, Philip Newell

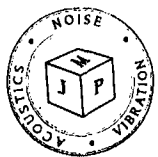
[www.celestion.com](http://www.celestion.com)

## **Pile Driving Vibration Monitoring, Los Angeles International Airport, CA**

Monitoring of vibration produced by ABI machines during the installation of shoring Operation/s associated with the construction of the new Tom Bradley International Terminal at LAX - Los Angeles International Airport Both unattended and attended vibration monitoring services have been provided

## **Pile driving vibration monitoring, San Francisco, CA**

Project Name HH-960 Don Pedro Reservoir Crossing Project Location Don Pedro Reservoir, Tuolumne County, California Project OWNER San Francisco Public Utility Commission This project involved pre-initiation vibration monitoring planning, continuous vibration monitoring at multiple locations of pile driving with onsite automated exceedance warning lights This project required very careful planning and great attention during operations due to pile driving locations being extremely close to an active underground water tunnel part of the Don Pedro Reservoir, in San Francisco



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## **Marine Pump Sound and Vibration Certification, Tustin, CA**

Sound and tri-axial vibration testing of marine pumps and water separators to the requirements of the American Bureau of Shipping (ABS) Guide for Crew Habitability on Offshore Installations. The pumps were tested for the purpose of certification before their installation on shipping vessels. Full testing reports with documentation of test methodology and data were generated for various pieces of equipment.

## **Condo Vibration Assessment, Alhambra, CA**

Project involved interior floor vibration measurements caused by a restaurant's kitchen extraction system fans. The vibration was assessed against the Federal Transit Administration's groundborne vibration criteria before and after the installation of resilient mounts on the equipment.

## **Noise Analysis for Mixed-Use Development, Glendale, CA**

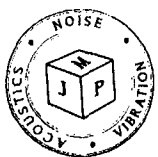
An exterior-to-interior noise analysis was performed for a proposed mixed-use project in Glendale that included residential and commercial uses. Future estimated traffic noise was modeled at the site using three-dimensional noise modeling software. Construction recommendations were provided for the buildings, including the required Sound Transmission Class (STC) ratings for the windows and doors.

## **Commercial Restaurant/Café Reverberation Testing, Los Angeles, CA**

Noise level and reverberation time testing to determine solutions to reduce the sound level of an extraction unit and specify the quantity of placement of acoustically absorptive material to install. Solutions to reduce noise levels were provided for the extractor and HVAC fans generating the noise and product and installation recommendations for sound absorptive panels.

## **Construction Noise Analysis for Riverbank Replacement, Los Angeles, CA**

Work involved the prediction of noise levels during various phases of construction and design of noise mitigation measures to achieve the specified noise limits using three-dimensional noise modeling software. The work was performed for several individual project sites along the river.



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## **Bolt Factory Noise Assessment, Carson, CA**

Workplace noise assessment in a bolt factory The project involved establishing worker locations where compliance with OSHA noise limits was not being achieved and designing mitigation measures to reduce noise exposure levels Solutions were provided to reduce the noise generation at the sources and mitigate sound transmission paths with the use of acoustical enclosures, barriers and absorptive panels

## **Pipeline Replacement Sound and Vibration Monitoring, Ventura County, CA**

The work involved the production of a Noise and Vibration Control Plan with construction noise analysis and mitigation requirements for a horizontal directional drilling operation Sound and vibration was monitored throughout the project and daily monitoring reports produced

## **Pile Driving Vibration Monitoring, Hollywood, CA**

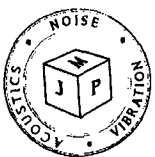
Continuous vibration monitoring during soldier pile installation by a vibratory method using ABI machines Vibration was monitored and assessed against the project specifications Compliance was monitored in real time by a technician at the site and daily monitoring reports were provided to the client

## **Sheet Pile Installation and Removal Vibration Monitoring, San Jose, CA**

Vibration monitoring during the installation and removal of sheet piling for a grade separation project in San Jose Monitoring was performed adjacent to residences by an on-site technician and data reports were provided daily to the client

## **Construction Noise Monitoring during Water Tank Replacement, Beverly Hills, CA**

Continuous noise monitoring during construction activities associated with the rebuilding of water tanks Weekly monitoring reports were provided, which included an assessment of impact relative to the County of Los Angeles construction noise limits



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## **Oil Production Site Environmental Impact Report Noise Study, Hermosa Beach, CA**

Environmental Impact Report (EIR) noise study for an urban oil production site in Hermosa Beach. The project involved computer modeling and analysis of noise for all construction, drilling and production phases and an assessment of traffic noise and vibration. Mitigation measures were designed to eliminate significant noise impacts and achieve local City ordinances and General Plan noise standards.

## **INSOUND Research development, Greece**

Research on 'smart materials' and 'Non lethal acoustic weapons'. Also, conducted additional research on active loudspeaker installation for noise cancelation, indoors, without the installation of physical sound/noise barriers. Produced reports describing certain subjects the research center will focus on, and possible applications. The report was used for applying for funding to the European Union.

## **Noise Modeling of Gas Production Facilities, Queensland, Australia**

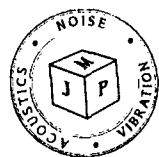
Noise levels were modeled for three natural gas processing and compression facilities along a proposed pipeline route. The noise levels were predicted using SoundPLAN three-dimensional noise modeling software with noise levels based on manufacturer equipment data. Mitigation systems were designed to meet compliance with stringent noise limits at nearby residences under a variety of climate conditions.

## **Freeway Traffic Noise Assessment and Study Review, Santa Barbara, CA**

Work involved reviewing a Caltrans freeway study to evaluate the noise wall recommendations on a section of freeway adjacent to residences. Noise measurements were obtained to determine the traffic noise levels at the residences and assess the adequacy of modeling assumptions during the prediction planning phase.

## **Code Compliance Assessment for Industrial Facility, Lynwood, CA**

Noise measurements were obtained for an industrial facility adjacent to a residential area where complaints about the facility's truck noise had been received. The measurements were made in order to verify whether noise citations had been correctly issued.



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**Principal Acoustical Engineer**

John Matagos (MEng & MMus)

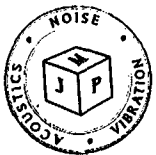
Title: Principal Acoustical Engineer, Noise & Vibration Consultant

Education:

- Institute of Sound and Vibration Research. I.S.V.R  
University of Southampton, UK.  
Masters & Bachelors in Acoustical Engineering (MEng)
- University of London, UK.  
Masters in Acoustic Composition (MMus)
- Cambridge University, U.K  
Proficiency Degree in English Language.

Additional experience or courses on Software Licenses and Certifications, including equipment available to John Matagos:

- Ease 4.3 by Renkus Heinze, Interior Acoustics design 3D software
- INSUL Marshal Day Long Acoustics
- Soundplan, Environmental Noise prediction 3D Software
- Numerous noise & vibration monitoring equipment seminars
- Bruel & Kjaer photon equipment
- Norsonic noise level meters
- Sound pro 3M noise monitoring equipment
- Vibra vibration monitoring equipment
- Svantek Noise & vibration monitoring
- 3D audio microphones
- Ambisonic format condenser microphones.



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Mr. Matagos is an experienced principal level acoustical engineer and project manager in the field of applied / commercial engineering and consulting. John has national and international experience in the field. He has conducted and managed a wide variety of projects producing numerous noise studies in the last 20 years or so. As an engineer with a strong educational and theoretical background in acoustical principles, as well as extensive experience as a consultant, he brings effective project management and strong analytical and problem-solving skills to the projects.

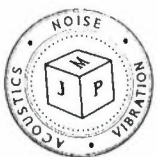
Types of projects managed include long and short-term sound and vibration monitoring programs, environmental prediction noise propagation studies, public address system design and %ALCONS optimization, room acoustics design, indoor sound propagation prediction studies, new-build residential, commercial and office building noise studies, NIC & IIC design phase prediction studies and post built on-site measurement certification, interior noise criterion (NC) and reverberation assessments, OSHA noise assessments, oil & gas drilling, fracking and production facility studies, mechanical equipment noise certification, traffic and railroad noise studies, municipal code compliance assessments.

He has designed, supervised, and reported on noise & vibration monitoring systems with real time alerts, remote data analysis capabilities, and other state of the art features for large scale construction projects, in California, and other locations within the United States, as well as in Europe.

Mr. Matagos has completed successfully, working on projects involving the custom design, manufacturing and installation of noise and vibration mitigation measures including, noise blankets, noise walls/barriers, noise enclosures, traffic noise barriers, vibration isolators and other technologies aimed at controlling noise from large size sources.

As an acoustical engineer, while still in university, Mr. Matagos has conducted research for the following:

- Rolls Royce Cars. The luxury car company of international reputation.
- Celestion Loudspeakers. The most popular manufacturer internationally of electric guitar Loudspeakers.
- INSOUND. A very ambitious local company focusing on state of the art technologies around sound, psychoacoustics, noise control, and interior acoustics.



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APPROVAL	REQUEST FOR COUNCIL ACTION	MTG. DATE April 2, 2025
Reports & Recommendations	A RESOLUTION AUTHORIZING CERTAIN OFFICIALS TO EXECUTE A SUBDIVISION DEVELOPMENT AGREEMENT WITH CREATIVE HOMES, INC., THE DEVELOPER OF THE RIDGEWOOD RESERVE SUBDIVISION	ITEM NO. Ald. Dist.2 H.2.

**BACKGROUND**

The Plan Commission at its regular meeting on August 8, 2024 recommended adoption and the Common Council at its regular meeting on August 20, 2024 adopted a resolution conditionally approving a Preliminary Plat for the Ridgewood Reserve Subdivision. The developer, Creative Homes, Inc., is ready to proceed with the development. It is necessary to enter into a Subdivision Development Agreement at an estimated cost of \$769,421.52.

**ANALYSIS**

In furtherance of the recommendation by the Plan Commission and the approval by the Common Council of the preliminary plat, approval of a Subdivision Development Agreement is required to proceed with the infrastructure improvements.

**OPTIONS**

It is recommended that the Common Council approve the enclosed standard form of the Subdivision Development Agreement with specific items contained in Exhibit "E" attached thereto.

**FISCAL NOTE**

Municipal services and contingencies are accepted and are to be included in the performance bond and/or letter of credit. See Exhibit "D" on Page 20.

**RECOMMENDATION**

Motion to adopt Resolution No. 2025- \_\_\_\_\_ a resolution authorizing certain officials to execute a Subdivision Development Agreement with Creative Homes, Inc., the developer of Ridgewood Reserve Subdivision.

Department of Engineering RMA; Legal Services Dept.: jw

STATE OF WISCONSIN

CITY OF FRANKLIN

MILWAUKEE COUNTY

RESOLUTION NO. 2025- \_\_\_\_\_

A RESOLUTION AUTHORIZING CERTAIN OFFICIALS TO EXECUTE A SUBDIVISION DEVELOPMENT AGREEMENT WITH CREATIV HOMES, INC., THE DEVELOPER OF THE RIDGEWOOD RESERVE SUBDIVISION

WHEREAS, the Plan Commission at its regular meeting on August 8, 2024 recommended adoption and the Common Council at its regular meeting on August 20, 2024 adopted a resolution conditionally approving a Preliminary Plat for the Ridgewood Reserve Subdivision, and

WHEREAS, prior to installation of any required improvements and prior to approval of a final plat, §15-9 0305F of the Unified Development Ordinance requires the entry into an agreement between the developer and the City to provide that the developer shall furnish and construct the improvements for the development, and

WHEREAS, the developer is proceeding with the project and is in the process of the submission of a Final Plat for review and approval by the City; and

WHEREAS, the developer has submitted a Subdivision Development Agreement for review and approval by the City; and

WHEREAS, it is in the best interest of the City of Franklin to provide an orderly planned development of the subdivision known as Ridgewood Reserve Subdivision; and

WHEREAS, Creative Homes, Inc , the developer of the subdivision is willing to proceed with the infrastructure improvements provided for in the Subdivision Development Agreement.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Common Council of the City of Franklin that the Mayor and City Clerk are hereby authorized and directed to execute the Subdivision Development Agreement on behalf of the City with Creative Homes, Inc., the developer of the Ridgewood Reserve Subdivision.

BE IT FURTHER RESOLVED that the City Clerk is directed to record the Subdivision Development Agreement with the Register of Deeds for Milwaukee County

Introduced at a regular meeting of the Common Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 by Alderman \_\_\_\_\_

Passed and adopted by the Common Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025

APPROVED:

\_\_\_\_\_  
John R Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Shirley J. Roberts, City Clerk

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

**CITY OF FRANKLIN**

**WISCONSIN**

**SUBDIVISION DEVELOPMENT AGREEMENT**

**FOR**

**RIDGEWOOD RESERVE SUBDIVISION**

**March 2025**



**SUBDIVISION DEVELOPMENT AGREEMENT  
FOR  
RIDGEWOOD RESERVE SUBDIVISION**

ARTICLES OF AGREEMENT (THIS "Agreement") made and entered into this \_\_\_\_\_ day of March 2025, by and between Creative Homes, Inc., a Wisconsin Corporation, hereinafter called the "Subdivider" as party of the first part, and the City of Franklin, a municipal corporation of Milwaukee County, Wisconsin, party of the second part, hereinafter called the "City".

WITNESSETH:

WHEREAS, the Subdivider desires to improve and develop certain lands located in the City as described on attached Exhibit "A" (the "Subdivision"), and for that purpose cause the installation of certain public improvements, hereinafter described in this Agreement and the exhibits hereto (the "Improvements"); and

WHEREAS, §§ 236.13(2)(am), 236.13(2)(b), 236.13(2)(c), 236.13(2)(d) and 236.13(2m) of the Wisconsin Statutes and Division 15-9.0300 Land Division Procedures and Administration of the Unified Development Ordinance of the City of Franklin Municipal Code, provide that as a condition of approving the Subdivision, the governing body of a municipality may require that the Subdivider make and install, or have made and have installed, any public improvements reasonably necessary, that designated facilities be provided as a condition of approving the planned Subdivision development, that necessary alterations to existing public utilities be made, and that the Subdivider provide a Financial Guarantee approved by the City Attorney guaranteeing that the Subdivider will make and install, or have made and installed, those improvements within a reasonable time; and

WHEREAS, the public works schedule and budget of the City does not now include the Improvements for the Subdivision and normally there would be a considerable delay in the installation of the Improvements unless this Agreement is entered into by the parties; and

WHEREAS, the City believes that the orderly planned development of the Subdivision will best promote the health, safety and general welfare of the community, and hence is willing to approve the Subdivision provided the Subdivider proceed with the installation of the Improvements in and as may be required for the Subdivision, on the terms and conditions set forth in this Agreement and the exhibits attached hereto.

NOW, THEREFORE, in consideration of the payment of One Dollar (\$1.00) and other good and valuable consideration to each in hand paid by the other, receipt of which is hereby acknowledged and in consideration of the mutual covenants herein contained, the parties agree:

1. The legal description of the Subdivision is set forth on attached Exhibit "A".
2. The improvements aforementioned shall be as described in Exhibit "B" except as noted in Exhibit "E".
3. The Subdivider shall prepare plans and specifications for the aforesaid Improvements, under direction of the City Engineer, and to be approved by the City Engineer. After receiving the City's approval thereof, the Subdivider shall take bids, and award contracts (the "Improvements Contracts") for and install all of the improvements in accordance with standard engineering and public works practices, and the applicable statutes of the State of

Wisconsin. The Improvements shall be based on the construction specifications stated in attached Exhibit "F".

4. The full cost of the Improvements will include all labor, equipment, material, engineering, surveying, inspection and overhead costs necessary or incidental to completing the Improvements (collectively the "Improvements Costs"). Payment for the Improvements Costs will be made by the Subdivider periodically as the Improvements are completed as provided in the Improvements Contracts. The total estimated cost of the Improvements is Seven Hundred Sixty-Nine Thousand, Four Hundred Twenty-One and 52/100 Dollars as itemized in attached Exhibit "D".
5. To assure compliance with all of Subdivider's obligations under this Agreement, prior to the issuance of any building permits, the Subdivider shall file with the City a Financial Guarantee (the "Financial Guarantee", which may be either in the form of a Letter of Credit or a Performance Bond and such form shall be the choice of the Subdivider) in the initial amount of \$769,421.52, representing the estimated costs for the Improvements as shown in attached Exhibit "D". Upon the written approval of the City Engineer, the amount of the Financial Guarantee may be reduced periodically as the Improvements are paid for and approved by the City so that following each such reduction, the Financial Guarantee equals the total amount remaining for Improvements Costs pertaining to Improvements for which Subdivider has not paid as set forth in the Improvements Contracts for the Improvements or which remain unapproved by the City. The Financial Guarantee shall be issued by a bank or other financial institution (the "Surety Guarantee Issuer") reasonably satisfactory to the City, for the City as "Beneficiary", in a form satisfactory to the City Attorney. Failure to file the Financial Guarantee within ten (10) days after written demand by the City to the Subdivider shall make and render this Agreement null and void, at the election of the City. Upon acceptance by the City (as described below) of and payment by Subdivider for all the completed Improvements, the Financial Guarantee shall be released and surrendered by the City to the Subdivider, and thereafter the Subdivider shall have no further obligation to provide the Financial Guarantee to the City under this Paragraph 5., except as set forth under Paragraph 13. below.
6. In the event the Subdivider fails to pay the required amount for the Improvements or services enumerated herein within thirty (30) days or per contract after being billed for each improvement of each stage for any Improvements Costs at the time and in the manner provided in this Agreement, and if amounts remain unpaid after an additional thirty (30) days written notice to Subdivider, the City may notify the Guarantee Issuer in writing to make the said payments under the terms of the Financial Guarantee to the Contractor, within the later of the time frame stipulated in the Financial Guarantee or five (5) days after receiving a written demand from the City to make such payment. Demand shall be sent by registered letter with a return receipt requested, addressed to the Surety Guarantee Issuer at the address indicated on the Financial Guarantee, with a copy to the Subdivider, described in Paragraph five (5) above. It is understood between the parties to this Agreement, that billings for the Improvements Costs shall take place as the various segments and sections of the Improvements are completed and certified by the City Engineer as complying with the approved plans and applicable provisions of the Franklin Municipal Code and Unified Development Ordinance.

In addition, the City Engineer may demand that the Financial Guarantee be extended from time to time to provide that the Financial Guarantee be in force until such time that

all improvements have been installed and accepted through the one (1) year guarantee period as set forth under Paragraph 13. below, including the fourteen (14) months following substantial completion of the Improvements and 10% limitations also set forth thereunder. For the purposes of this Agreement, "Substantial Completion" is defined as being the date that the binder course of asphalt is placed on the public roadway of the Subdivision. Demand for said extension shall be sent by registered letter with a return receipt, with a copy to the Subdivider. If said Financial Guarantee is not extended for a minimum of a one (1) year period prior to expiration date of the Financial Guarantee (subject to any then applicable of the aforementioned limitations), the City may send written notice to the Surety Guarantee Issuer to make payment of the remaining balance of the Financial Guarantee to the City to be placed as an escrow deposit.

7. The following special provisions shall apply:
  - (a) Those special provisions as itemized on attached Exhibit "C" and attached Exhibit "E" are hereby incorporated by reference in this Agreement and made a part hereof as if fully set forth herein.
  - (b) The laterals mentioned in Exhibit "B" are to be installed before street surfacing mentioned in Exhibit "B" is commenced.
  - (c) Electric and Gas Company is to install all necessary mains before the street surfacing mentioned in Exhibit "B" is commenced. Also, any other underground work by any other utilities is also to be completed before said street surfacing is commenced.
  - (d) To the extent necessary to accommodate public utilities easements on the Subdivision development, easements will be dedicated for the use of the Electric Company, the Telephone Company and Cable Company to provide utility services to the Subdivision. All utilities shall be underground except for any existing utility poles/lines.
  - (e) The curb face to curb face width of the roads in the Subdivision shall be as determined by the City Engineer.
  - (f) Fee title to all of the Improvements and binding easements upon lands on which they are located, shall be dedicated and given by the Subdivider to the City, in form and content as required by the City, without recourse, and free and clear of all liens or encumbrances, with final inspection and approval of the Improvements and accompanying title and easement documents by the City constituting acceptance of such dedication. The Improvements shall thereafter be under the jurisdiction of, the City and the City shall maintain, at the City's expense, all of the Improvements after completion and acceptance thereof by the City. Necessary permits shall be obtained for all work described in this Agreement.
8. The Subdivider agrees that it shall be fully responsible for all the Improvements in the Subdivision and appurtenances thereto during the period the Improvements are being constructed and continuing until the Improvements are accepted by the City (the "Construction Period"). Damages that may occur to the Improvements during the Construction Period shall be replaced or repaired by the Subdivider. The Subdivider's

obligations under this Paragraph 8 , as to any improvement, terminates upon acceptance of that improvement by the City

- 9 The Subdivider shall take all reasonable precautions to protect persons and property of others on or adjacent to the Subdivision from injury or damage during the Construction Period This duty to protect shall include the duty to provide, place and maintain at and about the Subdivision, lights and barricades during the Construction Period
- 10 If the persons or property of others sustain loss, damage or injury resulting directly or indirectly from the work of the Subdivider or its subcontractors or materialmen in their performance of this Agreement or from its failure to comply with any of the provisions of this Agreement or of law, the Subdivider shall indemnify and hold the City harmless from any and all claims and judgments for damages, and from costs and expenses to which the City may be subjected or which it may suffer or incur by reason thereof, provided, however, that the City shall provide to the Subdivider promptly, in writing, notice of the alleged loss, damage or injury
- 11 Except as otherwise provided in Paragraph 12 below, the Subdivider shall indemnify and save harmless the City, its officers, agents and employees, and shall defend the same, from and against any and all liability, claims, loss, damages, interest, actions, suits, judgments, costs, expenses, and attorneys' fees, to whomsoever owed and by whomsoever and whenever brought or obtained, which in any manner results from or arises in connection with
  - (a) the negligent or willfully wrongful performance of this Agreement by the Subdivider or any subcontractor retained by the Subdivider,
  - (b) the negligent or willfully wrongful construction of the Improvements by the Subdivider or by any of said subcontractors,
  - (c) the negligent or willfully wrongful operation of the Improvements by the Subdivider during the Construction Period,
  - (d) the violation by the Subdivider or by any of said subcontractors of any applicable law rule, regulation, order or ordinance, or
  - (e) the infringement by the Subdivider or by any of said subcontractors of any patent trademark, trade name or copyright
- 12 Anything in this Agreement to the contrary notwithstanding, the Subdivider shall not be obligated to indemnify the City or the City's officers, agents or employees (collectively the "Indemnified Parties") from any liability, claim, loss, damage, interest, action, suit, judgment, cost, expenses or attorneys fees which arise from or as a result of the negligence or willful misconduct of any of the Indemnified Parties
- 13 The Subdivider hereby guarantees that the Improvements will be free of defects in material and/or workmanship for a period of one (1) year from the date of acceptance of the Improvements by the City To secure the Subdivider's obligations under said guaranty upon acceptance of the Improvements by the City, the Subdivider will provide to the City a Financial Guarantee equal to 10% of the sub-total in Exhibit "D" of the total Improvements Costs, which Financial Guarantee shall expire one (1) year after the



Improvements have been accepted by the City or continue the existing base Financial Guarantee maintaining a minimum of 10% of the sub-total in Exhibit "D" of the total Improvements Costs for one (1) year after the improvements have been accepted by the City. This Financial Guarantee shall be a partial continuation of, and not in addition to, the Financial Guarantee described in Paragraph 5 above.

- 14 (a) The Subdivider shall not commence work on the Improvements until it has obtained all insurance coverage required under this Paragraph 14 and has filed certificates thereof with the City.

COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE - Coverage shall protect the Subdivider and all subcontractors retained by the Subdivider during the Construction Period and all persons and property from claims for damages for personal injury, including accidental death as well as claims for property damages, which may arise from performing this Agreement, whether such performance be by the Subdivider or by any subcontractor retained by the Subdivider or by anyone directly or indirectly employed by either the Subdivider or any such subcontractor. The City shall be named as an additional insured on all such insurance coverage under this Paragraph 14 (a)(1) and Paragraph 14 (a)(2). The amounts of such insurance coverage shall be as follows:

A General/Commercial Liability	\$2,000,000 per each occurrence for bodily injury, personal injury, and property damage \$4,000,000 per general aggregate, <i>CITY shall be named as an additional insured on a primary, non-contributory basis</i>
B Automobile Liability	\$1,000,000 combined single limit <i>CITY shall be named as an additional insured on a primary, non-contributory basis</i>
C Contractor's Pollution Liability	\$1,000,000 per occurrence \$2,000,000 aggregate <i>CITY shall be named as an additional insured on a primary, non-contributory basis</i>
D Umbrella or Excess Liability Coverage for General/Commercial, Automobile Liability, and Contractor's Pollution Liability	\$10,000,000 per occurrence for bodily injury, personal injury, and property  <i>CITY shall be named as an additional insured on a primary, non-contributory basis</i>
E Worker's Compensation and Employers' Liability	Statutory <i>Contractor will provide a waiver of subrogation and/or any rights of recovery allowed under any workers' compensation law</i>
F Professional Liability (Errors & Omissions)	\$2,000,000 single limit

- (b) The Subdivider shall file a certificate of insurance containing a thirty (30) day notice of cancellation to the City prior to any cancellation or change of said insurance coverage which coverage amounts shall not be reduced by claims not arising from this Agreement.
15. The Subdivider shall not be released or discharged of its obligations under this Agreement until the City has completed its final inspection of all the Improvements and the City has issued its written approval of all of the Improvements, which approval shall not be unreasonably withheld or delayed, and Subdivider has paid all of the Improvements Costs, at which time the Subdivider shall have no further obligations under this Agreement except for the one (1) year guaranty under Paragraph 13.
  16. The Subdivider and the City hereby agree that the cost and value of the Improvements will become an integral part of the value of the Subdivision and that no future lot assessments or other types of special assessments of any kind will be made against the Subdivision by the Subdivider or by the City for the benefit of the Subdivider, to recoup or obtain the reimbursement of any Improvement Costs for the Subdivider.
  17. Execution and performance of this Agreement shall be accepted by the City as adequate provision for the Improvements required within the meaning of §§ 236.13(2)(a), 236.13(2)(b), 236.13(2)(c), 236.13(2)(d) and 236.13(2m) of the Wisconsin Statutes.
  18. Penalties for Subdivider's failure to perform any or all parts of this Agreement shall be in accordance with Division 15-9.0500, Violations, Penalties, and Remedies of the Unified Development Ordinance and §1-19. Penalty provisions of the City of Franklin Municipal Code, as amended from time to time, in addition to any other remedies provided by law or in equity so that the City may obtain Subdivider's compliance with the terms of this Agreement as necessary.

This Agreement shall be binding upon the parties hereto and their respective successors and assigns, excepting that the parties hereto do not otherwise intend the terms or provisions of this Agreement to be enforceable by or provide any benefit to any person or entity other than the party of the first part and the party of the second part. Subdivider shall not convey or assign any of its rights or obligations under this contract whatsoever without the written consent of the City, which shall not be unreasonably withheld upon a showing that any successor or assignee is ready, willing and able to fully perform the terms hereof and the Subdivider remains liable hereunder. This Agreement shall run with the land.

[The remainder of this page is intentionally left blank. Signatures are on the following pages.]

IN WITNESS WHEREOF, the said party of the first part has set its hand and seal and the said party of the second part has caused these presents to be duly executed by John R. Nelson, Mayor, and Sandra L. Wesolowski, City Clerk, and its corporate seal to be hereunto affixed as of the day and year first above written.

SEALED IN PRESENCE OF: Creative Homes, Inc.  
[Subdivider/Entity]

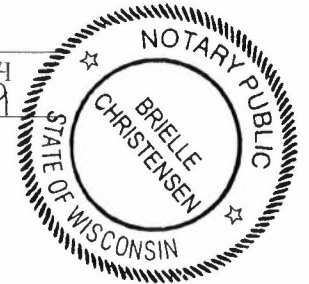
By: *Rick J. Przybyla*  
Name: Rick J. Przybyla  
Title: President

Party of the First Part

STATE OF WISCONSIN )  
  )ss.  
MILWAUKEE COUNTY )

Personally came before me this 20<sup>th</sup> February (day) of March, 2025, the above named Rick J. Przybyla of Creative Homes, Inc. and acknowledged that he executed the foregoing instrument as such officer as the deed of said property – Ridgewood Reserve Subdivision by its authority.

*Brielle Christensen*  
Notary Public, Milwaukee County, WI  
My commission expires: 01/18/2029



CITY OF FRANKLIN

By: \_\_\_\_\_  
Name: John R. Nelson  
Title: Mayor

COUNTERSIGNED:

By: \_\_\_\_\_  
Name: Shirley J. Roberts  
Title: City Clerk

Party of the Second Part

STATE OF WISCONSIN )  
 )ss  
MILWAUKEE COUNTY )

Personally came before me this \_\_\_\_ day of March, 2025, the above named John R Nelson, Mayor, and Shirley J Roberts, City Clerk, of the above named municipal corporation, City of Franklin, to me known to be such Mayor and City Clerk of said municipal corporation, and acknowledged that they had executed the foregoing instrument as such officers as the Deed of said municipal corporation by its authority and pursuant to Resolution No \_\_\_\_\_, adopted by its Common Council on the \_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
( \_\_\_\_\_ )  
Notary Public, Milwaukee County, WI  
My commission expires \_\_\_\_\_

This instrument was drafted by the City Engineer for the City of Franklin

Form approved

\_\_\_\_\_  
Jesse A Wesolowski, City Attorney



**INDEX OF EXHIBITS  
TO  
SUBDIVISION DEVELOPMENT AGREEMENT  
FOR  
RIDGEWOOD RESERVE SUBDIVISION**

Exhibit A	Legal Description of Subdivision
Exhibit B	General Description of Required Subdivision Improvements
Exhibit C	General Subdivision Requirements
Exhibit D	Estimated Improvement Costs
Exhibit E	Additional Subdivision Requirements
Exhibit F	Construction Specifications

**EXHIBIT "A"**  
**TO**  
**SUBDIVISION DEVELOPMENT AGREEMENT**  
**FOR**  
**RIDGEWOOD RESERVE SUBDIVISION**

<b>LEGAL DESCRIPTION OF SUBDIVISION</b>
---

All of Outlot A of Certified Survey Map No. 3410, as recorded in the Register of Deeds Office for Milwaukee County as Document No. 5239312, and Affidavit of Correction recorded in the Register of Deeds office for Milwaukee County, on January 11, 1979, reel 1176, Image 4, as Document No. 5282921, Outlot 1 of Certified Survey Map No. 9456, as recorded in the Register of Deeds Office for Milwaukee County as Document No. 11306731, Outlot 1 of Certified Survey Map No. 9457, as recorded in the Register of Deeds Office for Milwaukee County as Document No. 11306732, and additional lands, all being a part of the Southeast 1/4 of the Southeast 1/4 of Section 9, Township 5 North, Range 21 East, City of Franklin, Milwaukee County, Wisconsin, bounded and described as follows:

Commencing at the southeast corner of the Southeast 1/4 of said Section 9; thence South 88°35'08" West along the south line of said Southeast 1/4, 990.40 feet; thence North 00°15'17" West and then along the west line of Parcel 1 of Certified Survey Map No. 9456, 200.49 feet to the Point of Beginning; thence continuing North 00°15'17" West, 681.33 feet; thence North 88°37'15" East, 330.40 feet to the west line of Parcel 1 of Certified Survey Map No. 3416; thence South 00°15'13" East along said west line, 220.00 feet to the south line of said Parcel 1; thence North 88°37'15" East along said south line of said Parcel 1, 165.00 feet to the east line of Outlot 1 of Certified Survey Map No. 9457; thence South 00°15'17" East along said east line, 421.51 feet to the north line of Parcel 1 of said Certified Survey Map No. 9457; thence South 88°35'08" West along said north line and then along the north line of Parcel 1 of Certified Survey Map No. 3410, 290.00 feet; thence South 77°44'20" West along the north line of Parcel 1 and Parcel 2 of Certified Survey Map No. 9456, 209.95 feet to the Point of Beginning. Containing 285,580 square feet (6.5560 acres) of land Net, more or less.

**EXHIBIT "B"**  
**TO**  
**SUBDIVISION DEVELOPMENT AGREEMENT**  
**FOR**  
**RIDGEWOOD RESERVE SUBDIVISION**

<p>GENERAL DESCRIPTION  OF  REQUIRED SUBDIVISION  IMPROVEMENTS</p>
--

Description of improvements required to be installed to develop the Ridgewood Reserve Subdivision

- \*S Denotes contract for improvements to be awarded, financed and paid for by the Subdivider in lieu of special assessments
- \*C Denotes contract for improvements to be awarded by the City, but financed and paid for by the Subdivider in accordance with this agreement
- (N A ) Denotes improvement is not required to be installed in the Subdivision
- (1) Denotes that the City is to pay for a portion of the improvement, in accordance with this agreement, as computed by the City Engineer

General Description of Improvements  
(refer to additional sheets for concise breakdown)

- |   |   |    |
|---|---|----|
| 1 | Grading of all lots and blocks within the Subdivision in conformance with the approved grading plan   | *S |
| 2 | Grading of the streets within the Subdivision in accordance with the established street grades and the City approved street cross-section and specifications  | *S |
| 3 | Installation of concrete or asphalt permanent pavement with vertical face concrete curb and gutter in accordance with present City specifications   | *S |
| 4 | Sanitary sewer main and appurtenances in the streets and/or easement in the Subdivision to such size and extent as determined by the master sewer plan and/or City Engineer, as necessary to provide adequate service for the final Subdivision and drainage area | *S |
| 5 | Laterals and appurtenances from sanitary sewer main to each lot line, one for each lot as determined by the City  | *S |
| 6 | Water main and fittings in the streets and/or easement in the Subdivision, to such size and extent as determined by the master water plan and/or the City Engineer as necessary to provide adequate service for the final Subdivision and service                 | *S |

	area	
7	Laterals and appurtenances from water main to the street line, one for each lot, as determined by the City Engineer together with curb stop as specified by the City	*S
8	Hydrants and appurtenances provided and spaced to adequately service the area and as the City shall require	*S
9	Paved streets with curb and gutter in the Subdivision to the approved grade and in accordance with the City specifications	*S
10	Concrete sidewalks in the Subdivision to the approved grade and in accordance with the City specifications	(N A )
11	Concrete, asphalt or chipped pedestrian walks in dedicated pedestrian ways and easements in the Subdivision as approved by the City	(N A )
12	Concrete driveways between the street line and curb and gutter for each lot as specified and approved by the City	(N A )
13	Street trees	*C
14	Protective fencing adjacent to pedestrian ways, etc	(N A )
15	Engineering, planning and administration services as approved	*S
16	Drainage system as determined and/or approved by the City to adequately drain the surface water from the Subdivision and management areas in accordance with the master drainage plan and/or approved system plan	*S
17	Street lighting and appurtenances along the street right-of-way as determined by the City	(N A )
18	Street signage in such locations and such size and design as determined by the City	*C
19	Title evidence on all conveyances	*S

**EXHIBIT "C"**  
**TO**  
**SUBDIVISION DEVELOPMENT AGREEMENT**  
**FOR**  
**RIDGEWOOD RESERVE SUBDIVISION**

**GENERAL SUBDIVISION REQUIREMENTS**

**I**     GENERAL

- A.     The Subdivider shall prepare a plat of the land, plans for improvements, as-built drawings of the improvements and all other items in accordance with all applicable state laws and City ordinances and regulations
- B.     All improvements shall be installed in accordance with all City specifications and ordinances.
- C.     The entire Subdivision as proposed shall be recorded

**II**    LOT SIZE AND UNIT SIZE

- A.     Lots
  - 1.     All lots shall be as shown on the final approved plat.
- B.     Units
  - 1.     The minimum area of any living unit built in the project shall be as specified in the Franklin Municipal Code and Unified Development Ordinance in effect at the time the permit is issued unless otherwise specified in the agreement

**III**   WATER SYSTEM

- A.     Availability
  - 1.     Each and every lot in the Subdivision shall be served by a water main
  - 2.     The Subdivider shall provide for the extension of the water system to abutting properties by laying water pipe in public right-of-way or in water easement to the exterior lot line of the Subdivision as directed by the City Engineer
  - 3.     Laterals shall be laid to each and every lot. Size shall be approved by the City Engineer.
  - 4.     Fire hydrants shall be available to the City's Fire and Public Works Departments, and both City Departments shall have free and unlimited use of the water

B Construction

- 1 All construction shall be in accordance with the specifications of the City
- 2 Inspection of the work shall be at the Subdivider's expense
- 3 Mains and appurtenances including all pipe, hydrants, gate valves, laterals and curb stop boxes shall be installed

IV SANITARY SEWER SYSTEM

A Components

Sanitary sewerage service through and within the Subdivision shall be provided. It shall consist of, without limitation because of enumeration, sanitary sewer, manholes, appurtenances, laterals, and other appurtenances.

B Availability

- 1 Each and every building in the Subdivision shall be served by a sanitary sewer
- 2 Laterals shall be laid to the lot line of each and every lot
- 3
  - a) The Subdivider shall provide for the extension of the sanitary sewer system to abutting properties by laying sewer pipe to the exterior lot lines of the Subdivision as directed by the City Engineer, and in accordance with system plans as approved by Milwaukee Metropolitan Sewerage District
  - b) In the event that adjacent property owners request sewer service prior to the time the sewer extensions are installed to the exterior boundaries of the Subdivision as described in Section IV B 3 (a) above, the City is hereby granted the right to install said extensions within the Subdivision at the expense of the Subdivider. All costs for installing sewer systems outside of the boundaries of the Subdivision shall be paid by the adjacent property owners upon any special assessment proceedings had by the City or waiver thereof by the adjacent property owners pursuant to Wis Stat § 66 0701 Special assessments by local ordinance, and §207 15 Special assessments, of the Municipal Code

V STORM DRAINAGE

A Components

Storm drainage through and within the Subdivision shall be provided by means of storm sewer, culverts and ditches installed within the road required as per approved system plan. It shall consist of, without limitation because of enumeration, sewers, culverts, pipes, manholes, inlets, leads, open swales, retention basins and other management facilities as determined by the City Engineer. The City, at the determination of the City Engineer, may have the storm drainage system reviewed by a consultant engineer at the Subdivider's cost.

B Endwalls

- 1 Endwalls shall be approved by the City Engineer.
- 2 Endwalls shall be installed on each and every culvert and at all open ends of storm sewers

C. Outfalls and Retaining Walls

1. Outfalls and retaining walls shall be built where required by the City Engineer
- 2 The aesthetic design of said structures shall be approved by the Architectural Board
- 3 The structural design of said structures shall be done by a licensed Engineer or Architect registered in the State of Wisconsin.

D. Responsibility of Discharged Water

- 1 The Subdivider shall be responsible for the storm drainage until it crosses the exterior property line of the Subdivision or until it reaches a point designated by the City outside of and adjacent to the property from which the water crosses over, under or through artificial or natural barriers The water shall be brought to said point by an open ditch or other means as directed by the City Engineer
- 2 However, if the Subdivider of the Subdivision will, in the opinion of the City Engineer, cause water problems downstream from the Subdivision which will reasonably require special consideration, the Subdivider shall comply with such terms as the City Engineer may require to prevent these problems Said terms shall be made part of those documents under the section titled "Special Provisions".

VI STREETS

A Location

1. Streets shall be constructed in such a manner that the centerline of roadway shall be centerline of right-of-way.
- 2 Streets shall be constructed in each and every road right-of-way platted and shall be built to the exterior lot line of the Subdivision whenever possible except as noted in Exhibit "E"

B Names

The names of all streets shall be approved by the City Engineer.

C Construction

- 1 All streets shall be built in accordance with the specifications on file in the City Engineer's Office

- 2 All streets shall be constructed with 8” of stonebase and 4” of A/C binder course prior to Subdivision certification. The 2” A/C surface course shall be installed when 90% of the lots within the Subdivision have been built upon or at the discretion of the City Engineer.

Before the final lift of asphalt can be installed within a Subdivision the Subdivider must make arrangements to repair damaged or failed concrete curb and gutter, concrete walk, asphalt base course or sub-grade. Also, damaged or failed utility appurtenances must be repaired, rebuilt or replaced by the Subdivider’s contractor prior to the installation of the final lift of asphalt pavement.

All associated costs with this work will be the responsibility of the Subdivider.

- 3 The construction shall be inspected by the City or its agent and all fees due to such inspection shall be paid by Subdivider.

D Snow Removal and Ice Control

The responsibility for snow removal and ice control on all streets within the Subdivision shall lie with the Subdivider until:

- a) The plat is recorded; and
- b) The streets have been provisionally approved by the City.

VII. EASEMENTS

A Drainage

1. All drainage easements dedicated to the public shall be improved as follows:
  - a) Storm sewer or open channel, unless otherwise agreed upon by the Subdivider and the City.
  - b) Side slopes no steeper than 4:1.
  - c) Landscaped in accordance with the applicable City regulations and/or approvals condition for the Subdivision for landscaping requirements or, in the case of storm sewer, as directed by the City Engineer.
- 2 Pedestrian
  - a) The pedestrian walks shall be concrete or asphalt as required by city Engineer and shall be ten (10) feet wide. (N.A.)
  - b) The edge of the walk shall be at least one (1) foot from either side of the easement (N.A.)



VIII PERMITS ISSUED

A Building Permits

- 1 No building permits shall be issued until
  - a) The sanitary and storm sewer and water mains have been installed, tested and approved
  - b) Drainage has been rough graded and approved
  - c) Streets and lots have been rough graded and approved, and curb and gutter installed and the base course of asphalt pavement installed
  - d) The plat has been recorded
  - e) All Subdivision monuments have been set
- 2 Building permits may be granted for model homes prior to satisfying the above conditions, provided an agreement relating thereto has been approved by the Common Council of the City of Franklin.

B Occupancy Permits

- 1 No temporary occupancy permits shall be issued until:
  - a) Streets have been paved except for the final lift of asphalt.
  - b) The gas, telephone and electrical services have been installed and are in operation.
  - c) The water system is installed, tested and approved.
  - d) The site is stabilized and all drainage facilities have been re-certified

IX DEED RESTRICTIONS

- A A Financial Guarantee approved by the City Attorney in the full amount of all non-assessable improvements not yet installed and approved as of the date of this Agreement shall be submitted to the City before any permits are issued
- B. The time of completion of improvements
  - 1 The Subdivider shall take all action necessary so as to have all the improvements specified in this Agreement installed and approved by the City before two years from the date of this agreement
  - 2 Should the Subdivider fail to take said action by said date, it is agreed that the City, at its option and at the expense of the Subdivider, may cause the installation of or the correction of any deficiencies in said improvements

X. CHARGES FOR SERVICES BY THE CITY OF FRANKLIN

A Fee for Checking and Review

At the time of submitting the plans and specifications for the construction of the Subdivision improvements, a fee equal to two-and-one-fourth percent (2¼ %) of the cost of the improvements as estimated by the City Engineer at the time of submission of improvement plans and specifications, to partially cover the cost to the City of checking and reviewing such plans and specifications provided that cost does not exceed \$250,000 00, a fee equal to one-and-three-fourth percent (1¾ %) of such cost, if the cost is in excess of \$250,000 00, but not in excess of \$500,000 00, and one-and-one-fourth percent (1¼ %) of said cost in excess of \$500,000.00 At the demand of the Subdivider or City Engineer, the fee may be recomputed after the work is done in accordance with the actual cost of such improvements and the difference, if any, shall be paid by or remitted to the Subdivider. Evidence of cost shall be in such detail and form as required by the City Engineer.

B. For the services of testing labs, consulting engineers and other personnel, the Subdivider agrees to pay the City the actual charge plus five (5%) percent for administration and overhead

**EXHIBIT "D"**  
**TO**  
**SUBDIVISION DEVELOPMENT AGREEMENT**  
**FOR RIDGEWOOD RESERVE SUBDIVISION**

<b>ESTIMATED IMPROVEMENT COSTS</b>
------------------------------------

All improvement costs, including but not limited to preparation of plans, installation of facilities and inspection shall be borne by the Subdivider in accordance with Paragraph (4) of this Agreement.

Said costs for the project are estimated to be as follows:

DESCRIPTION	COSTS
Grading (including Erosion Control)	\$ 170,680.50
Sanitary System	101,693.00
Water System	75,479.00
Storm Sewer System	84,053.00
Paving (including sidewalk)	96,158.00
Street Trees (9 x \$400/lot)	3,600.00
Street Lights ( ) @ approximately \$5,000/ea	N.A.
Street Signs (1)	180 00
Underground Electric, Gas and Telephone	22,819 12
Storm Water Management	
SUBTOTAL	\$ 554,662.62
Engineering/Consulting Services	65,000 00
Municipal Services (7% of Subtotal)	38,826.38
Contingency Fund (20% of Subtotal)	110,932.52
TOTAL:	\$ 769,421.52

Total Seven Hundred Sixty-Nine Thousand, Four Hundred Twenty-one and 52/100 Dollars.

APPROVED BY \_\_\_\_\_ Date: \_\_\_\_\_  
Michael N Paulos, PE, CDT, LEED AP, City Engineer

**EXHIBIT "E"**  
**TO**  
**SUBDIVISION DEVELOPMENT AGREEMENT**  
**FOR**  
**RIDGEWOOD RESERVE SUBDIVISION**

<b>ADDITIONAL SUBDIVISION REQUIREMENTS</b>
--

- 1 The Subdivider agrees that it shall pay to the City of Franklin for NA public street light fixtures and poles as provided by WE-Energies. The LED fixtures shall be oval- high lumen (143 watts) for major intersections and medium lumen (92 watts) for the interior of the subdivision. The poles shall be 35-foot fiberglass with 6-foot arm (position over the City street). Non-LED lights are not permitted.
- 2 The Subdivider shall make every effort to protect and retain all existing trees, shrubbery, vines and grasses pursuant to the approved Natural Resource Protection Plan (the "NRPP"). Trees shall be protected and preserved during construction in accordance with sound conservation practices as outlined in §§15-8 0204A through F of the Unified Development Ordinance.
- 3 The Subdivider shall cause all grading, excavations, open cuts, side slopes and other land surface disturbances to be so mulched, seeded, sodded or otherwise protected that erosion, siltation, sedimentation and washing are prevented in accordance with the plans and specifications approved by the City Engineer as outlined in §§15-8 0203H 1 through 5 of the Unified Development Ordinance.
- 4 The Subdivider agrees to pay the City for street trees planted by the City on S Ridgewood Dr at the rate of \$400 per tree with a planting distance between trees of 85 feet on the average. The City shall determine the planting schedule and shall be responsible for tree maintenance and replacement except for damage caused by the Subdivider, the Subdivider's sub-contractors, or the lot owners.
- 5 The requirements for the installation of concrete driveway approaches shall be omitted from this Agreement because the Subdivider will require that the owners of said lots install concrete driveway approaches, as required by the Franklin Building Inspector.
- 6 The Subdivider shall be responsible for cleaning up the debris that has blown from buildings under construction within the Subdivision. The Subdivider shall clean up all debris within forty-eight (48) hours after receiving a notice from the City Engineer.
- 7 The Subdivider shall be responsible for cleaning up the mud and dirt on the roadways until such time as the final lift of asphalt has been installed. The Subdivider shall clean the roadways within forty-eight (48) hours after receiving a notice from the City Engineer.
- 8 Prior to commencing site grading, the Subdivider shall submit for approval by the City Engineer an erosion and silt control plan. Said plan shall provide sufficient control of the site to prevent siltation downstream from the site. The Subdivider shall maintain the erosion and siltation

control until such time that vegetation sufficient to equal pre-existing conditions has been established

- 9 The Subdivider shall preserve the environmental natural resource features as shown on the Natural Resource Protection Plan and shall install an orange snow fence and silt fence around the environmental natural resource features prior to land disturbing
- 10 Prior to commencing any land disturbance, the Subdivider shall employ a forestry expert approved by the City Forester to review the development and during the development process make periodic inspections to monitor the activity relative to the protection of the woodlands. Periodic reports shall be furnished to the City Forester, Planning Manager and City Engineer, the purpose of these requirements being to ensure compliance with the Unified Development Ordinance
- 11 The Subdivider shall inform the persons purchasing lots of their obligation to cut weeds to conform to the City's noxious weed ordinance
- 12 The Subdivider shall construct storm water management facilities as required in the Storm Water Management Plan in accordance with the plans and specifications approved by the City Engineer. Maintenance of said storm water management facilities shall be the responsibility of the Subdivider and/or owners association
- 13 The Subdivider shall create a Homeowners Association for the care and maintenance of all common lands, including all storm water management facilities, and other green areas. Said Homeowners Association documents shall be reviewed and approved by the Franklin Plan Commission or as may otherwise be provided by the Unified Development Ordinance, prior to recording of the Final Plat. The Subdivider is responsible to recertify the storm water management facilities after the site is stabilized and prior to the conveyance to the Homeowners Association
- 14 Homeowners Association documents shall include a Declaration of Restrictions and Covenants specifying the preservation of the existing storm water management facilities and landscaping and entryways. Said document shall be recorded after review and approval by the City Attorney
- 15 Construction Requirements
  - a) Prior to any construction activity on the site, Subdivider shall prepare a gravel surfaced parking area within the boundaries of the site
  - b) During construction, all vehicles and equipment shall park on the site. Parking shall not be permitted on any external public right-of-way
  - c) Prior to issuance of any building permits other than in the case of the issuance of any model structure permits, all necessary grading and improvements shall be completed as directed by the City Engineer
  - d) All traffic shall enter the site from Drexel Ave. and/or Ridgewood Drive
- 16 The Subdivider shall provide for the connection to the existing Ridgewood Drive
- 17 and install any necessary curb and gutter and pavement

**EXHIBIT "F"**  
**TO**  
**SUBDIVISION DEVELOPMENT AGREEMENT**  
**FOR**  
**RIDGEWOOD RESERVE SUBDIVISION**

<b>CONSTRUCTION SPECIFICATIONS</b>
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The following specifications shall be used for the construction of the various improvements

ITEM	SPECIFICATION
Storm & Sanitary Sewer	STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN, most current edition CITY OF FRANKLIN
Water Mains	STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN, most current edition CITY OF FRANKLIN
Concrete Curb & Gutter	CITY OF FRANKLIN
Streets	
Construction	CITY OF FRANKLIN
Materials	
Asphalt	CITY OF FRANKLIN
Aggregate	CITY OF FRANKLIN
Concrete	CITY OF FRANKLIN
Cross Section	CITY OF FRANKLIN

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE 4/2/2025
REPORTS AND RECOMMENDATIONS	A Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Granted by Section 207-15 of the Municipal Code, and Section 66.0701 of the State Statutes for installation of a sanitary sewer on South 80th Street from a point of connection at the intersection of West Ryan Road (STH 100) to a point of connection at West Park Circle Way and setting a Public Hearing Date of May 6th, 2025, at 6:30 p.m.	ITEM NUMBER  D.3.

**BACKGROUND**

On November 13th, 2024 the City of Franklin opened bids for the Department of Public Works Campus Utilities Project. The Common Council awarded the project to UPI Construction LLC at the Common Council meeting on November 19th, 2024 (item G.8) in the amount of \$651,561.00.

Pursuant to Municipal Code § 207-15D. and § 66.0703(4) of the Wisconsin Statutes, it is necessary for the Common Council to adopt a preliminary resolution to commence the special assessment process, with its intension to exercise the powers therefore authorized by Municipal Code §207-15D. and § 66.0703(4) of the Wisconsin Statutes, for the special assessments for the project and the properties to be specially benefitted thereby.

**ANALYSIS**

There are a total of six affected properties adjacent to this sanitary sewer extension project. Two of the six properties already have access to public sanitary sewer. Therefore, there are only four benefitted propertied. Attached is an exhibit of the affected properties.

An Engineer’s Report will be created based on the bid costs.

**STAFF RECOMMENDATION**

Direct staff to create an Engineer’s Report. It is recommended that a public hearing for this project be set for May 6th, 2025.

**FISCAL NOTE**

The 2025 approved Sewer Budget has allocated enough funding for this project. Special assessment for this project could allocate \$259,052.65 of the project costs.

**COUNCIL ACTION REQUESTED**

Motion to adopt Resolution 2025-\_\_\_\_\_ a Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers Granted by Section 207-15 of the Municipal Code and Section 66.0701 of the State Statutes for installation of a sanitary sewer on South 80th Street from a point of connection at the intersection of West Ryan Road (STH 100) to a point of connection at West Park Circle Way and setting a Public Hearing Date of May 6th, 2025, at 6:30 p.m.

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 2025-\_\_\_\_\_

A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS GRANTED BY SECTION 207-15 OF THE MUNICIPAL CODE AND SECTION 66.0701 OF THE STATE STATUTES FOR INSTALLATION OF A SANITARY SEWER ON SOUTH 80TH STREET FROM A POINT OF CONNECTION AT THE INTERSECTION OF WEST RYAN ROAD (STH 100) TO A POINT OF CONNECTION AT WEST PARK CIRCLE WAY AND SETTING THE PUBLIC HEARING DATE FOR MAY 6TH, 2025, AT 6:30 P.M.

-----  
WHEREAS, the Common Council has determined that making the following permanent improvements described in this preliminary resolution is expedient and necessary in the best interests of the City, its people, and the property affected.

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

1. The Common Council declares its intent to exercise police powers granted to it by law and adjudge that it is necessary for the health, safety, and welfare of the public and affected property owners that a public work of improvement be made for the installation of sanitary sewer on South 80th Street from a point of connection at the intersection of West Ryan Road (STH 100) to a point of connection at West Park Circle Way.
2. The Common Council, in this process, exercises its power to levy special assessments under its police power as authorized in Section 207-15 of the Municipal Code and Section 66.0701 of the Wisconsin Statutes.
3. The Common Council further declares that all assessments may be paid in one (1) payment when the work is completed, in the next succeeding tax roll, or in the number of annual installments as determined by the Common Council.
4. The Common Council further declares that the amount assessed against any property for this improvement shall be upon a reasonable basis as determined by the Common Council.
5. The City Engineer and/or his authorized representative is directed to prepare the report described in Section 207-15E. of the Municipal Code for the installation of a sanitary sewer in the above location.
6. Upon completion of such report, the City Engineer and/or his authorized representative is directed to file a copy thereof in the Office of the City Clerk for public inspection.



- 7 The City Clerk is directed to schedule and give notice of a Public Hearing [note set for May 6th, 2025, at 6 30 p.m.] to be conducted by the Mayor and Common Council pursuant to Section 207-15I of the Municipal Code

Introduced at a regular meeting of the Common Council of the City of Franklin on this 2nd day of April 2025 by Alderperson \_\_\_\_\_.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 2nd day of April 2025

APPROVED.

\_\_\_\_\_  
John R Nelson, Mayor

ATTEST.

\_\_\_\_\_  
Shirley J. Roberts, City Clerk

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



# AFFECTED PARCELS



## Legend

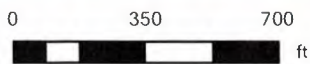
Parcels

Tax Parcels



Administrative

Municipal Boundaries



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

MILWAUKEE COUNTY GIS AND LAND INFORMATION

Notes



APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE April 2, 2025
REPORTS AND RECOMMENDATIONS	An Ordinance to Create Section 207-15K.(2)(j) of the Franklin Municipal Code Pertaining to Deferment of Payment of Special Assessments With Regard to a Water Main Project Serving the City to be Constructed Within a State Trunk Highway for which Public Construction is Ongoing by the State, Causing the Need for the Water Main Project to Proceed Forthwith	ITEM NUMBER  D.4.

A copy of a draft of the above Ordinance is annexed hereto. The subject matter arose during the Common Council discussion of special assessments for the installation of a water main on West St. Martins Road during item G.1. at the Council meeting on March 18, 2025, following a public hearing thereon earlier at that meeting. The provisions of the text of the proposed Section 207-15K.(2)(j) for the Code annexed hereto were included in the Final Resolution directing the water main project and special assessment therefore as adopted by the Council at the March 18, 2025 meeting, with direction to staff to detail draft same in addition to what was provided at that meeting.

### COUNCIL ACTION REQUESTED

A motion to adopt An Ordinance to Create Section 207-15K.(2)(j) of the Franklin Municipal Code Pertaining to Deferment of Payment of Special Assessments With Regard to a Water Main Project Serving the City to be Constructed Within a State Trunk Highway for which Public Construction is Ongoing by the State, Causing the Need for the Water Main Project to Proceed Forthwith.

ORDINANCE NO. 2025-\_\_\_\_\_

AN ORDINANCE TO CREATE SECTION 207-15K.(2)(J) OF THE FRANKLIN MUNICIPAL CODE PERTAINING TO DEFERMENT OF PAYMENT OF SPECIAL ASSESSMENTS WITH REGARD TO A WATER MAIN PROJECT SERVING THE CITY TO BE CONSTRUCTED WITHIN A STATE TRUNK HIGHWAY FOR WHICH PUBLIC CONSTRUCTION IS ONGOING BY THE STATE, CAUSING THE NEED FOR THE WATER MAIN PROJECT TO PROCEED FORTHWITH

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WHEREAS, §207-15 of the Municipal Code provides the authority for and method of the levy of special assessments in the City pursuant to Wis. Stat § 66 0701, and §207-15K of the Municipal Code providing for the deferment of payment of special assessments under the categorical circumstances presented thereunder, and

WHEREAS, the Common Council, having reviewed the subject matter of special assessment deferments and the existing Municipal Code, finds it does not specifically provide for deferment in cases where a public water main project must proceed in coordination with an ongoing State trunk highway construction project. In such cases, delaying the water main project would result in disruption of the newly constructed highway and costly restoration work by the City. While the project provides a specific public facility improvement that specially benefits the subject properties, such benefit is incidental to the City's need to coordinate with State timing. Further, such cases are limited in scope to 15 or fewer properties specially benefitted, at least 10 of which are developed and have an existing and adequate water supply, and

WHEREAS, the Common Council having determined such factual circumstances to be unique and for which a deferment of special assessments would be appropriate until such time as the subject benefitted property is connected to the subject public water facility or subdivided into two or more parcels, or such earlier specified date or occurrence as may be specified by the Common Council, and having determined same to be reasonable and in furtherance of the health, safety and welfare of the City

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

SECTION 1           Section 207-15K (2)(j) of the Municipal Code of the City of Franklin, Wisconsin, is hereby created to read as follows:  
“Notwithstanding other deferment provisions set forth in this Chapter 207, a deferment of the principal and interest of a special assessment shall be permitted until such time as the subject benefitted property is connected to the subject public water facility, is subdivided into two or more parcels, or such earlier date or event as may be specified by the Common Council, when the Council determines such deferment to be appropriate and reasonable under the following circumstances:

- 1) the public water main project is undertaken to serve the City and must be timed in coordination with ongoing State construction within a State trunk highway; and
- 2) proceeding forthwith avoids the need for future intrusion into the newly completed highway and associated reconstruction costs; and
- 3) the benefitting properties number fifteen (15) or fewer at the time of assessment, of which at least ten (10) are developed and have existing, adequate water supply.”

SECTION 2: The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

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

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

Introduced at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by Alderman \_\_\_\_\_.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED:

\_\_\_\_\_  
John R. Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Shirley J. Roberts, City Clerk

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

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APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE April 2, 2025
REPORTS & RECOMMENDATIONS	A RESOLUTION FOR EMERGENCY AUTHORIZATION TO CONTRACT WITH QUALITY FLOW SYSTEMS TO REPLACE PUMP AT ST. MARTINS LIFT STATION IN LIEU OF THE PUBLIC BID PROCESS WITH A NOT-TO-EXCEED AMOUNT OF \$153,445.00	ITEM NUMBER  D.5.

**BACKGROUND**

The City of Franklin has 5 Sewer lift stations that service the 36,800+ residents with the Franklin boundaries. A lift station is a pump station that uses a collection system to transport wastewater or sewage from a lower to a higher elevation. The stations normally transport the wastewater from residential and commercial areas to a proper treatment plant. A properly maintained sewer lift station can typically last 15 to 20 years or more. The St. Martin’s Lift Station is located at 11575 W. Forest Home Ave and serves a large section of the west side of Franklin. This lift station has been in service for over 20 years and has surpassed the average life expectancy.

**ANALYSIS**

During routine maintenance of the lift station, it was discovered that one of the two pumps are showing signs of significant wear and leaking seals. If this pump is not replaced, the health and safety of the residents that the lift station services could be jeopardized. Having only one pump at this lift station would be catastrophic during a heavy rain event. This is considered an emergency situation due to there only being two pumps at this lift station and not three needed for reliability.

Pursuant to Wis. Stat. § 62.15(1b) Exception as to public emergency, the Board of Public Works met on April 2, 2025 and passed a resolution declaring a public emergency, which allows for the exemption of the bidding process for replacement.

**FISCAL NOTE**

The City of Franklin received bond proceeds in 2021 for the Industrial Park Lift Station project. The City borrowed \$3,005,000 for that project and \$3,505,000 for TID 8 projects. The industrial park lift station project has been complete and there is over \$200,000 in additional proceeds that need to be spent, and can only be spent on sewer projects. The Director of Finance has engaged with the City’s financial advisor and deemed this project appropriate for the use of the remaining bond proceeds.

**COMMON COUCIL ACTION REQUESTED**

Adopt Resolution 2025-\_\_\_\_\_ a Resolution for Emergency Authorization to Contract with Quality Flow Systems to Replace Pump at St. Martins Lift Station in Lieu of the Public Bid Process with a Not-to-Exceed Amount of \$153,445.00.

STATE OF WISCONSIN CITY OF FRANKLIN MILWAUKEE COUNTY

RESOLUTION NO. 2025-\_\_\_\_\_

A RESOLUTION FOR EMERGENCY AUTHORIZATION TO CONTRACT WITH QUALITY FLOW SYSTEMS TO REPLACE PUMP AT ST MARTINS LIFT STATION IN LIEU OF THE PUBLIC BID PROCESS WITH A NOT-TO-EXCEED AMOUNT OF \$153,445 00

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WHEREAS, the City of Franklin routinely lets all contracts for public construction exceeding \$25,000 in accordance with Wis. Stat. § 62.15 and 66.0901, and

WHEREAS, the St Martin's Lift Station is located at 11575 W. Forest Home Ave and serves a large section of the west side of Franklin This lift station has been in service for over 20 years and has surpassed the average life expectancy, and

WHEREAS, it was discovered that one of the two major pumps are showing signs of significant wear and leaking seals If this pump is not replaced, the health and safety of the residents that the lift station services could be jeopardized, and

WHEREAS, based upon the public welfare concerns cited, it is necessary to undertake the replacement as soon as possible; and

WHEREAS, Wis Stats. § 62.15(1b) authorizes the waiving of bidding requirements for the repair and reconstruction of public facilities when the Public Works Committee determines by resolution that the damage or threatened damage creates an emergency in which the public health or welfare of the City of Franklin is endangered, and

WHEREAS, funds for the necessary replacement are available through the remaining debt proceeds borrowed in 2021 for the Industrial Park Lift Station, and

WHEREAS, the Board of Public Works has passed a resolution declaring a public emergency, which allows for the exemption of the bidding process; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Franklin that the proper City officials are authorized and directed to waive bidding requirements for the necessary replacement and instead to enter a contract or purchase order to Quality Flow Systems with a not-to-exceed amount of \$153,445 00 for the necessary replacement.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED.

\_\_\_\_\_  
John R. Nelson, Mayor

ATTEST

\_\_\_\_\_  
Shirley J Robers, Clerk

AYES            NOES            ABSENT





800 6<sup>th</sup> St N W  
New Prague, MN 56071  
Office (952) 758-9445  
Fax (952) 758-9661

**Quotation**

To: Village of Franklin, WI

Date: 3/13/2025

From: Travis Morgan

Phone: (414) 639-4943

Attn: Glen Beardsley

Re: Franklin, WI St. martins Lift Station Replacement Pump

**Item A**

**KSB Replacement Pump;**

This will consist of supply and install of a new KSB pump at the St Martins lift station.

To include

<u>Qty</u>	<u>Description</u>
1	KSB KRT D200-503/806XNG2-D 460V 100HP to Include <ul style="list-style-type: none"><li>• 65' of power and control cable</li><li>• D-max Hard Iron Impeller</li><li>• 14"x10" suction elbow</li><li>• Lifting Bail</li></ul>
1	12"x14" concentric reducer
1	12" flex coupler/w control rods
1	12" x 26 3/4" Flg x Flg
1	10" x 22 3/4" Flg x Flg
A/R	Concrete
1	Installation/Labor

**Total Sell Price for Item A is \$153,445.00 (plus any applicable taxes)**

**Terms:**

Quotation is valid for 30 days Based upon Quality Flow Systems Standard Terms and Conditions of Sale; copy provided upon request

Thank you for this opportunity to be of service to you If you have any questions, please don't hesitate to call 414-639-4943

Sincerely,

*Travis Morgan*

Travis Morgan

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<p style="text-align: center;"><b>APPROVAL</b></p>	<p style="text-align: center;"><b>REQUEST FOR COUNCIL ACTION</b></p>	<p style="text-align: center;"><b>MEETING DATE</b> April 2, 2025</p>
<p style="text-align: center;"><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p style="text-align: center;"><b>AN ORDINANCE TO AMEND ORDINANCE 2024-2649, AN ORDINANCE ADOPTING THE 2025 ANNUAL BUDGET FOR THE SEWER FUND TO PROVIDE ADDITIONAL LIFT STATION APPROPRIATIONS ASSOCIATED WITH THE EMERGENCY REPLACEMENT OF THE ST. MARTIN'S LIFT STATION PUMP IN THE AMOUNT OF \$153,445.00</b></p>	<p style="text-align: center;"><b>ITEM NUMBER</b>  B.6.</p>

**BACKGROUND**

The City of Franklin has 5 Sewer lift stations that service the 36,800+ residents with the Franklin boundaries. A lift station is a pump station that uses a collection system to transport wastewater or sewage from a lower to a higher elevation. The stations normally transport the wastewater from residential and commercial areas to a proper treatment plant. A properly maintained sewer lift station can typically last 15 to 20 years or more. The St. Martin's Lift Station is located at 11575 W. Forest Home Ave and serves a large section of the west side of Franklin. This lift station has been in service for over 20 years (2004) and has surpassed the average life expectancy.

**ANALYSIS**

During routine maintenance of the lift station, it was discovered that one of the two pumps are showing signs of significant wear and leaking seals. If this pump is not replaced, the health and safety of the residents that the lift station services could be jeopardized. Having only one pump at this lift station would be catastrophic during a heavy rain event. This is considered an emergency situation due to there only being two pumps at this lift station and not three needed for reliability.

This item is being presented at a special Board of Public Works meeting on April 2. The purpose of this meeting is per Wis. Stat. § 62.15(1b) Exception as to public emergency, which allows the Board of Public works to determine by resolution if there is an emergency need to bypass the general rule that public construction contracts exceeding \$25,000 must be let to the lowest responsible bidder. If passed, the Council may authorize the sales quote purchase price of \$153,445 provided by the Sewer Superintendent.

**FISCAL NOTE**

The City of Franklin received bond proceeds in 2021 for the Industrial Park Lift Station project. The City borrowed \$3,005,000 for that project and \$3,505,000 for TID 8 projects. The industrial park lift station project has been complete and there is over \$200,000 in additional proceeds that need to be spent, and can only be spent on sewer projects. The Director of Finance has engaged with the City's financial advisor and deemed this project appropriate for the use of the remaining bond proceeds.

**COUNCIL ACTION REQUESTED**

Adopt Ordinance No. 2025-\_\_\_\_, an Ordinance to Amend Ordinance 2024-2649, an Ordinance adopting the 2025 Annual Budget for the Sewer Fund to Provide Additional Lift Station Appropriations Associated with the Emergency Replacement of the St. Martin's Lift Station Pump in the Amount of \$153,445.00.

STATE OF WISCONSIN CITY OF FRANKLIN MILWAUKEE COUNTY

ORDINANCE NO 2025-\_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE 2024-2649, AN ORDINANCE ADOPTING THE 2025 ANNUAL BUDGETS FOR THE SEWER FUND TO PROVIDE ADDITIONAL LIFT STATION APPROPRIATIONS ASSOCIATED WITH THE EMERGENCY REPLACEMENT OF THE ST MARTIN'S LIFT STATION PUMP IN THE AMOUNT OF \$153,445.00

WHEREAS, the Common Council of the City of Franklin adopted the 2025 Annual Budgets for the Sewer Fund, and

WHEREAS, the St Martin's Lift Station has two pumps, in which one pump is showing signs of significant wear and leaking seals; and

WHEREAS, a public emergency has been declared and it has been deemed necessary for an immediate replacement take place as soon as possible, and

WHEREAS, funds for the necessary replacement are available through the remaining debt proceeds borrowed in 2021 for the Industrial Park Lift Station; and

WHEREAS, these amounts will be expended in 2025, and as a result, the related appropriations should be made available and appropriated in the 2025 budget, and

WHEREAS, the Budget Appropriation Units will be adjusted for the items listed below.

NOW, THEREFORE, the Common Council of the City of Franklin does hereby ordain as follows.

Section 1 That the 2025 Sewer Fund Budget be amended as follows.

Sewer Fund			
0756	Capital	Increase	\$153,445

Section 2 Pursuant to Wis Stat § 65 90(5)(ar), the City Clerk is hereby directed to post a notice of this budget amendment within fifteen days of adoption of this Resolution on the City's web site

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, or otherwise be legally invalid or fail under the applicable rules of law to take effect and be in force, 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

Passed and adopted at a regular meeting of the Common Council of the City of Franklin  
this \_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED:

ATTEST:

\_\_\_\_\_  
John R. Nelson, Mayor

\_\_\_\_\_  
Shirley J. Roberts, City Clerk

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



<p align="center"><b>APPROVAL</b></p>	<p align="center"><b>REQUEST FOR COUNCIL ACTION</b></p>	<p align="center"><b>MEETING DATE</b> April 2, 2025</p>
<p align="center"><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p align="center"><b>An Ordinance to amend Section 15-3.0444 of the Unified Development Ordinance Planned Development District No. 39 (Mixed Use Business Park) to allow truck terminals and Outdoor Storage facilities as a Special Use and to revise Design Standards (Gina Marie Bonini, Modine MFG. CO., Applicant) (3303 W Oakwood RD)</b></p>	<p align="center"><b>ITEM NUMBER</b>  H. 7.  Ald. Dist. #4</p>

At its March 20, 2025, regular meeting, the Plan Commission unanimously recommended approval of an ordinance to amend Section 15-3.0444 of the Unified Development Ordinance Planned Development District No. 39 (Mixed Use Business Park) to allow outdoor storage facilities as a Special Use and to revise Design Standards (Gina Marie Bonini, Modine MFG. CO., Applicant) (3303 W Oakwood RD)

**COUNCIL ACTION REQUESTED**

A motion to adopt Ordinance No. 2024-\_\_\_\_\_, to amend Section 15-3.0444 of the Unified Development Ordinance Planned Development District No. 39 (Mixed Use Business Park) to allow outdoor storage facilities as a Special Use and to revise Design Standards (Gina Marie Bonini, Modine MFG. CO., Applicant) (3303 W Oakwood RD)

*Draft 03-20-2025*  
ORDINANCE NO. 2025-\_\_\_\_\_

AN ORDINANCE TO AMEND SECTION 15-3.0444 OF THE UNIFIED  
DEVELOPMENT ORDINANCE PLANNED DEVELOPMENT DISTRICT NO. 39  
(MIXED USE BUSINESS PARK) TO ALLOW FOR OUTDOOR STORAGE AS A  
SPECIAL USE AND TO REVISE DESIGN STANDARDS  
(GINA MARIE BONINI, MODINE MFG. CO., APPLICANT)  
(3303 W OAKWOOD RD)

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WHEREAS, Section 15-3.0444 of the Unified Development Ordinance provides for and regulates Planned Development District No. 39 (Mixed Use Business Park), same having been created by Ordinance No. 2016-2238, with such District primarily being located within the South 27th Street corridor area lying south of West Oakwood Road;

WHEREAS, Planned Development District No. 39 (Mixed Use Business Park) includes those lands more particularly described below; and

That part of the Northeast 1/4, Southeast 1/4 and all that part of Northeast 1/4, Southeast 1/4, and the Southwest 1/4 of Section 36, Township 5 North, Range 21 East, in the City of Franklin, Milwaukee County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of Northeast 1/4 of Section 36 also the place of beginning of the land to be described; thence S 00° 11' 55" E, along the East line of said 1/4 Section, 2658.94 feet to the East 1/4 corner section monument; thence S 00° 25' 34" E, along the East section line of the Southeast 1/4 of said Section, 2655.53 to the Southeast corner section monument; thence S 88° 57' 44" W along the South section line of Southeast 1/4 of said Section, 2619.46 to the South 1/4 corner section monument; thence S 88° 35' 08" W along the South section line of the Southwest 1/4 of said Section, 42.90 feet to the section corner monument; thence S 88° 35' 08" W along the South line of the Southwest 1/4 of said Section, 2588.10 feet to the Southwest corner section monument; thence N 00° 21' 45" W along the West section line of the Southwest 1/4 of said Section, 2644.21 feet to the West 1/4 corner section monument; thence N 88° 36' 18" E, along the North section line of the Southwest 1/4 of said Section, 1808.39 feet to West line of the East fifty (50) acres of the Northwest 1/4 of said Section; thence N 00° 20' 45" W, along the West line of the East fifty (50) acres of the Northwest 1/4 of said Section, 2651.28 feet to the North section line of the Northwest 1/4 of said Section; thence N 88° 27' 28" E along the North section line of the Northwest 1/4 of said Section, 821.90 feet to the North 1/4 corner section



monument; thence N 88° 34' 33" E, along the North section line of the Northeast 1/4 of said Section, 2624.35 feet to the point of beginning.

Containing in all 504 acres of land, more or less.

WHEREAS, Modine Manufacturing Co., having petitioned for an amendment to Planned Development District No. 39 (Mixed Use Business Park), to allow for Outdoor Storage as a Special Use and to revise PDD No. 39 Design Standards; and

WHEREAS, the City of Franklin Plan Commission having considered the application on the 20th Day of March, 2025, and the Plan Commission having determined that the proposed amendment was a major amendment and having recommended to the Common Council that the proposed amendment to Planned Development District No. 39 (Mixed Use Business Park) be approved; and

WHEREAS, the Common Council having considered the application and having concurred with the recommendation of the Plan Commission and having determined that the proposed amendment to Planned Development District No. 39 (Mixed Use Business District) is consistent with the 2025 Comprehensive Master Plan of the City of Franklin, Wisconsin and that it will 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: §15-3.0444 Planned Development District No. 39 (Mixed Use Business District), of the Unified Development Ordinance of the City of Franklin, Wisconsin, specifically Section 15-3.0444B.B.3. of Ordinance No. 2016-2238, is hereby amended to add a new sub "i. outdoor storage." and re-letter accordingly.

SECTION 2: §15-3.0444 Planned Development District No. 39 (Mixed Use Business District), of the Unified Development Ordinance of the City of Franklin, Wisconsin, specifically Section 15-3.0444B.B.4. of Ordinance No. 2016-2238, is hereby amended to delete sub "i. outdoor storage." and re-letter accordingly.

SECTION 3: §15-3.0444 Planned Development District No. 39 (Mixed Use Business District), of the Unified Development Ordinance of the City of Franklin, Wisconsin, specifically Section 15-3.0444B.D.2 of Ordinance No. 2016-2238, (General Site Design Standards) is hereby amended to add sub d. Outdoor Storage:

i. Outdoor storage areas shall be located to the side-yard or rear-yard and screened so as to minimize their view from adjacent streets and sites.

ii. Outdoor storage areas shall be screened from adjacent streets and sites utilizing landscaping, berms, and/or decorative fences.

iii. Outdoor storage facilities may not exceed the height of the primary structure on the lot.

SECTION 4: All other applicable terms and provisions of §15-3.0444 Planned Development District No. 39 (Mixed Use Business District) not inconsistent with the terms of this Ordinance, and the Unified Development Ordinance of the City of Franklin, as amended from time to time, shall apply to the Modine Mfg. development, and all terms and provisions of §15-3.0444 Planned Development District No. 39 (Mixed Use Business District) as existing immediately prior to the adoption of this Ordinance and not amended by this Ordinance, shall remain in full force and effect.

SECTION 5: 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 6: All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION 7: 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 \_\_\_th day of \_\_\_, 2025.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_th day of \_\_\_, 2025.

APPROVED:

\_\_\_\_\_  
John R. Nelson, Mayor

ATTEST:

ORDINANCE NO. 2025-\_\_\_\_\_

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Shirley J. Roberts, City Clerk

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



**REPORT TO THE PLAN COMMISSION**

**Meeting of March 20, 2025**

**Major PDD Amendment**

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**RECOMMENDATION:** City Development Staff recommends approval of the proposed Major PDD Amendment, subject to the conditions of in the attached draft ordinance.

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Project Name:	3303 W Oakwood Rd SPa and MPDDa
Property Owner:	JES FRANKLIN OAKWOOD, LLC SFT FRANKLIN OAKWOOD LLC
Applicant:	Gina Marie Bonini, Modine Mfg. Co.
Property Address/Tax Key Number:	3303 W Oakwood Rd / 951 9994 002
Aldermanic District:	District 4
Agent:	Eric Ortega, PID Architects
Zoning District:	PDD 39
Use of Surrounding Properties:	PDD 39 (South, East & West) R-3 Suburban/Estate Single Family Residence District (North) B-7 South 27th Street Mixed Use Office District (North) R-2 Estate Single-Family Residence District (North)
Application Request:	Site Plan Amendment and Major PDD Amendment
Staff Planner:	Marion Ecks, AICP

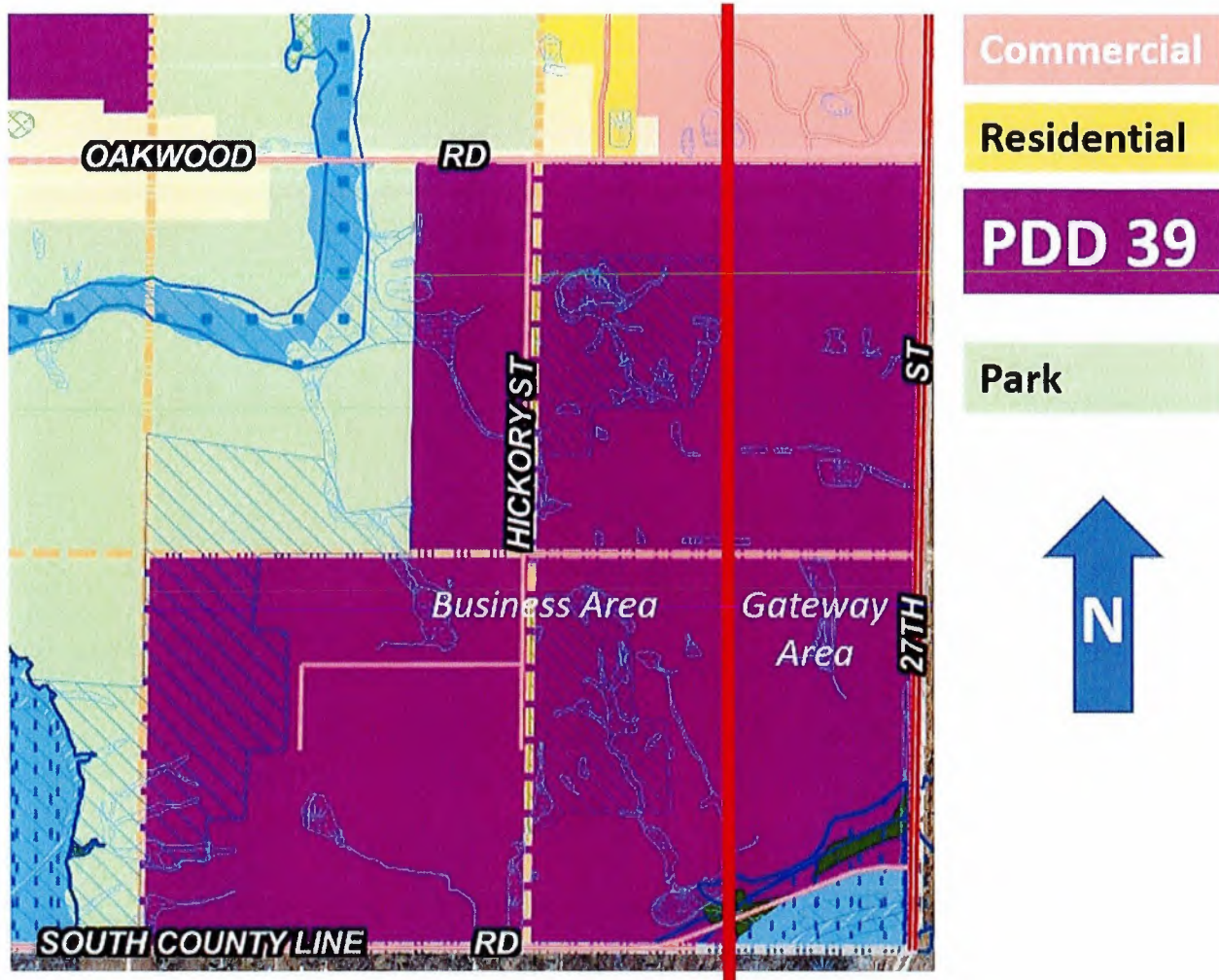
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The applicant, Modine Mfg. Co., submitted an application requesting to amend §15-3.0444: Planned Development District No. 39 (Mixed Use Business Park) to allow for outdoor storage, and a related site plan amendment to reorganize the existing rear parking area to provide employee parking and install vertical “steel stack racks.” The Site Plan amendment is still under review and will be brought to a future Plan Commission meeting.

Planned Development District (PDD) Amendment

Planned Development District No. 39, the City’s “Mixed Use Business Park,” is split into two distinct areas. The Gateway area (Section 15-3.0444A) is the portion of the district with frontage along 27<sup>th</sup> street or within 1,000 feet of 27<sup>th</sup> Street. These lots are visible from, and accessible to, I94, and the PDD encourages business types such as headquarters, research and development facilities, and mixed commercial uses in this area, as opposed to industry. The western portion of the PDD is designated as the Business Park area of the PDD (Section 15-3.0444B), and allows for industrial uses and other business types that are higher intensity or impact in terms of their zoning.

The surrounding properties include commercial zoning for the Ascension Hospital on the north side of West Oakwood at 27<sup>th</sup> St., a residential district across Oakwood, and Milwaukee County property which is zoned as a park but not in active use. Freight trucking is not permitted to proceed west on Oakwood from the PDD.



The applicants request is to allow for outdoor storage on the individual lot located at 3303 W. Oakwood. This property is located in the Business Park area of the PDD, where industrial businesses are permitted; however, the current ordinance lists outdoor storage as a *prohibited* use. Outdoor storage is a common request among developers and potential tenants in this area, as industrial users wish to store equipment and materials outside and maximize indoor space for production. Staff recommends that outdoor storage be permitted throughout the Business Park portion of the PDD, subject to *Special Use* approval and reasonable conditions including screening, in order to accommodate these users and maximize development potential on existing lots.

Any change of allowed uses within a PDD is reviewed as a “Major” PDD Amendment, requiring a public hearing and Common Council approval.

If the amendment to the PDD is approved by Common Council, the applicant will need to submit a request for a Special Use amendment to allow for their proposed storage area.

Staff further recommends additional design standards for the PDD, to be applied to the Business Park area:

- i. Outdoor storage areas shall be located to the side-yard or rear-yard and screened so as to minimize their view from adjacent streets and sites.

ii. Outdoor storage areas shall be screened from adjacent streets and sites utilizing landscaping, berms, and/or decorative fences.

iii. Outdoor storage facilities may not exceed the height of the primary structure on the lot.

These standards are similar to screening requirements for parking in this part of the PDD, and are intended to minimize impacts to nearby conservancy and residential areas.

#### STAFF RECOMMENDATION

Economic Development Director John Regetz has provided comment on the request, which is appended to this report.

City Development Staff recommends approval of the proposed PDD Amendment, subject to the conditions of approval in the attached draft.

**Economic Development Dept. Comments for:  
Site Plan Amendment and Major PDD Amendment  
Application Number: PPZ25-003 & PPZ25-004  
For: Modine Manufacturing**

Modine is a Wisconsin manufacturer of thermal management systems, including HVAC systems. They are expanding their Advanced Thermal Solutions manufacturing (ATS) into the market for battery-drive-cooling of fleet vehicles. The company is initiating these operations in the HSA speculative building where they will design test and manufacture these battery-drive-cooling systems in 153,000 square feet of office, laboratory, production and warehouse space.

Project Green will create at least 200 engineering and technical jobs, averaging \$85,000 annually. They are requesting outdoor storage space to store steel shipping racks. Two other pending new residents to the Business Park Area of Franklin Corporate Park have indicated they will request outdoor storage for their operations.

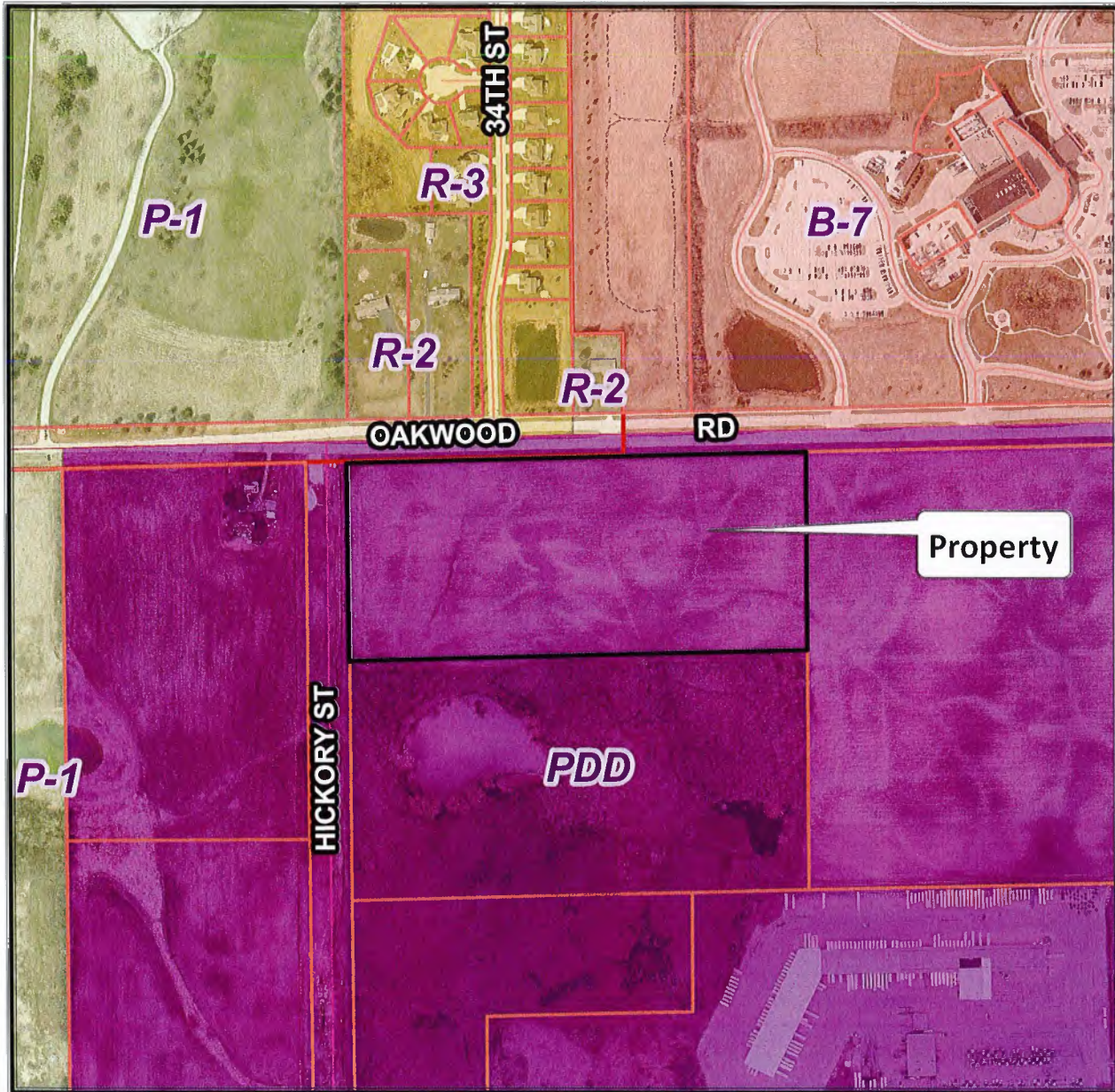
These factors support the proposed Major PDD Amendment to the Business Park Area of PDD 39, allowing for outdoor storage; and the Site Plan Amendment. The City of Franklin Economic Development Department strongly endorses these amendments.

Respectfully,

John G. Regetz  
Director



3303 W. Oakwood Road  
TKN: 951 9994 002



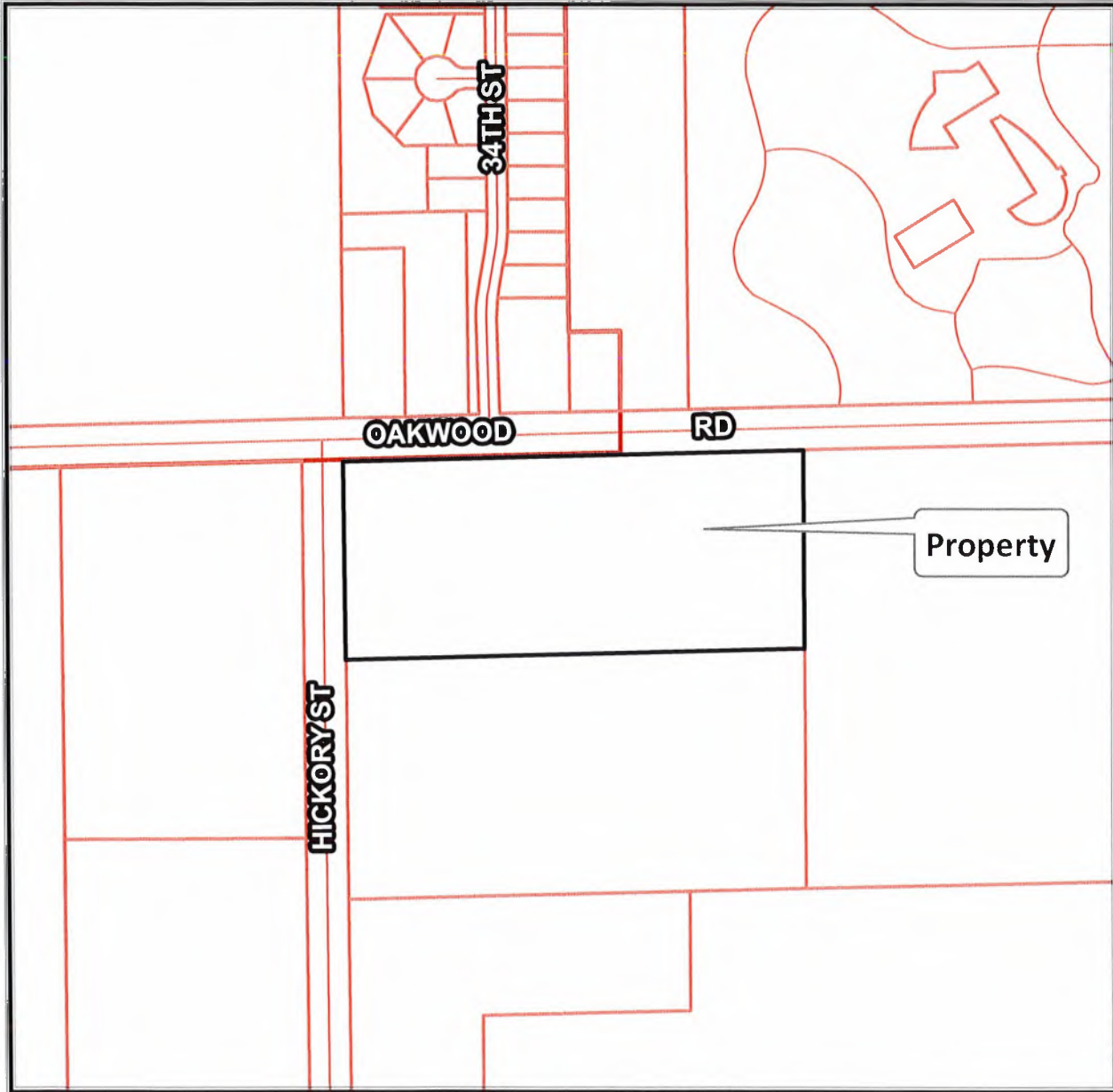
Planning Department  
(414) 425-4024



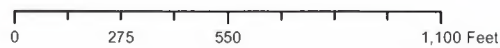
*This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.*



3303 W. Oakwood Road  
TKN: 951 9994 002



**Planning Department**  
**(414) 425-4024**



*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.*





APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE  04/02/2025
REPORTS & RECOMMENDATIONS	A RESOLUTION AUTHORIZING THE INSTALLATION OF A FENCE WITHIN THE 30 FOOT LANDSCAPE EASEMENT PLAT RESTRICTION, UPON LOT 22 OF RIVERVIEW POINTE SUBDIVISION (6575 W RIVER POINTE DRIVE) (CRYSTAL & KEITH KENT, APPLICANTS)	ITEM NUMBER  15.8.

At its March 20, 2025 meeting the Plan Commission recommended approval of a resolution authorizing the installation of a fence within the 30 foot Landscape Easement plat restriction, upon Lot 22 of Riverview Pointe Subdivision (6575 W River Pointe Drive) (Crystal & Keith Kent, Applicant).

The vote was 6-0-0, four "ayes", no "noes" and one absents.

**COUNCIL ACTION REQUESTED**

A motion to approve Resolution No. 2025-\_\_\_\_\_, a resolution authorizing the installation of a fence within the 30 foot Landscape Easement plat restriction, upon Lot 22 of Riverview Pointe Subdivision (6575 W River Pointe Drive) (Crystal & Keith Kent, Applicants).

STATE OF WISCONSIN

CITY OF FRANKLIN

MILWAUKEE COUNTY

RESOLUTION NO. 2025-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE INSTALLATION OF A FENCE  
WITHIN THE 30 FOOT LANDSCAPE EASEMENT PLAT RESTRICTION, UPON  
LOT 22 OF THE RIVERVIEW POINTE SUBDIVISION  
(6575 W RIVER POINTE DRIVE)  
(CRYSTAL & KEITH KENT, APPLICANTS)

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WHEREAS, the Riverview Pointe Subdivision Plat prohibits the building of structures within the 30 foot "Landscape Easement" described thereon; and

WHEREAS, Crystal and Keith Kent having applied for a release of the 30 foot Landscape Easement restriction upon their property to the extent necessary to install a fence 15 feet from the south line of the property which abuts West Puetz Road and within the restricted area upon the property located at 6575 W River Pointe Drive, such property being zoned R-3 Suburban/Estate Single-Family Residence District, bearing Tax Key No. 851-0022-000, is more particularly described as follows:

Lot 22 in RIVERVIEW POINTE, being a Redivision of Outlot 1 of Certified Survey Map No. 7296 and a Redivision of Lot 1 of Certified Survey Map No. 7297, being of a part of the Northwest 1/4 and the Northeast 1/4 of the Northeast 1/4 of Section 22, Township 5 North, Range 21 East, in the City of Franklin, Milwaukee County, Wisconsin; and

WHEREAS, the 30 foot Landscape Easement restriction upon the Final Plat for Riverview Pointe Subdivision and its accompanying restriction of the building of structures is a restriction which was imposed by the Franklin Common Council in its approval of the Final Plat; and

WHEREAS, Wis. Stats. § 236.293 provides in part that any restriction placed on platted land by covenant, grant of easement or in any other manner, which was required by a public body vests in the public body the right to enforce the restriction at law or in equity and that the restriction may be released or waived in writing by the public body having the right of enforcement; and

WHEREAS, the Common Council having considered the request for the release of the 30 foot Landscape Easement restriction only so as to allow for the subject fence installation, and having considered the proposed location of and type of fence to be installed upon the subject property in conjunction with existing and required landscaping on the property, and that the proposed fence will not create any adverse impact upon the aesthetic or buffering purposes of the landscape bufferyard.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Franklin, Wisconsin, that the installation of proposed fence of the type and specifications as described and only upon the location as set forth within the plans accompanying the application of Cindy Dawes filed on February 26, 2025 be and the same is hereby authorized and approved and that the Landscape Easement restriction as it would otherwise apply to such installation upon the subject property only, is hereby waived and released.

BE IT FURTHER RESOLVED, that the applicant shall further obtain all required permit(s) for the installation of the subject fence and that the subject fence shall be installed pursuant to such permit(s) within one year of the date hereof, or all approvals granted hereunder shall be null and void.

BE IT FINALLY RESOLVED, that the City Clerk be and the same are hereby directed to obtain the recording of this Resolution with the Office of the Register of Deeds for Milwaukee County.

Introduced at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED:

\_\_\_\_\_  
John R. Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Shirley J. Roberts, City Clerk

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



CITY OF FRANKLIN  
REPORT TO THE PLAN COMMISSION

Item E.2.

Meeting of March 20, 2025

Fence Installation within Landscape Easement

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**RECOMMENDATION:** City Development staff recommends approval of this request to allow for the installation of a fence within the 30-foot Landscape Easement upon Lot 22 in the Riverview Pointe Subdivision.

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**Project name:** Kent – Fence Installation within Landscape Easement  
**Property Owner:** Kent, Crystal & Keith  
**Applicant:** Kent, Crystal & Keith  
**Property Address/TKN:** 6575 W River Pointe Drive / 851 0022 000  
**Aldermanic District:** District 4  
**Zoning District:** R-3 Suburban/Estate Single-Family Residence District  
**Staff Planner:** Luke Hamill, Associate Planner

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**Project Description/Analysis**

This request is to allow for a fence within the 30 foot “Landscape Easement” upon Lot 22 in the Riverview Pointe Subdivision. The Riverview Pointe Subdivision Final Plat was approved by the Common Council on February 16<sup>th</sup>, 2004 by Resolution No. 2004-5657 and contains a 30 foot “Landscape Easement” for all lots abutting West Puetz Road. The property owner is proposing to install a fence and within this area and would like release of the plat restriction.

The applicant is proposing a 4-foot high aluminum wrought iron fence approximately 15 feet away from the rear property line. This structure would encroach into the planting strip indicated on the plat.

The property owner has an approved Area Exception for an inground pool, which the Uniform Building Code requires fencing of at least 42 inches in height surrounding the pool and at least 4 feet away from the pool boundary. The proposed fence would comply with the Uniform Building Code Standards.

Note that the Landcape Easement and Berm is located on platted lots 16 through 28. The top of the berm is approximately 15 feet from the rear property line. Staff acknowledges that the proposed fence would be visible from Puetz Road.

**Site compliance**

City Development staff visited the site on March 12th and didn’t notice any site compliance issues with the subject lot.

**Staff Recommendation:**

City Development staff recommends approval of this request to allow for the installation of a fence within the 30-foot Landscape Easement upon Lot 22 in the Riverview Pointe Subdivision.





Date: March 7, 2025  
To: Crystal & Keith Kent  
From: Department of City Development. Luke Hamill, Associate Planner.  
RE: Staff Comments, 6575 W River Pointe Drive / 851 0022 000

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Please be advised that city staff has reviewed the above application received on February 26, 2024, for a proposed miscellaneous application for the installation of a fence within a landscape easement on lot located at 6575 W River Pointe Drive / 851 0022 000. The following comments are for your review and consideration.

**City Development Comments**

- This application is scheduled for the March 20<sup>th</sup> Plan Commission Meeting at 6:00 PM. If recommended for approval, final decision will be at the April 1<sup>st</sup> Common Council Meeting at 6:00 PM
- Please submit 14 copies of your application materials to the Department of City Development no later than Monday, March 10, at 4:30 PM. (We can help make copies if needed.)

**Engineering Department Comments**

Engineering has no objection to the applicant's request, however, the following conditions shall be met,

- Stormwater drainage way (swale) shall not be affected or disturbed
- The owner shall resolve any drainage conflict/nuisance with the adjoining properties.
- Comply with landscape easement restriction.
- A necessary permit is required before construction.
- The installation of erosion control may be required at the direction of the Engineering Department or Building Inspector.

Note:

It is the owner's responsibility to ensure there are no encroachments to any other easement that may exist within the property.

Call the digger's hotline before digging.

Planning Department  
 9229 West Loomis Road  
 Franklin, Wisconsin 53132  
 (414) 425-4024  
[franklinwi.gov](http://franklinwi.gov)



APPLICATION DATE: \_\_\_\_\_

STAMP DATE: \_\_\_\_\_ city use only

## MISCELLANEOUS APPLICATION

### PROJECT INFORMATION [print legibly]

APPLICANT [FULL LEGAL NAMES]		APPLICANT IS REPRESENTED BY [CONTACT PERSON]	
NAME	Keith & Crystal Kent	NAME	
COMPANY		COMPANY	
MAILING ADDRESS	6575 W Riverpointe Drive	MAILING ADDRESS	
CITY/STATE	Franklin, WI	CITY/STATE	
ZIP	53132	ZIP	
PHONE	414-349-8546 Crystal 414-429-7361 Keith	PHONE	
EMAIL ADDRESS	crystal@onsitestaffing.com	EMAIL ADDRESS	

### PROJECT PROPERTY INFORMATION

PROPERTY ADDRESS	6575 W Riverpointe Drive	TAX KEY NUMBER	8510022000
PROPERTY OWNER	Keith & Crystal Kent	PHONE	414-349-8546 Crystal 414-429-7361 Keith
MAILING ADDRESS	6575 W Riverpointe Drive	EMAIL ADDRESS	crystal@onsitestaffing.com
CITY/STATE	Franklin, WI	DATE OF COMPLETION	office use only
ZIP	53132		

### APPLICATION MATERIALS

The following materials must be submitted with this application form. \*incomplete applications and submittals cannot be reviewed.

- This application form accurately filled out with signature or authorization letters (see below)
- \$210 Application fee payable to the City of Franklin
- Word Document Legal description for the subject property
- Three (3) Project Narratives
- Other information as may be deemed appropriate for the request
- Email or flash drive with all plans/submittal materials

Submission of Application for review is not a guarantee of approval.

Plan Commission, Community Development Authority and/or Common Council review and approval may be required

### SIGNATURES

The applicant and property owner(s) hereby certify that (1) all statements and other information submitted as part of this application are true and correct to the best of applicant's and property owner(s)' knowledge, (2) the applicant and property owner(s) has/have read and understand all information in this application, and (3) the applicant and property owner(s) agree that any approvals based on representations made by them in this Application and its submittal, and any subsequently issued building permits or other type of permits, may be revoked without notice if there is a breach of such representation(s) or any condition(s) of approval. By execution of this application, the property owner(s) authorize the City of Franklin and/or its agents to enter upon the subject property(ies) between the hours of 7:00 a.m. and 7:00 p.m. daily for the purpose of inspection while the application is under review. The property owner(s) grant this authorization even if the property has been posted against trespassing pursuant to Wis. Stat. §943.13

*(The applicant's signature must be from a Managing Member if the business is an LLC, or from the President or Vice President if the business is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below, and a signed property owner's authorization letter may be provided in lieu of the property owner's signature[s] below. If more than one, all of the owners of the property must sign this Application)*

- I, the applicant, certify that I have read the above page detailing the requirements for Miscellaneous approval and submittals and understand that incomplete applications and submittals cannot be reviewed

PROPERTY OWNER SIGNATURE		APPLICANT SIGNATURE	
NAME & TITLE	Keith Kent - owner	NAME & TITLE	
DATE	2/25/25	DATE	
PROPERTY OWNER SIGNATURE		APPLICANT REPRESENTATIVE SIGNATURE	
NAME & TITLE	Crystal Kent - owner	NAME & TITLE	
DATE	2/25/25	DATE	

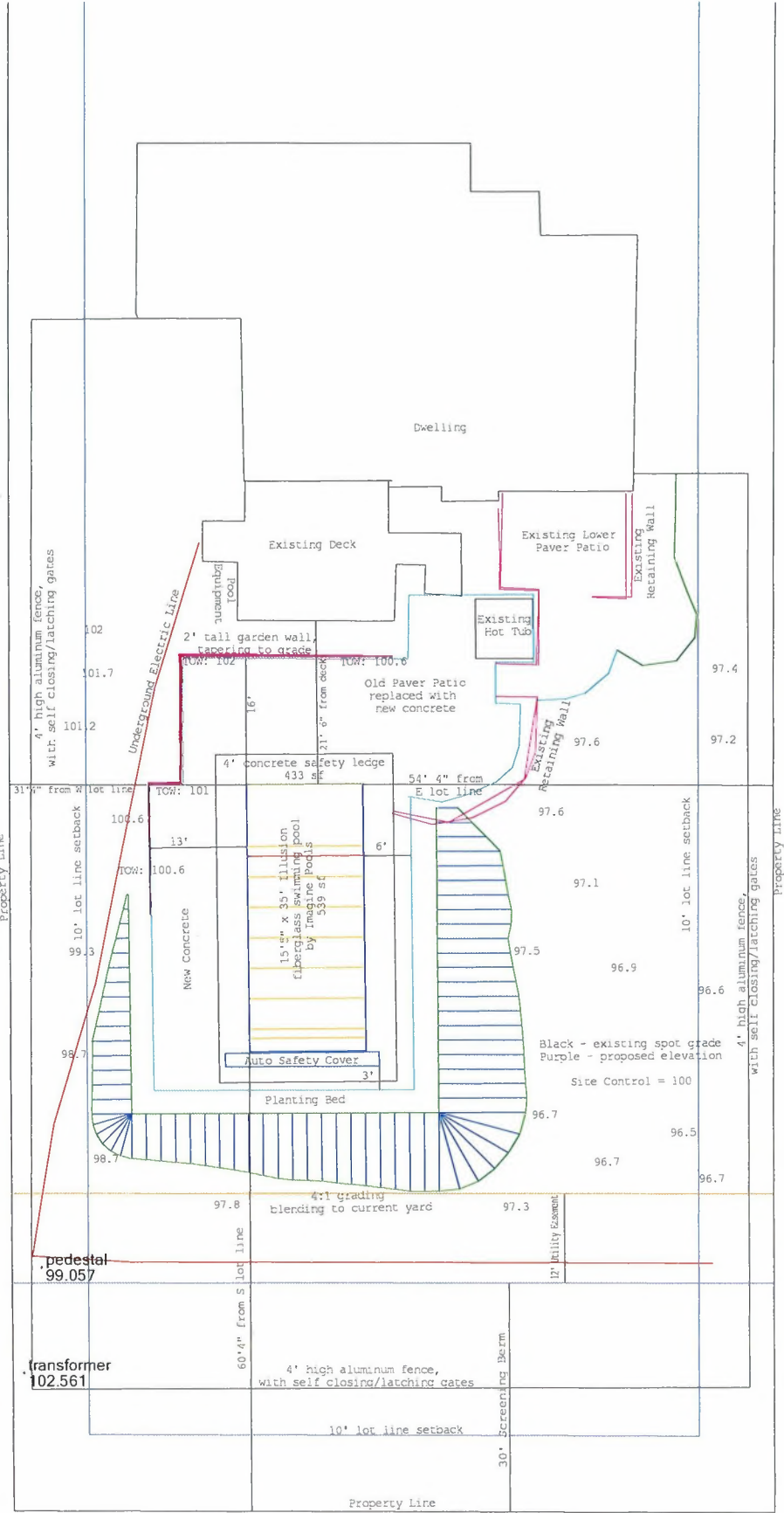


## **Project Narrative for Fence Installation on Landscape Easement**

This project seeks approval for the installation of a fence within the landscape easement at 6575 W River Pointe Dr. The fence will be 4 feet tall and made of aluminum wrought iron, enhancing security and aesthetics while complying with city regulations.

The installation will maintain necessary clearances for utilities and not obstruct visibility or access. The project will be completed by a licensed contractor, adhering to all relevant guidelines.

We request the city's approval to proceed with this minor improvement to the property.



20 ft

Road Edge of Putez

20' from road edge to property line

16851

# M.S.S. / MORTGAGE SURVEY SERVICE

6617 West Coldspring Road Greenfield, Wisconsin 53220 (414) 327-4400

Prepared For **Gamarca Developers**

Location of Property **6575**  
Description of Property **West River Point Drive**

Lot 22 in RIVERVIEW POINTE, being a Redivision of Outlot 1 of Certified Survey Map No. 7296 and a Redivision of Lot 1 of Certified Survey Map No. 7297, being a part of the Northwest 1/4 and the Northeast 1/4 of the Northeast 1/4 of Section 22, Township 5 North, Range 21 East, in the City of Franklin, Milwaukee County, Wisconsin.

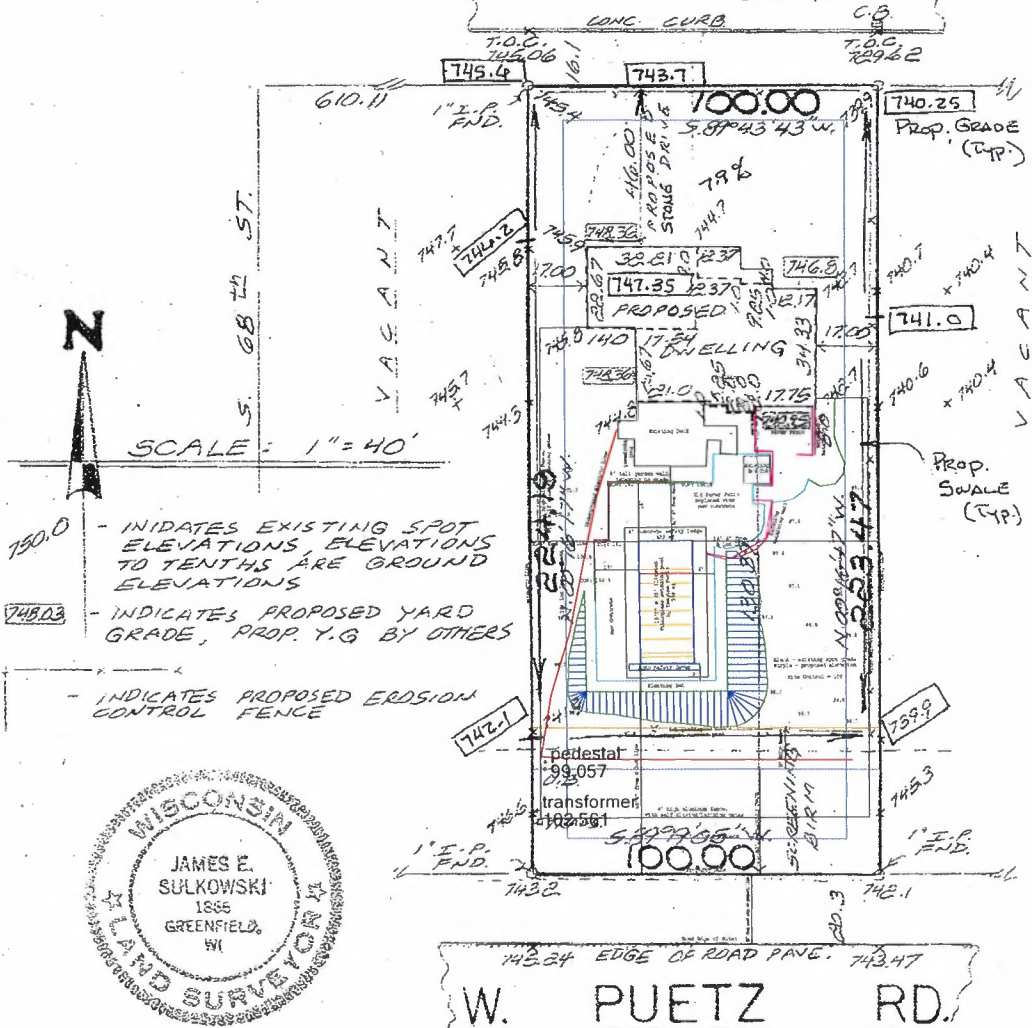
**APPROVED**  
 FINISHED GRADE ELEVATION = 747.35  
 AT GARAGE FLOOR CITY OF FRANKLIN DATUM  
 CITY ENGINEER **WMB** 2-27-04  
 DATE **FR** PERKIN, WI

BUDG. WEST GRADE = 748.35  
 GRADE NE. = 746.80  
 SE. = 740.95

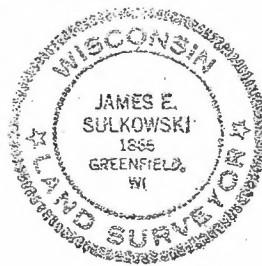
## W. RIVER POINTE DR.

(60' R.O.W.)

BENCHMARK  
RIM. 740.92  
SAN. M.H.



- INDICATES EXISTING SPOT ELEVATIONS, ELEVATIONS TO TENTHS ARE GROUND ELEVATIONS
- INDICATES PROPOSED YARD GRADE, PROP. Y.G. BY OTHERS
- INDICATES PROPOSED EROSION CONTROL FENCE



## W. PUETZ RD.

(80' R.O.W.)

State of Wisconsin

I have surveyed the above-described property and the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location and dimensions of all structures thereon, fences, apparent easements and roadways and visible encroachments, if any.

This survey is made for the exclusive use of the present owners of the property, and also those who purchase, mortgage, or guarantee the title thereto within (1) year from date hereof.

Dated at Greenfield, WI this 28th day of January 2006

NOTE: All property corners will not be located, verified and/or reset (per Section A-E7.01 Wisconsin Administrative Code) unless specifically requested.

*James E. Sulkowski*  
 Registered Land Surveyor

50 ft



an s30e conception

Pool Studio



Brinkmann Fiberglass Pools | Jennifer Miller  
Keith & Crystal Kent





Brinkmann Fiberglass Pools | Jennifer Miller

Keith & Crystal Kent

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<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> 4/2/2025
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Approval of a One-Year Extension of Emergency Notification System Contract with Inspiron Logistics, LLC (4/22/2025–4/21/2026)</b>	<b>ITEM NUMBER</b> 15.9.

**BACKGROUND**

The City has contracted with Inspiron Logistics LLC since 2010 for its Wireless Emergency Notification System (WENS). The City currently has a very stable and functioning WENS system through Inspiron Logistics where they have continued to improve their software and any such software upgrades are extended to us with the basic service. The WENS System is an integral and important component of the Health Department’s public communication strategy and requirements as well as is used by the City’s emergency services departments. The current term of the City’s WENS System is set to expire on April 21, 2025.

**ANALYSIS**

In March 2023, the City entered into a 2-year WENS Service Agreement Extension with Inspiron Logistics extending the original contract from April 22, 2023 through April 21, 2025, that identified the new contract extension agreement dates and pricing, with all other terms and conditions stated in the original contract remaining the same.

This year, and as attached, the City wishes to enter into a 1-year agreement renewal extension with Inspiron Logistics at a yearly rate of \$11,725. This extension identifies the new agreement dates and pricing, with all other terms and conditions stated in the original contract remaining the same. The original contract does provide sufficient “termination” language whereby the City can provide “written notice of termination with no less than 60 days’ notice following the end of that year’s contract period”. The original contract also provides certain language where the agreement may be terminated immediately by either party upon written notice to the other party for purposes such as bankruptcy, party materially breaches its obligation, or if Inspiron Logistics has more than two failures to adequately perform under the agreement.

From 2010 through 2021, annual costs for the System remained at \$9,600. In 2022 and through 2024, the cost rose to \$10,650 due to the increased costs of the carriers, Inspiron Logistics’ vendors, and was beyond Inspiron Logistics’ control. This new 1-year contract extension would be at the rate of \$11,725 due again to the increased costs of the carriers that is out of Inspiron Logistics’ control.

**FISCAL IMPACT**

This service has traditionally been funded in part by the Health Department’s Public Health Emergency Preparedness (PHEP) Grant. The Health Department intends to apply for this grant again in 2025; however, due to continued uncertainty in federal public health funding, the availability of those funds is not guaranteed. As such, the funding source and departmental responsibility for covering this service may change for the 2026 contract year.

The annual \$11,725 cost of the Emergency Notification System is funded as follows: \$6,487 by the Health Department’s “Public Health Emergency Preparedness” Grant (25-0411-5329-7033) and \$4,250 is funded through the Information Technologies Budget (01-0144-5410), both of which were budgeted for 2025. The unexpected and remaining additional cost of \$988 will be taken from Contingency Fund (01-0199-5499), leaving the balance of that fund at \$43,012 for the remainder of 2025.

**COUNCIL ACTION REQUESTED**

Motion to approve a one-year extension of the WENS Service Agreement with Inspiron Logistics LLC for the City of Franklin Emergency Notification System for the period of 4/22/2025 – 4/21/2026 in the amount of \$11,725, and to authorize the Director of Administration to execute the agreement extension.





## 2025 WENS Service Agreement Extension

This letter of agreement extends the previous 2022 WENS Service Agreement Extension and contract named WENS Service Agreement and Attachment A with an original ending date of 4/21/22.

The contract extension is between Inspiron Logistics LLC, an Ohio Corporation with its principal office located at 1970 N. Cleveland-Massillon Road, #526, Bath, OH 44210 ("Inspiron Logistics") and City of Franklin, 9229 W. Loomis Road, Franklin, WI 53132 ("Customer"), the same parties named in the agreement attached.

### NEW CONTRACT EXTENSION AGREEMENT DATES AND PRICING


It is agreed that these parties extend the contract from 4/22/25 - 4/21/26.

Year 1: \$11,725 Due: April 21,2025

All terms and conditions stated in the original contract will remain the same for the new dates of this agreement extension.

**INSPIRON LOGISTICS LLC**

**City of Franklin, WI**

By:  \_\_\_\_\_

By: \_\_\_\_\_

Name: Scott Dettling \_\_\_\_\_

Name: \_\_\_\_\_

Title: Managing Partner \_\_\_\_\_

Title: \_\_\_\_\_

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APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE April 2, 2025
REPORTS & RECOMMENDATIONS	AN ORDINANCE TO AMEND ORDINANCE 2024-2649, AN ORDINANCE ADOPTING THE 2025 ANNUAL BUDGET FOR THE GENERAL FUND TO TRANSFER \$988 OF CONTINGENCY APPROPRIATIONS TO CITY-WIDE DATA COMMUNICATIONS SERVICES FOR THE REQUIRED WIRELESS EMERGENCY NOTIFICATION SYSTEM (WENS)	ITEM NUMBER  M.10.

**Background**

The City has contracted with Inspiron Logistics LLC since 2010 for its Wireless Emergency Notification System (WENS). The City currently has a very stable and functioning WENS system through Inspiron Logistics where they have continued to improve their software and any such software upgrades are extended to us with the basic service. The WENS System is an integral and important component of the Health Department's public communication strategy and requirements as well as is used by the City's emergency services departments. The current term of the City's WENS System is set to expire on April 21, 2025.

**Recommendation**

The Information Technology Director and Director of Administration have asked for contingency funding to fund the remaining contract amount beyond the \$4,250 budgeted in Information Services and the Health Department's Public Health Emergency Preparedness Grant funding of \$6,487. Total 2025-2026 contract amount is \$11,725, an increase from 2024 (\$10,650). Thus, a remaining \$988 in contingency funding will need to be used.

**Fiscal Note**

The City of Franklin has a contingency fund with an appropriation of \$125,000. Previous contingency funding appropriated \$81,000 for Rapid 7 software. This would leave \$43,012 in unused funds for the 2025 Annual Budget.

The GL Numbers associated with this amendment are:

General Fund			
01-0199-5499	Unrestricted Contingency	Decrease	\$988
01-0144-5410	Data Communications	Increase	\$988

**COUNCIL ACTION REQUESTED**

Motion adopting Ordinance No. 2025-\_\_\_\_\_, an Ordinance to amend Ordinance 2024-2649, an Ordinance adopting the 2025 Annual Budget for the General Fund to Transfer \$988 of Contingency Appropriations to City-Wide Data Communications Services for the Required Wireless Emergency Notifications System (WENS).

**Roll Call Vote Required**

Admin – KH; IT - JM

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

ORDINANCE NO. 2025-\_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE 2024-2649, AN ORDINANCE ADOPTING THE 2025 ANNUAL BUDGET FOR THE GENERAL FUND TO TRANSFER \$988 OF CONTINGENCY APPROPRIATIONS TO CITY-WIDE DATA COMMUNICATIONS SERVICES FOR THE REQUIRED WIRELESS EMERGENCY NOTIFICATION SYSTEM (WENS)

-----

WHEREAS, the Common Council of the City of Franklin adopted the 2025 Annual Budget for the City of Franklin on November 19, 2024; and

WHEREAS, the 2025 Annual Budget appropriated \$125,000 for unplanned and unexpected expenses; and

WHEREAS, the Common Council authorized \$988 of General Fund contingency appropriations for the purpose of providing required WENS for the Police Department, Fire Department, Health Department and City-Wide systems; and

WHEREAS, the City has contracted with Inspiron Logistics LLC since 2010 for its WENS; and

WHEREAS, the 2025 budget has appropriated \$4,250, but requires additional contingency funding to appropriate the remaining contracted amount; and

WHEREAS, the Budget Appropriation Units should be adjusted for the above items as listed below; and

NOW, THEREFORE, the Common Council of the City of Franklin does hereby ordain as follows:

Section 1 That the 2025 General Fund Budget be amended as follows:

General Fund

0199	Contingency	Decrease	\$988
0144	Data Communications	Increase	\$988

Section 2 Pursuant to Wis. Stat. § 65.90(5)(ar), the City Clerk is hereby directed to post a notice of this budget amendment within fifteen days of adoption of this Resolution on the City's web site.

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, or otherwise be legally invalid or fail under the applicable rules of law to take effect and be in force, 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.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED:

\_\_\_\_\_  
John R. Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Shirley J. Roberts, City Clerk

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

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APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE April 2, 2025
REPORTS & RECOMMENDATIONS	Budget Preparation Timetable for the 2026 Budget	ITEM NUMBER 15.11.

Per Section 13-2.A of Chapter 13, "Budget", of the Franklin Municipal Code, it states that "Each year the Mayor shall present a budget timetable to the Common Council no later than the first Tuesday in May, for the review and approval of the Common Council "

This year's proposed schedule reflects a similar schedule to the ones used in recent years and also incorporates the timeline for Finance Committee review of the Mayor's Recommended Budget per the municipal code change in 2020. Please note the budget process from release to approval is compressed due to where the meetings fall on the calendar. If additional time is needed to adopt the final budget, calculation of property taxes may be hindered.

As noted in the timetable, the initial release and presentation of the Mayor's Recommended Budget and major budget initiatives will occur at the regularly scheduled Common Council Meeting of September 16, 2025. The remainder of the budget timetable coincides with regularly scheduled Committee of the Whole and Common Council meetings except for the need for a Special Committee of the Whole meeting to be scheduled for Monday, October 27<sup>th</sup>, and a Special Common Council Meeting to be scheduled for Tuesday, November 11<sup>th</sup>. This Special Common Council Meeting is important in adopting the 2026 budget in a timely manner so the Finance and Treasury Department can work on property tax preparation.

As noted in prior years, the November 11th public hearing date does not provide an opportunity to delay adoption of the budget to a future regular Common Council meeting due to the work necessary to prepare and distribute property tax bills. As such, if not adopted on November 11th, then a Special Common Council meeting for shortly thereafter would be necessary. The expectation is that this would not be necessary as the Common Council would already have had the budget to consider for 8 weeks.

**COUNCIL ACTION REQUESTED**

Motion to adopt the 2026 Annual Budget - Budget Preparation Timetable, dated April 2, 2025, as presented, subject to any future regular meeting schedule changes if so made by the Common Council

Mayor – JN / DOA – KH

## Budget Process and Calendar

Section 13-2.A. of the Municipal Code of the City of Franklin designates the Mayor as the key figure in the budget process. Annually, the Mayor, with the support of the Director of Administration, Director of Finance and Treasurer, all other department heads, and other staff, as the Mayor deems appropriate, is responsible for the preparation of the Mayor's Recommended Annual Budget. This comprehensive financial plan for the City's affairs for the upcoming year is then submitted to the Finance Committee for review. The Mayor's presentation of the budget timetable to the Common Council no later than the first Tuesday in May marks the beginning of the review and approval process by the Common Council.

The annual budget is a comprehensive document that includes:

- Expenses of conducting each department and activity of the City for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended compared with current year's appropriations.
- An itemization of all anticipated income of the City from sources other than general property taxes and bond proceeds, with a comparative statement of the amounts received from each source for the last preceding and current fiscal year.
- An itemization of the amount of money to be raised from general property taxes, which, with income from other sources, will be necessary to meet the proposed expenditures.
- Any other information required by the Council and State law.

As mandated by law, the Common Council conducts a public hearing on the proposed budget before final approval. This public hearing is a crucial part of our commitment to transparency, ensuring that all stakeholders are fully informed and have the opportunity to provide feedback on the proposed budget. Your input is highly valued in this process and is a key factor in the final approval of the budget.

Once the Common Council has approved the annual budget, any changes to the tax amount, appropriations, or their purposes can only be made with a two-thirds vote of the entire Council membership. This underscores the significant role the Council plays in the budget approval process. Your decisions and votes directly influence the financial planning and operations of the City. Furthermore, any such amendments must be promptly published in the Official City Newspaper within ten days of approval. As per the law, the Common Council holds a public hearing on the proposed budget before final approval.

No money is to be drawn from the treasury of the City or any obligation for the expenditure of money be incurred except in pursuance of the annual appropriation in the adopted budget or when changed as authorized. At the close of each fiscal year, any unencumbered balance of an appropriation reverts to the general fund and is subject to re-appropriation. Appropriations may be made by the Common Council, to be paid out of the income of the current year, for improvements or other objects or works that will not be completed within such year, and any such appropriations continue until the purpose for which it was made have been accomplished or abandoned.



**CITY OF FRANKLIN  
2026 ANNUAL BUDGET  
BUDGET PREPARATION TIMETABLE  
April 2, 2025**

Wednesday, April 2	2026 Budget Preparation Timetable presented to the Common Council
Monday, June 9	Begin budget process internally
Tuesday, September 16	Presentation of Mayor's Recommended Budget to Common Council
Wednesday, September 17 to Friday, October 10	Finance Committee review of Mayor's Recommended Budget
Wednesday, September 17 to Tuesday, October 14	Aldermen may contact department heads with budget questions
Tuesday, October 21	Common Council discussion/decision regarding Finance Committee recommendations and initial changes to the budget Last day for budget changes to be included in the Public Hearing Notice
October 21—November 11	Continued deliberation of the proposed budget
Wednesday, October 15	Preparation/Submission of Budget Public Hearing Notice to the City's official newspaper
Wednesday, October 22	Publication of Preliminary Budget and Public Hearing Notice in the City's official newspaper
Monday, October 27	*Special—The Committee of the Whole Meeting will discuss any needed budget topics (if needed)
Tuesday, November 4	Regular Common Council Meeting, discussion of the 2026 Budget
Tuesday, November 11	<b><u>Special Common Council Meeting</u></b> Public Hearing on the Annual Budget and Adoption of 2026 Annual Budget [Note This date does not provide an opportunity for adoption delay without a special meeting soon after that ]

Note Subsequent actions that may affect the Common Council's regular meeting schedule may impact this calendar

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<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> 4/2/2025
<b>REPORTS AND RECOMMENDATIONS</b>	<b>New Housing Fee Report for 2024</b>	<b>ITEM NUMBER</b> B.12.

Attached is a copy of the "New Housing Fee Report for 2024" provided by the Director of Inspection Services. This report is a statutory requirement the City must fulfill on an annual basis under 2017 Wisconsin Act 243, Section 66.10014 New Housing Fee Report. Section 66.10014(3)(a) of the Act states that the municipality shall post the report on the municipality's website on a web page dedicated solely to the report and titled "New Housing Fee Report"; which the report for 2024 was posted to the City's website on March 27, 2025. Section 66.10014(3)(b) of the Act also states that each member of the governing body of the municipality receive a copy of the report.

**COUNCIL ACTION REQUESTED**

Informational item only; no action required. This report is provided to fulfill the requirements of 2017 Wisconsin Act 243, Section 66.10014 New Housing Fee Report.

# New Housing Fee Report for 2024

**1. Building Permit Fees (see link below):**

**<https://www.ecode360.com/attachment/FR1719/FR1719-092a%20Table%201.pdf>**

**2. Impact Fees:**

**Table-1 (eff. 1/1/24 to 12/31/24)**

IMPACT FEE TYPE	Single Family	Two-Family per Dwelling Unit	Multi-Family per Dwelling Unit
Park	\$2,382.00	\$2,382.00	\$1,547.00
Fire Protection	\$565.00	\$565.00	\$366.00
Law Enforcement	\$645.00	\$645.00	\$420.00
Library	\$419.00	\$419.00	\$272.00
Transportation	\$824.00	\$824.00	\$536.00
Water	\$3,181.00	\$3,181.00	\$3,181.00
Administrative Fee	\$55.00	\$55.00	\$55.00
<b>Fee per Unit</b>	<b>\$8,071.00</b>	<b>\$8,071.00</b>	<b>\$6,337.00</b>
<b>Fee per Building</b>	<b>\$8,071.00</b>	<b>\$16,162.00</b>	<b>Varies by # of Units</b>

**Add the following fees for projects located in the southwest sanitary sewer service area**

<b>Sewer</b> (Southwest Sanitary Sewer Service Area only)	\$4,276.00	\$6,414.00	\$4,276.00 + \$2,138.00/each add'l unit after 1 <sup>st</sup> unit
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### 3. Plat approval fees:

Preliminary Plat - \$10,463  
Plat Amendment - \$0  
Final Plat - \$4,200

### 4. Water & Sewer Connection fees:

*(Applies to projects not located in Southwest Sanitary Sewer Service Area)*

	Sewer	Water
<u>Single Family Dwelling:</u>	\$600	see "Water" Impact Fee in Section 2., Table-1
<u>Two-family Dwelling</u>	\$900	see "Water" Impact Fee in Section 2., Table-1
 <u>Multiple-Family Dwelling:</u>		
First Unit:	\$600	see "Water" Impact Fee in Section 2., Table-1
Each Additional Unit:	\$300	see "Water" Impact Fee in Section 2., Table-1

### 5. Total amount of fees collected for sections 1-4:

- a. Building Permit fees – **1,002 Building Permits/Fees collected \$1,196,415.56**
- b. Impact fees – **Combined with Building Permit Fees under a.**
- c. Park fees - **Combined with Building Permit Fees under a.**
- d. Land dedication or fee in lieu of land dedication requirement - **\$0 collected.**
- e. Plat Approval fees:
  - Preliminary Plats – Fees collected \$10,463**
  - Plat Amendment – Fees collected \$0**
  - Final Plat (includes Certified Survey Maps) - Fees collected \$4,200**
- f. Storm water management fee – **This fee not charged by City.**
- g. Water or sewer hook-up fee -
  - Sewer connection fees: Combined with Building Permit Fees under a.**
  - Water connection fees: Combined with Building Permit Fees under a.**

### 6. Total amount of fees collected/No. of housing units:

**\$1,035,062.17/79 units = \$13,102/unit**

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APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE April 2, 2025
REPORTS & RECOMMENDATIONS	A Resolution Approving a Partial Property Tax Rescission and Refund for TKN 886-9997-000	ITEM NUMBER 13.

**BACKGROUND**

Per Wisconsin State Statutes, the removal of property taxes needs to be authorized by the Common Council. Statutes enumerate specific conditions under which a rescission/refund is appropriate and necessary. There is currently one property that was incorrectly assessed for the 2024 tax year. Due to a palpable error, the value has been reduced by \$47,400.

**ANALYSIS**

Parcel: 886-9997-000  
 Owner: Dule Trnjanac  
 Address: 8634 W. Ryan Road

Per the City’s Assessor, the initial 2024 assessment was incorrect. The City Assessor confirmed a correction to the acreage size (reduction from 1.9 acres to 1.527 acres) as well as applying standard adjustments to the location (HWY 100) and water/sewer sources.

**FISCAL NOTE**

The impact of the above rescission/refund is likely a bad debt expense for the City in the amount of \$165.52. There is a formal process that allows the City to notify the Department of Revenue (DOR) of rescissions in October of each year, and, as long as the total of all rescissions, for the tax year, for the City of Franklin, meet the statutory dollar threshold, \$250 or more per any single property, the chargeback will be authorized, and the other taxing entities will be responsible for their share. Staff will complete the statutory submittal and make the request to be reimbursed by the other taxing entities for their prorated shares totaling approximately \$603.67.

**RECOMMENDATION**

Staff recommends that Council authorize this resolution to partially rescind and refund the above noted taxes as outlined. Due to the tax bill being outstanding, \$769.19 will be directly applied to the outstanding balance on the property tax bill.

**COUNCIL ACTION REQUESTED**

Motion to approve Resolution No. 2025-\_\_\_\_\_, A Resolution Approving a Partial Property Tax Rescission and Refund for Parcel #886-9997-000; and direct staff to directly apply the refund to the outstanding balance on the property tax bill.

**Finance Dept - DB**

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

RESOLUTION NO. 2025-\_\_\_\_\_

A RESOLUTION APPROVING A PARTIAL PROPERTY TAX RESCISSION  
AND REFUND FOR TKN 886-9997-000

-----  
WHEREAS, the following property taxes were assessed improperly, per Wisconsin State Statutes 74.33 (1) (a), which states that a clerical error has been made in the description of the property, and a partial rescission and refund of the tax due is appropriate:

Dule Trnjanac  
8634 W. Ryan Road  
Franklin, WI 53132  
(TKN 886-9997-000) \$769.19

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Franklin, that the proper City Officials are hereby authorized and directed to rescind and refund to the outstanding property tax bill in the sum of \$769.19; and

BE IT FURTHER RESOLVED, that the proper City shall have a bad debt expense in the amount of \$151.91, pursuant to Wisconsin State Statutes 74.41, which has a \$250 statutory threshold.

*Funds for this purpose are appropriated from the following Account Numbers:*

01-0000-1415	Milwaukee County	\$136.15
01-0198-5543	City of Franklin	\$165.52
01-0000-1412	MATC	\$34.70
01-0000-1411	Franklin School District	\$379.21
01-0000-1413	MMSD	\$53.61

Resolution introduced at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Passed at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED:

\_\_\_\_\_  
John R. Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Shirley J. Roberts, City Clerk

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



## 2024 Request for Chargeback of Rescinded or Refunded Taxes

Assessment Year	Co-muni Code	County Municipality	Case No.	Report Type
-----------------	--------------	------------------------	----------	-------------

<b>Property Information</b>				
<input checked="" type="checkbox"/> Real estate <input type="checkbox"/> Personal property	Parcel/account number 886-9997-000	Is this parcel in a TID? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	TID number	
Property owner name Dule Trnjanac	Due to court ruling? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Court determination date	Court case/docket number	

Real Estate								
Assessment Before Adjustment				Assessment After Adjustment				(col. g) Total Assessment Difference (cols. c - f)
Class	(col. a) Land	(col. b) Improvement	(col. c) Total Value (cols. a + b)	Class	(col. d) Land	(col. e) Improvement	(col. f) Total Value (cols. d + e)	
Res	\$86,200	\$0	\$86,200	Res	\$38,800	\$0	\$38,800	\$47,400
Total								

Personal Property				
<input type="checkbox"/> Manufacturing <input type="checkbox"/> Non-manufacturing	Property category	Before adjustment	After adjustment	Difference

Non-manufacturing Interest	
Paid Interest? <input type="checkbox"/> Yes <input type="checkbox"/> No	Total non-manufacturing interest refunded/rescinded

District Information			
Net taxes rescinded or refunded to be charged back to taxing jurisdictions (excluding interest)			
District Code	District Type	District Name	Net Tax
	STATE		
	COUNTY		
	MUNICIPALITY		
	SCHOOL		
	UNION HIGH		
	TECHNICAL COLLEGE		
Total net tax rescinded or refunded (excluding interest)			

Explanation	
I certify the total net taxes were rescinded or refunded to the taxpayer <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reference 74.33(1)	Statute explanation Correction of palpable error
Additional explanation This property did not have standard adjustments applied (Hwy 100, sewer/water), and the size was wrong (1.9 acres assessed should've been 1.527 acres).	

**2024 Request for Chargeback  
of Rescinded or Refunded Taxes**

**Preparer**

Name	Title
Email	Phone

**Signature Statement**

Under penalties of law, I declare this form and all attachments are true, correct and complete to the best of my knowledge and belief

Do you agree with this statement?  Yes  No

**Submission Information**

Co-muni Code	Submission Type	Submission Date	Confirmation Number

**Attachments**

You must attach the documents listed below

- 1 Property Tax Bill

STATE OF WISCONSIN  
**REAL ESTATE PROPERTY TAX BILL FOR 2024**  
 CITY OF FRANKLIN  
 MILWAUKEE COUNTY

TRNJANAC, DULE

**BILL NUMBER: 366175**

**IMPORTANT** Correspondence should refer to parcel 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

ACRES 1.900

DULE TRNJANAC  
 8634 W RYAN RD  
 FRANKLIN WI 53132

COM IN S LI 1672 29 FT E OF SW COR OF SW 21 5  
 21 TH N

<b>Property Address</b>	8634 W RYAN RD	<b>Parcel #</b>	8869997000
<b>Assessed Value Land</b>	86,200	<b>Alt. Parcel #</b>	
<b>Ass d Value Improvements</b>		<b>Ave Assmt. Ratio</b>	0.9965
<b>Total Assessed Value</b>	86,200	<b>Net Assessed Value Rate</b> (Does NOT reflect credits)	0.016227602
<b>Est. Fair Mkt. Land</b>	86,500	<b>Est Fair Mkt. Improvements</b>	
<b>Total Est. Fair Mkt</b>	86,500	<b>A Star in this box</b> means Unpaid Prior Year Taxes	
		<b>School taxes reduced by</b> school levy tax credit	\$ 136.42

Taxing Jurisdiction	2023		2024		2023 Net Tax	2024 Net Tax	% Tax Change
	Est. State Aids Allocated Tax Dist.		Est. State Aids Allocated Tax Dist.				
MILWAUKEE COUNTY	4,350,816		4,354,589		54.95	271.74	
CITY OF FRANKLIN	3,420,529		3,538,487		66.02	330.38	
FRANKLIN SCHOOL DIST	33,198,986		35,343,914		107.12	620.45	
MMSD					21.54	107.00	
MATC	4,518,534		4,549,722		14.04	69.25	

**Total** 45,488,865 47,786,712 263.67 1,398.82

**First Dollar Credit  
 Lottery & Gaming Credit  
 Net Property Tax** 263.67 1,398.82

Make Check Payable to CITY OF FRANKLIN TREASURER 9229 W LOOMIS ROAD FRANKLIN WI 53132-9728 414-425-4770	Full Payment Due On or Before January 31, 2025 \$1,398.82	<b>Net Property Tax</b>	1,398.82
Or pay the following Installments to			
699.42 DUE BY 01/31/2025 349.70 DUE BY 03/31/2025 349.70 DUE BY 05/31/2025			

**FOR TREASURERS USE ONLY**

PAYMENT  
 BALANCE  
 DATE

TOTAL DUE FOR FULL PAYMENT	
Pay By January 31, 2025	\$ 1,398.82
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	

FOR INFORMATIONAL PURPOSES ONLY  
 Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
FRANKLIN SCHOOL DIST	174.00	8.00	2025
FRANKLIN SCHOOL DIST	496.00	95.89	2025

▼ PLEASE RETURN LOWER PORTION WITH REMITTANCE ▼

CITY OF FRANKLIN  
 TREASURER  
 9229 W LOOMIS ROAD  
 FRANKLIN WI 53132-9728

**REAL ESTATE PROPERTY TAX BILL FOR 2024**

**Bill #.** 366175  
**Parcel #:** 8869997000  
**Alt. Parcel #.**

<b>Total Due For Full Payment</b>	\$1,398.82
Pay to Local Treasurer By Jan 31, 2025	

**OR PAY INSTALLMENTS OF**

<b>1ST INSTALLMENT</b> Pay to Local Treasurer \$699.42 BY January 31 2025	<b>2ND INSTALLMENT</b> Pay to Local Treasurer \$349.70 BY March 31 2025
<b>3RD INSTALLMENT</b> Pay to Local Treasurer \$349.70 BY May 31 2025	

Check For Billing Address Change

DULE TRNJANAC  
 8634 W RYAN RD  
 FRANKLIN WI 53132

**FOR TREASURERS USE ONLY**

PAYMENT  
 BALANCE  
 DATE

Name		Dule Trnjanac		
Parcel ID		882-0196-000		
Assessed Value -	Original	\$86,200		
Assessed Value -	Revised	\$38,800		
Payments Due		-47,400		
Lottery Credit/First Dollar		0 00	0 00	0 00
1/31		699 41	314 82	384 60
3/31		349 71	157 41	192 30
5/31		349 71	157 41	192 30
		<u>1,398 82</u>	<u>629 63</u>	<u>769 19</u>

		2024	Original	Adjusted		State
	GL A/R Acct	Rate	Amount	Amount	Difference	Report
						Difference
State Tax		0 0000000	0 00	0 00	0.00	0 00
Milwaukee County	01 0000 1415	3 1524053	271 74	122.31	149 43	136 15
Sales Tax Credit		0 0000000	0 00	0 00	0.00	
City of Franklin	01 0198 5543	3 8327391	330 38	148 71	181 67	165 52
MATC (VTAE)	01 0000 1412	0 8033489	69 25	31 17	38 08	34 70
1 Franklin Schools	01 0000 1411	8 7803398	756 87	340 68	416 19	379 21
State School Levy credit		-1 5825460	-136 42	-61 40	-75 02	
MMSD	01 0000 1413	1 2413147	107 00	48 16	58 84	53 61
		<u>16.2276018</u>	<u>1,398 82</u>	<u>629 63</u>	<u>769.19</u>	<u>769.19</u>

Milwaukee County is entitled to the Sales tax credit  
The School levy credit is proportioned among all taxing districts  
The State when calculating the amounts will calculate the TIF impact and include that with the City total

Franklin Schools	01 0000 1411	8 7803398
Oak Creek/Franklin School	01 0000 1418	7 1856896
Whitnall Schools	01 0000 1419	7 2005082
No Sewer		0 0000000

TOTAL

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE April 2, 2025
REPORTS & RECOMMENDATIONS	A Resolution Approving a Partial Property Tax Rescission and Refund for TKN 740-0002-000	ITEM NUMBER D.14.

**BACKGROUND**

Per Wisconsin State Statutes, the removal of property taxes needs to be authorized by the Common Council. Statutes enumerate specific conditions under which a rescission/refund is appropriate and necessary. There is currently one property that was incorrectly assessed for the 2024 tax year. Due to a palpable error, the value has been reduced by \$107,300.

**ANALYSIS**

Parcel: 740-0002-000  
 Owner: Foreign Missionary Society  
 Address: 6841 S. 50<sup>th</sup> Street

Per the City’s Assessor, the initial 2024 assessment was incorrect. The City Assessor confirmed the property has an unbuildable street right-of-way that was assessed as a buildable lot.

**FISCAL NOTE**

The impact of the above rescission/refund is likely a bad debt expense for the City in the amount of \$374.72. There is a formal process that allows the City to notify the Department of Revenue (DOR) of rescissions in October of each year, and, as long as the total of all rescissions, for the tax year, for the City of Franklin, meet the statutory dollar threshold, \$250 or more per any single property, the chargeback will be authorized, and the other taxing entities will be responsible for their share. Staff will complete the statutory submittal and make the request to be reimbursed by the other taxing entities for their prorated shares totaling approximately \$1,366.49.

**RECOMMENDATION**

Staff recommends that Council authorize this resolution to partially rescind and refund the above noted taxes as outlined.

**COUNCIL ACTION REQUESTED**

Motion to approve Resolution No. 2025-\_\_\_\_\_, A Resolution Approving a Partial Property Tax Rescission and Refund for Parcel #740-0002-000; and direct staff to file the chargeback request with the DOR to seek compensation from the other taxing authorities.

**Finance Dept - DB**

STATE OF WISCONSIN CITY OF FRANKLIN MILWAUKEE COUNTY

RESOLUTION NO 2025-\_\_\_\_\_

RESOLUTION APPROVING A PARTIAL PROPERTY TAX RESCISSION AND REFUND FOR TKN 740-0002-000

WHEREAS, the following property taxes were assessed improperly, per Wisconsin State Statutes 74 33 (1) (a), which states that a clerical error has been made in the description of the property, and a partial rescission and refund of the tax due is appropriate:

Foreign Missionary Society
6841 S 50th Street
Franklin, WI 53132
(TKN 740-0002-000) \$1,741 21

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Franklin, that the proper City Officials are hereby authorized and directed to rescind and refund to the property owner in the sum of \$1,741 21, and

BE IT FURTHER RESOLVED, that the proper City Officials authorized and directed to seek compensation from the other taxing authorities, if applicable, per Wisconsin State Statutes 74 41

Funds for this purpose are appropriated from the following Account Numbers

Table with 3 columns: Account Number, Name, and Amount. Rows include Milwaukee County (\$308 19), City of Franklin (\$374 72), MATC (\$78 54), Franklin School District (\$858 41), and MMSD (\$121 35).

Resolution introduced at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Passed at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2025

APPROVED:

John R. Nelson, Mayor

ATTEST.

Shirley J. Roberts, City Clerk

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

## 2024 Request for Chargeback of Rescinded or Refunded Taxes

Assessment Year	Co-muni Code	County Municipality	Case No	Report Type
-----------------	--------------	------------------------	---------	-------------

<b>Property Information</b>			
<input checked="" type="checkbox"/> Real estate <input type="checkbox"/> Personal property	Parcel/account number <p style="text-align: center;">740-0002-000</p>	Is this parcel in a TID? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	TID number
Property owner name <p style="text-align: center;">Foreign Missionary Society</p>	Due to court ruling? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Court determination date	Court case/docket number

Real Estate								
Assessment Before Adjustment				Assessment After Adjustment				(col g) Total Assessment Difference (cols c - f)
Class	(col a) Land	(col b) Improvement	(col c) Total Value (cols a + b)	Class	(col d) Land	(col e) Improvement	(col f) Total Value (cols d + e)	
Res	\$108,400	\$0	\$108,400	Res	\$1,100	\$0	\$1,100	\$107,300
Total								

Personal Property				
<input type="checkbox"/> Manufacturing <input type="checkbox"/> Non-manufacturing	Property category	Before adjustment	After adjustment	Difference

Non-manufacturing interest	
Paid Interest? <input type="checkbox"/> Yes <input type="checkbox"/> No	Total non-manufacturing interest refunded/rescinded

District Information			
Net taxes rescinded or refunded to be charged back to taxing jurisdictions <i>(excluding interest)</i>			
District Code	District Type	District Name	Net Tax
	STATE		
	COUNTY		
	MUNICIPALITY		
	SCHOOL		
	UNION HIGH		
	TECHNICAL COLLEGE		
Total net tax rescinded or refunded <i>(excluding interest)</i>			

Explanation	
I certify the total net taxes were rescinded or refunded to the taxpayer <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reference <p style="text-align: center;">74 33(1)</p>	Statute explanation <p style="text-align: center;">Correction of palpable error</p>
Additional explanation Unbuildable street ROW incorrectly assessed as buildable lot	

**2024 Request for Chargeback  
of Rescinded or Refunded Taxes**

**Preparer**

Name	Title
Email	Phone

**Signature Statement**

Under penalties of law, I declare this form and all attachments are true, correct and complete to the best of my knowledge and belief.

Do you agree with this statement?  Yes  No

**Submission Information**

Co-muni Code	Submission Type	Submission Date	Confirmation Number
--------------	-----------------	-----------------	---------------------

**Attachments**

You must attach the documents listed below

- 1 Property Tax Bill



**STATE OF WISCONSIN  
REAL ESTATE PROPERTY TAX BILL FOR 2024**  
CITY OF FRANKLIN  
MILWAUKEE COUNTY

FOREIGN MISSIONARY SOCIETY  
ST FRANCIS XAVIER  
4500 W XAVIER DR  
FRANKLIN WI 53132-9066

FOREIGN MISSIONARY SOCIETY

**BILL NUMBER: 355917**

**IMPORTANT** Correspondence should refer to parcel 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

ACRES 0.372

MISSION RIDGE LOT 2

<b>Property Address</b>	6841 S 50TH ST	<b>Parcel #</b>	7400002000
<b>Assessed Value Land</b>	108,400	<b>Alt. Parcel #</b>	
<b>Ass d Value Improvements</b>		<b>Ave Assmt. Ratio</b>	0.9965
<b>Total Assessed Value</b>	108,400	<b>Net Assessed Value Rate</b> (Does NOT reflect credits)	0.016227602
<b>Est. Fair Mkt. Land</b>	108,800	<b>Est. Fair Mkt. Improvements</b>	
<b>Total Est. Fair Mkt.</b>	108,800	<b>A Star in this box means Unpaid Prior Year Taxes</b>	
		<b>School taxes reduced by school levy tax credit</b>	\$ 171.55

Taxing Jurisdiction	2023 Est. State Aids Allocated Tax Dist	2024 Est. State Aids Allocated Tax Dist	2023 Net Tax	2024 Net Tax	% Tax Change
MILWAUKEE COUNTY	4,350,816	4,354,589		341.72	100.0%
CITY OF FRANKLIN	3,420,529	3,538,487		415.47	100.0%
FRANKLIN SCHOOL DIST	33,198,986	35,343,914		780.24	100.0%
MMSD				134.56	100.0%
MATC	4,518,534	4,549,722		87.08	100.0%

**Total** 45,488,865 47,786,712 1,759.07 100.0%

**First Dollar Credit  
Lottery & Gaming Credit  
Net Property Tax** 1,759.07 100.0%

<b>Make Check Payable to</b> CITY OF FRANKLIN TREASURER 9229 W LOOMIS ROAD FRANKLIN WI 53132-9728 414-425-4770	<b>Full Payment Due On or Before January 31, 2025</b> \$1,759.07	<b>Net Property Tax</b> 1,759.07
	<b>Or pay the following installments to</b> 879.55 DUE BY 01/31/2025 439.76 DUE BY 03/31/2025 439.76 DUE BY 05/31/2025	

**FOR TREASURERS USE ONLY**

PAYMENT  
BALANCE  
DATE

<b>TOTAL DUE FOR FULL PAYMENT</b>
Pay By January 31, 2025
▶ \$ 1,759.07
<b>Warning</b> 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.

**FOR INFORMATIONAL PURPOSES ONLY**  
Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
FRANKLIN HOOL DI T	1.74	1.74	0.1
FRANKLIN CHOOOL LI T	1.44	1.44	1

▶ **PLEASE RETURN LOWER PORTION WITH REMITTANCE** ◀

CITY OF FRANKLIN  
TREASURER  
9229 W LOOMIS ROAD  
FRANKLIN WI 53132-9728

**REAL ESTATE PROPERTY TAX BILL FOR 2024**

**Bill #:** 355917  
**Parcel #** 7400002000  
**Alt. Parcel #.**

**Total Due For Full Payment** \$1,759.07  
Pay to Local Treasurer By Jan 31, 2025

**OR PAY INSTALLMENTS OF**

<b>1ST INSTALLMENT</b> Pay to Local Treasurer \$879.55 BY January 31, 2025	<b>2ND INSTALLMENT</b> Pay to Local Treasurer \$439.76 BY March 31, 2025
<b>3RD INSTALLMENT</b> Pay to Local Treasurer \$439.76 BY May 31, 2025	

Check For Billing Address Change

FOREIGN MISSIONARY SOCIETY  
ST FRANCIS XAVIER  
4500 W XAVIER DR  
FRANKLIN WI 53132-9066

**FOR TREASURERS USE ONLY**  
PAYMENT  
BALANCE  
DATE

Name	Foreign Missionary Society		
Parcel ID	740-0002-000		
Assessed Value -	Original	\$108,400	
Assessed Value -	Revised	\$1,100	
Payments Due	-107,300		
Lottery Credit/First Dollar		0 00	0 00
1/31		879 54	8 93
3/31		439 77	4 47
5/31		439 77	4 47
		<u>1,759 07</u>	<u>17 86</u>
			<u>1,741 21</u>

		2024	Original	Adjusted		State
	GL A/R Acct	Rate	Amount	Amount	Difference	Report
						Difference
State Tax		0 0000000	0 00	0 00	0 00	0 00
Milwaukee County	01 0000 1415	3 1524053	341 72	3 47	338 25	308 19
Sales Tax Credit		0 0000000	0 00	0 00	0 00	
City of Franklin	01 0198 5543	3 8327391	415 47	4 22	411 25	374 72
MATC (VTAE)	01 0000 1412	0 8033489	87 08	0 88	86 20	78 54
1 Franklin Schools	01 0000 1411	8 7803398	951 79	9 66	942 13	858 41
State School Levy credit		-1 5825460	-171 55	-1 74	-169 81	
MMSD	01 0000 1413	1 2413147	134 56	1 37	133 19	121 35
		<u>16 2276018</u>	<u>1,759 07</u>	<u>17 86</u>	<u>1,741 21</u>	<u>1,741 21</u>

Milwaukee County is entitled to the Sales tax credit

The School levy credit is proportioned among all taxing districts

The State when calculating the amounts will calculate the TIF impact and include that with the City total

Franklin Schools	01 0000 1411	8 7803398
Oak Creek/Franklin School:	01 0000 1418	7 1856896
Whitnall Schools	01 0000 1419	7 2005082
No Sewer		0 0000000

TOTAL

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE April 2, 2025
REPORTS & RECOMMENDATIONS	AN ORDINANCE TO AMEND ORDINANCE 2024-2649, AN ORDINANCE ADOPTING THE 2025 ANNUAL BUDGET FOR THE GENERAL FUND, TID 8 CAPITAL PROJECTS FUND, CAPITAL OUTLAY FUND, EQUIPMENT REPLACEMENT FUND, CAPITAL IMPROVEMENT FUND, STREET IMPROVEMENT FUND, AND SEWER FUND FOR FISCAL YEAR 2025 TO APPROVE BUDGET ENCUMBRANCES FROM THE 2024 BUDGET AS AMENDMENTS TO THE 2025 BUDGET	ITEM NUMBER  M.15.

**Background**

Each year generally accepted accounting principles require a search for encumbrances. An encumbrance is a contract or written purchase order that was entered into or ordered during 2024 with the intent that the contract or purchase order would be completed in 2024 or the understanding that the project would take more than one fiscal year to complete. Projects meeting the definition of an encumbrance must have a portion of the fund balance reserved for the costs necessary to complete the project.

**Analysis**

For the year 2024 there are projects and purchase orders in the General Fund, TID 8 Capital Projects Fund, Capital Outlay Fund, Equipment Replacement Fund, Capital Improvement Fund, Street Improvement Fund, and Sewer Fund that should be encumbered. A second and final memo came forward at the March 25, 2025 Finance Committee Meeting and was recommended for Common Council approval.

General Fund Encumbrances Total: \$231,242.55  
TID 8 Capital Projects Fund Encumbrances Total: \$357,370.60  
Capital Outlay Fund Encumbrances Total: \$6,673.77  
Equipment Replacement Fund Encumbrances Total: \$2,958.00  
Capital Improvement Fund Encumbrances Total: \$2,067,966.43  
Street Improvement Fund Encumbrances Total: \$606,580.09  
Sewer Fund Encumbrances Total: \$392,840.30

**Recommendation**

The Finance Committee recommended approval to the Common Council of the encumbrances and adopt an ordinance to include them in the 2025 budget. The Director of Finance & Treasurer recommends adoption of the attached Budget Amendment Ordinance.

**Fiscal Note**

The fiscal impact of encumbrances to each of the funds is a 2024 use of the Jan 1 fund balance. The 2024 year-end financial reports and the year-end fund balances will include the impact of the encumbrances. Revenue was provided in 2024 but was unused. These actions allow those resources to be used without impacting respective 2025 budgets or the projects in process.

## COUNCIL ACTION REQUESTED

Motion adopting Ordinance No 2025-\_\_\_\_\_, an Ordinance to amend Ordinance 2024-2649, an Ordinance adopting the 2025 Annual Budgets for the General Fund, TID 8 Capital Projects Fund, Capital Outlay Fund, Equipment Replacement Fund, Capital Improvement Fund, Street Improvement Fund and Sewer Fund for Fiscal Year 2025 to Approve Budget Encumbrances from the 2024 Budget as Amendments to the 2025 Budget

**Roll Call Vote Required**

Finance Dept – DB

STATE OF WISCONSIN CITY OF FRANKLIN MILWAUKEE COUNTY

ORDINANCE NO. 2025-\_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE 2024-2649, AN ORDINANCE ADOPTING THE 2025 ANNUAL BUDGETS FOR THE GENERAL FUND, CAPITAL OUTLAY FUND AND CAPITAL IMPROVEMENT FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2025 TO APPROVE BUDGET ENCUMBRANCES FROM THE 2024 BUDGET AS AMENDMENTS TO THE 2025 BUDGET

-----

WHEREAS, the Common Council of the City of Franklin adopted the 2025 Annual Budgets for the General Fund, Capital Outlay Fund and Capital Improvement Fund, and

WHEREAS, certain monies included in the 2024 Annual Budgets of the respective funds were intended to be expended in 2024 and were committed for expenditure prior to December 31, 2024, and

WHEREAS, these amounts will be expended in 2025, and as a result, the related appropriations should be made available and appropriated in the 2025 budget, and

WHEREAS, Common Council has determined that it would be in the best interest of the City to approve such encumbrance in the 2025 budgets of the respective funds; and

WHEREAS, the Budget Appropriation Units will be adjusted for the items listed below

NOW, THEREFORE, the Common Council of the City of Franklin does hereby ordain as follows

Section 1 That certain encumbered funds of the 2024 budgeted amounts be transferred forward to the 2025 Annual Budget for the respective funds of the City of Franklin to pay for 2024 encumbrances as follows

General Fund				
	Police	Non-Personnel	Increase	58,087 10
	Highway	Non-Personnel	Increase	112,487 47
	Street Lighting	Non-Personnel	Increase	37,517 00
	Parks	Non-Personnel	Increase	23,150 98
TID 8 Projects Fund				
	Highway	Capital	Increase	357,370 60
Capital Outlay Fund				
	Planning	Capital	Increase	6,673 77
Equipment Replacement Fund				
	Fire	Capital	Increase	558 00
	Highway	Capital	Increase	2,400 00

Capital Improvement Fund				
	Highway	Capital	Increase	1,608,709 03
	Parks	Capital	Increase	241,785 40
	Water Project	Capital	Increase	217,472 00
Street Improvement Fund				
	Highway	Capital	Increase	606,580 09
Sewer Fund				
	Sewer	Capital	Increase	392,840 30

- Section 2 Pursuant to Wis Stat § 65 90(5)(ar), the City Clerk is hereby directed to post a notice of this budget amendment within fifteen days of adoption of this Resolution on the City's web site
- 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, or otherwise be legally invalid or fail under the applicable rules of law to take effect and be in force, 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.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_ day of \_\_\_\_\_, 2025

APPROVED:

ATTEST

\_\_\_\_\_  
John R. Nelson, Mayor

\_\_\_\_\_  
Shirley J Roberts, City Clerk

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

**City of Franklin**  
**2024 Budget Encumbrances to 2025**

PO #	Date	Vendor	Encumbrance	Fund	Dept	Acct	Project	Dept Tot	Description
75132	12/20/2023	Flock Group Inc.	\$15,000.00	01	211	5242		\$58,087.10	Flock Cameras & Maintenance
75252	10/23/2024	Advanced Elec Design/DBA Patrol PC	\$41,879.16	01	211	5312			Squad Tablets & Peripheral Equipment
75323	12/20/2024	Global Industrial	\$1,207.94	01	211	5332			Noco Boost Max 24V Jump Starter
75216	07/29/2024	Compass Minerals	\$30,437.67	01	331	5364		\$112,487.47	2024-2025 Season Salt Bid
75276	12/10/2024	Compass Minerals	\$33,280.80	01	331	5364			2024-2025 Season Reserve Salt
75316	12/19/2024	Industrial Systems Ltd	\$28,152.00	01	331	5364			Inferral Melt
75284	12/19/2024	Lf George	\$20,617.00	01	331	5381			Straw Blower Trailer Discharge Hose Freight
75318	12/18/2024	Hapco	\$4,914.00	01	351	5246		\$37,517.00	T-Bases For Light Poles & Hardware (Quote Sic24-9840-1)
75319	12/19/2024	Hapco	\$21,033.00	01	351	5246			Lighting Poles & Hardware (Quote #Sic24-9839-2)
75320	12/19/2024	Signify Lighting	\$11,570.00	01	351	5246			Lighting Heads (Quote #Sic24-9833-2)
75266	12/10/2024	American Power Equipment	\$1,008.99	01	551	5247		\$23,150.98	Pro Brushcutter W/Line Brush & Saw
75277	12/10/2024	American Power Equipment	\$604.99	01	551	5247			Cordless Hedge Trimmer
75315	12/19/2024	Max R	\$6,827.00	01	551	5247			Park Signs Posts & Mounts
75321	12/26/2024	Wheeler Lumber Llc	\$14,710.00	01	551	5247			Bridge Boards (Legend Park Drake Ln)
		<b>General Fund Total</b>	<b>\$231,242.55</b>						
75204	06/20/2024	Wt Dept Of Transportation	\$357,370.60	40	331	5823	3027	\$357,370.60	Reconstruction Of S 27st W South County Line Rd-W Elm Rd
		<b>Tid 8 Capital Projects Total</b>	<b>\$357,370.60</b>						
75218	08/22/2024	Houseal Lavigne Associates LLC	\$6,673.77	41	621	5843		\$6,673.77	UDO Rewrite - Augmentation
		<b>Capital Outlay Fund Total</b>	<b>\$6,673.77</b>						
75278	12/11/2024	Macqueen Equipment	\$558.00	42	221	5811		\$558.00	Tools for new battalion vehicle
75171	03/15/2024	Jitco Inc	\$2,400.00	42	331	5811		\$2,400.00	2024 Caterpillar 950-Br Front End Wheel Loader W/Plow & Wing
		<b>Equipment Replacement Fund Total</b>	<b>\$2,958.00</b>						
75247	10/18/2024	Hapco	\$7,755.00	46	331	5834	9694	\$1,608,709.03	Lighting Poles (Sic24-9236-1) *See Desc Below
75248	10/18/2024	Hapco	\$8,649.00	46	331	5834	9694		Lighting Poles #Sic-9237-1 *See Desc Below
74293	07/13/2019	Payne & Dolan Inc	\$16,000.00	46	331	5858	3051		Purchase/Sale Of Corner S51 & Drexel Ave
75249	10/18/2024	Signify Lighting	\$9,256.00	46	331	5834	9694		Lighting Heads (Sic24-9266-1) *See Desc Below
75228	09/12/2024	Camosy Construction	\$1,196,317.74	46	331	5823			Dpw Cold Storage Building Other Prep
75172	04/16/2024	Foth Infrastructure & Environment	\$75,595.25	46	331	5216	9692		Design DPW Utilities With Foth On 80th St. & 76th St. & Ryan Rd
75209	07/02/2024	J Miller Electric, Inc	\$34,711.99	46	331	5834	9693		DPW Site Proposal At 7979 W Ryan Rd By Kueny Architects For \$86,849.50
75001	03/29/2023	Kueny Architects Llc	\$52,144.00	46	331	5823			Traffic Signal At S 51st & S Preserve Way
75144	01/04/2024	R. A. Smith National	\$7,025.04	46	331	5839	9780		Wi Dot Project - S Lovers Lane (W Rawson ----> W College) [Proj 1470]
75203	06/20/2024	Wt Dept Of Transportation	\$70,376.93	46	331	5823	3968		Roadway Improvements S 51st St. And S Preserve Way Zignego Company Inc
75208	07/02/2024	Zignego Company Inc	\$130,878.08	46	331	5839	9780		Project ID 395-22400078 St. Martins Rawson Loomis Pathway
75202	7/2/24	Wt Dept Of Transportation	\$201,670.09	46	551	5832	5137	\$241,785.40	Pro Design Serv @ Water Tower Park
75056	09/26/2023	R. A. Smith National	\$40,115.31	46	551	5832	5135		Watermain Ext. With A W Oakes E Frontage Rd Of S Lovers Lane Rd Phyllis -
75182	04/16/2024	A W Oakes & Sons Inc	\$217,472.00	46	755	5830	9719	\$217,472.00	
		<b>Capital Improvement Fund Total</b>	<b>\$2,067,966.43</b>						
75195	04/29/2024	Payne & Dolan Inc	\$156,175.75	47	331	5823	3974	\$606,580.09	2024 Local Street Improvement - W Marquette Ave
75193	04/29/2024	Payne & Dolan Inc	\$8,469.63	47	331	5823	3972		2024 Local Street Improvement - W Franklin Dr
75194	04/29/2024	Payne & Dolan Inc	\$45,175.35	47	331	5823	3973		2024 Local Street Improvement - S 84th Street
75341	12/31/2024	Payne & Dolan Inc	\$95,759.36	47	331	5823	3975		2024 Local Street Improvement - W Puetz Rd/S Minnesota Ave/S 49th St
		<b>Street Improvement Fund Total</b>	<b>\$606,580.09</b>						
74996	3/24/2023	Clark Dietz Inc	\$140,413.91	61	731	5829		\$392,840.30	Professional Design Services For PPII Sump Discharge Lines In 3 Neighborhoods
75181	4/16/2024	UPI LLC	\$252,426.39	61	731	5829	7637		Construction 2024 Sump Pump Project Reimbursed by MMSD
		<b>Sewer Fund</b>	<b>\$392,840.30</b>						

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<p style="text-align: center;"><b>APPROVAL</b></p>	<p style="text-align: center;"><b>REQUEST FOR COUNCIL ACTION</b></p>	<p style="text-align: center;"><b>MEETING DATE</b> April 2, 2025</p>
<p style="text-align: center;"><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p style="text-align: center;"><b>AN ORDINANCE TO AMEND ORDINANCE 2024-2649, AN ORDINANCE ADOPTING THE 2025 ANNUAL BUDGETS FOR THE GENERAL FUND AND THE CAPITAL OUTLAY FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2025 TO CARRYOVER INCOMPLETE 2024 PROJECTS AS AN AMENDMENT TO THE 2025 BUDGET</b></p>	<p style="text-align: center;"><b>ITEM NUMBER</b></p> <p style="text-align: center; font-size: 1.5em; color: red;">D.16.</p>

**Background**

The 2024 General Fund included \$970.00 for administrative recognition. The Director of Administration has a plan to use these funds for a beneficial employee recognition event.

The 2024 Capital Outlay Budget included \$322,600 various projects that were incomplete as of December 31, 2024.

The Fire Department had \$70,000 appropriated for a grant to provide fitness equipment with the grant funding 90% (\$63,000) and the City local match is 10% (\$7,000). The grant was denied in 2024, however, the Fire Department anticipates applying for the grant in 2025.

The Finance Department had \$3,500 appropriated for upgrades to the Director of Finance office. The office equipment is dated and aged. The Director has 3 desks, all of which are different styles and sizes. The funding wasn't spent in 2025, pending the upgrades to City Hall and are requested to be carried forward.

The Police Department appropriated \$229,200 for 4 squad cars. In 2024, the City engaged with Enterprise Fleet as a city-wide fleet program for all departmental vehicles. The lease payments in 2024 were minimal and this funding is requested to be carried forward to cover 2025 lease payments on up to 21 vehicles.

The Information Technologies Department appropriated \$19,900 for computer equipment that went unused. The IT Director has requested funding for external consulting to run both instructor lead and video conference Windows 11 basic training sessions. Funding is approximately \$16,000 for all employees.

Furthermore, the General Fund has excess funding in the Department of Public Works (DPW) Department that were not encumbered but for which the Department Head requests funding be carried forward and re-appropriated for a particular use. A UTV is being requested for both the DPW Department and Police Department to be used throughout the year mutually. DPW has significant excess funding in their operational fuel and vehicle support budget that could be appropriated for this one-time capital purpose through the budget amendment process, if approved. The total purchase amount should not exceed \$65,000. There is over \$85,000 funding available to support this request.

**Fiscal Impact**

The projects have no 2025 budget appropriations. The fiscal impact of encumbrances to each of the funds is a 2024 use of the Jan 1 fund balance. The 2024 year-end financial reports and the year-end fund balances will include the impact of the encumbrances. Revenue was provided in 2024 but was unused. These actions allow those resources to be used without impacting respective 2025 budgets or the projects in process.

**Recommendation**

The Finance Committee reviewed this Ordinance at the March 25, 2025 meeting and unanimously recommends adoption

**COUNCIL ACTION REQUESTED**

Motion adopting Ordinance 2025-\_\_\_\_ amending Ordinance 2024-2649, an Ordinance adopting the 2025 annual budgets for the General Fund and Capital Outlay Fund for the City of Franklin for fiscal year 2025 to carryover incomplete 2024 projects as an amendment to the 2025 Budget and re-appropriate operational funding to capital funding in support of the Public Works Department purchasing a UTV

**Roll Call Vote Required.**

Finance Dept - DB

STATE OF WISCONSIN CITY OF FRANKLIN MILWAUKEE COUNTY

ORDINANCE NO 2025 - \_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE 2024-2649, AN ORDINANCE ADOPTING THE 2025 ANNUAL BUDGETS FOR THE GENERAL FUND AND CAPITAL OUTLAY FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2025 TO CARRYOVER INCOMPLETE 2024 PROJECTS AS AN AMENDMENT TO THE 2025 BUDGET

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WHEREAS, the Common Council of the City of Franklin adopted the 2025 Annual Budgets for the General Fund and Capital Outlay Fund, and

WHEREAS, the 2024 General Fund Administrative recognition project was delayed and the Director of Administration has requested that the project be carried over to 2025; and

WHEREAS, the Fire Department was denied a grant in 2024 but anticipate awarding in 2025, and as a result, the related appropriations should be made available and appropriated in the 2025 budget,

WHEREAS, the Finance Department office updates were delayed, and as a result, the related appropriations should be made available and appropriated in the 2025 budget, and

WHEREAS, the Police Department released 4 squads to the Enterprise Fleet leasing program and unused appropriations in the 2024 budget should be made available and appropriated in the 2025 budget, and

WHEREAS, the Information Technologies (IT) Department appropriated \$19,900 for computer equipment that went unused and the Director of IT has requested funding for Windows 11 training be appropriated in the 2025 budget, and

WHEREAS, the General Fund has excess funding in the Department of Public Works (DPW) Department that were not encumbered but for which the Department Head requests funding be carried forward and re-appropriated for the particular use of purchasing a mutually shared UTV, and

WHEREAS, Common Council has determined that it would be in the best interest of the City to approve such carryover in the 2025 General Fund and Capital Outlay budgets; and

WHEREAS, the Budget Appropriation Units will be adjusted for the items listed below

NOW, THEREFORE, the Common Council of the City of Franklin does hereby ordain as follows:

Section 1 That certain encumbered funds of the 2024 budgeted amounts be transferred forward to the 2025 Annual Budget for the respective funds of the City of Franklin to pay for 2024 projects as follows

General Fund

Administration	Non-Personnel	Increase	\$970
Highway	Non-Personnel	Decrease	\$65,000

Capital Outlay Fund

Fire	Capital	Increase	\$70,000
Finance	Capital	Increase	\$3,500
Police	Equipment	Increase	\$229,200
IT	Capital	Increase	\$19,900
Highway	Equipment	Increase	\$65,000

Section 2 Pursuant to Wis Stat § 65 90(5)(ar), the City Clerk is hereby directed to post a notice of this budget amendment within fifteen days of adoption of this Resolution on the City's web site

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, or otherwise be legally invalid or fail under the applicable rules of law to take effect and be in force, 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

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_ day of \_\_\_\_\_, 2025

APPROVED.

ATTEST

\_\_\_\_\_  
John R. Nelson, Mayor

\_\_\_\_\_  
Shirley J Roberts, City Clerk

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

DATE: March 25, 2025  
TO: Finance Committee  
FROM: Danielle Brown, Director of Finance  
SUBJECT: 2024 Budget Encumbrances & Carryovers to 2025

**Background:** Each year generally accepted accounting principles require a search for encumbrances. An encumbrance is a contract or written purchase order that was entered into or ordered during the fiscal year with the intent that the contract or purchase order would be completed in that year or the understanding that the project would take more than one fiscal year to complete. Projects meeting the definition of an encumbrance must have a portion of the fund balance reserved for the costs necessary to complete the project.

**Analysis:** For the year 2024 there are projects and purchase orders in the General Fund, TID 8 Capital Projects Fund, Capital Outlay Fund, Equipment Replacement Fund, Capital Improvement Fund, Street Improvement Fund and Sewer Fund that should be encumbered.

General Fund Encumbrances Total: \$231,242.55  
TID 8 Capital Projects Encumbrances Total: \$357,370.60  
Capital Outlay Encumbrances Total: \$6,673.77  
Equipment Replacement Encumbrances Total: \$2,958.00  
Capital Improvement Encumbrances Total: \$2,067,966.43  
Street Improvement Encumbrances Total: \$606,580.09  
Sewer Encumbrances Total: \$392,840.30

In addition, the General Fund and Capital Improvement Fund has projects that were not encumbered but for which the Department Head requests that the project/funding be carried forward. A list of encumbrances and carryover projects (not exceeding the available 2024 appropriation) is attached, sorted by Fund.

General Fund Carryover Request Total: \$970.00  
Capital Outlay Carryover Request Total: \$322,600.00

Furthermore, the General Fund has excess funding in the Department of Public Works (DPW) Department that were not encumbered but for which the Department Head requests funding be carried forward and re-appropriated for a particular use. A UTV is being requested for both the DPW Department and Police Department to be used throughout the year mutually. DPW has significant excess funding in their operational fuel and vehicle support budget that could be appropriated for this one-time capital purpose through the budget amendment process, if approved. The total purchase

amount should not exceed \$65,000. There is over \$85,000 funding available to support this request.

**Fiscal Note:** The fiscal impact of encumbrances to each of the funds is a 2024 use of the Jan 1 fund balance. The 2024 year-end financial reports and the year-end fund balances will include the impact of the encumbrances. Revenue was provided in 2024 but was unused. These actions allow those resources to be used without impacting respective 2025 budgets or the projects in process.

**Recommendations:**

1. The finance committee approve the encumbrances and recommend the Common Council adopt an ordinance to include them in the 2025 budget.
2. The finance committee approve the carryover requests and recommend the Common Council adopt an ordinance to include the carryover requests from 2024 to 2025.
3. The finance committee approve the re-appropriation of unused General Fund operating funds to provide resources for a one-time capital purchase of a UTV for the DPW and Police Department and amend the 2025 budget as referenced.



<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> 4/2/2025
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Reclassification of Secretary Positions in Inspection Services and Planning Departments to Administrative Assistant Positions</b>	<b>ITEM NUMBER</b> 15.17.

**BACKGROUND:**

The Personnel Committee, at its March 17, 2025, meeting, reviewed and recommended updates to the job descriptions for the Secretary positions in the Inspection Services and Planning Departments. These updates reflect the evolving responsibilities and scope of the roles and support the reclassification of both positions to Administrative Assistants.

**ANALYSIS:**

The changes align with the current workload and duties assigned to these staff members, including higher-level administrative coordination, increased customer service responsibilities, and technical support in permitting, data entry, and agenda preparation. These updates also bring the titles in line with similar positions across other departments in the City and reflect the professional standards expected for these roles.

**FISCAL NOTE:**

The reclassification of these positions does not result in any immediate increase in salary beyond negotiated or budgeted levels. Future adjustments will be evaluated as part of the broader Classification and Compensation Plan review.

**RECOMMENDATION:**

Approval of the updated job descriptions and title changes from Secretary to Administrative Assistant for the positions in the Inspection Services and Planning Departments, as recommended by the Personnel Committee.

**COUNCIL ACTION REQUESTED**

Motion to approve the updated job descriptions and title changes from Secretary to Administrative Assistant for the positions in the Inspection Services and Planning Departments, as recommended by the Personnel Committee.

**CITY OF FRANKLIN**  
**Job Description**

**Job Title:** ~~Secretary~~ Administrative Assistant (Inspections)

**Department:** Inspection Services

**Reports To:** Director of Inspection Services

**Salary Level:** Salary Grade ~~2~~ 3

**FLSA Status:** Non-Exempt

**Prepared By:** ~~Scott Satula~~ Justin Ligocki, Director of Inspection Services & Dana Zahn, Human Resources Coordinator

**Prepared Date:** ~~March 2019~~ May 2024

**Approved By:**

**Approved Date:**

GENERAL PURPOSE

Provide ~~secretarial~~ administrative support services to ~~achieve in support of~~ department objectives and coordinate office operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Compose, type, and edit a variety of correspondence, reports, memoranda, and other materials.

~~Act as primary department representative for incoming phone calls, front counter permit intake, transactions and general customer services.~~

Receive and perform preliminary checks of building plans, surveys, and specifications submitted for permit applications.

~~Scan/enter all permit plans into Department software. (plumbing, electrical, residential mechanical and building)~~

~~Creates, updates and modifies handouts, forms and applications for public use~~

Prepare application forms for all permits.

Sort and process incoming/outgoing mail

Approve Web Requests for online permits

Answer phones and direct calls to the appropriate Inspectors/Departments.



Coordinate and schedule inspections to be made by the building, HVAC, plumbing, and electrical inspectors, ~~and engineering technicians, for drive approach permits.~~

Send out emails or make phone calls to contractors or homeowners when permits are ready for pickup.

Responds to email inquiries relating to one & two-family residential construction.

Maintain records and files, including plumbing, building, HVAC, soil erosion, drive approach, culverts, hydrant use, and sign permits.

Maintains a variety of department reports, records, construction plans and surveys.

Establish and maintain filing systems, control records, and indexes.

Prepare various detailed monthly and yearly reports for federal and state governments, local utilities, and city use.

Verify/Issue New One- and Two-Family New Home Building permits with the State of Wisconsin DSPS online system.

Enter and process permit applications (Residential – New One- and Two-Family Homes, Building, HVAC, Electrical, Plumbing and Mechanical) into various computer databases and coordinates occupancy reinspections for the inspectors.

Meet with contractors, owners, and the general public to answer general questions regarding building, housing, ~~signs~~, and soil erosion codes.

Coordinate/run the ~~agenda for the~~ Architectural Review Board. Complete agendas, mail required notices, and transcribe minutes.

Serve as cashier and post money to appropriate accounts.

Provides backup support to department Permit Technicians.

Other duties as assigned by the Director of Inspection Services.

#### PERIPHERAL DUTIES

Process various types of permits.

#### MINIMUM QUALIFICATIONS

##### Education and Experience

Graduation from high school or GED equivalent with specialized course work in general office practice and, two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience. Must be able to type 40 wpm.

##### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

##### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### Necessary Knowledge, Skills, and Abilities

Working knowledge of zoning and building codes and the ability to generally explain their requirements.

Skill in operation of listed tools and equipment.

Ability to present and communicate ideas and concepts with the public, verbally and in writing.

Ability to maintain effective work relationships with other departments, appointed officials, elected officials, and the public.

Ability to make independent judgments which have moderate impacts on the organization.

### SUPERVISION RECEIVED

Works under the general supervision of the Director of Inspection Services.

### SUPERVISION EXERCISED

None.

### RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

### LICENSING AND CERTIFICATION

None.

### TOOLS AND EQUIPMENT USED

Personal computer including word processing, GIS, and ~~GOVERN~~ BS&A software, copy machine, fax machine, calculator, radio, and telephone.

### PHYSICAL DEMANDS

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

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

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

### WORK ENVIRONMENT

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

The work is performed primarily in an office setting. The noise level in the work environment is 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:** ~~Secretary~~Administrative Assistant

**Department:** Planning/Community Development

**Reports To:** Planning Manager

**Salary Level:** ~~Teamsters Union Negotiated Rate~~Salary Grade 3

**FLSA Status:** Non Exempt

**Prepared By:** ~~Becky Schermer~~Dana Zahn, Human Resources  
~~Coordinator~~Manager & Regulo Martinez, Planning Manager

**Prepared Date:** ~~July 2, 2001~~March 11, 2025

**Approved By:**

**Approved Date:** ~~July 10, 2001~~

**Summary** Under general direction and supervision of the Planning Manager perform routine clerical, secretarial and administrative work in answering phones, providing customer assistance, data ~~processing~~entry, and record keeping by performing the following duties.

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

~~Coordinates~~ the operations of the office.

~~Coordinate and schedule meetings for the Planning Manager.~~

~~Screens incoming calls and correspondence and responds independently when possible to general inquiries from property owners, citizens, and applicants regarding project status and department processes.~~

~~Communicates effectively with the public, board and commission members, and Alderpersons.~~

~~Directs preparation of records such as meeting agendas, public hearing notices, meeting minutes, property maps, and resolutions for City meetings, such as Plan Commission, Board of Zoning and Building Appeals, Quarry Monitoring Committee, as well as Parks and Environmental Commission.~~

~~Coordinates and schedules meetings for Planning staff, and for the boards and commissions above.~~

~~Takes and transcribes dictation, and composes and prepares confidential correspondence, reports, and other complex documents.~~

~~Creates and maintains database and spreadsheet files, such as a log of development applications.~~

~~Duplicate and distributes materials.~~



Provides clerical support to Planning ~~Division~~ staff.

~~Maintain securities from developers to ensure adequate completion of public improvements.~~

~~Receive-Processes all department applications, and coordinates with applicants when additional information is needed. process paperwork, distribute legal notices, schedule agenda, and coordinate meetings for the Board of Zoning and Building Appeals, and the Plan Commission.~~

~~Receive-Processes fees for zoning all applications, and sends invoices to applicants.~~

~~Prepares and distributes legal notices. Generates mailing list using a Deographic Informatino System (GIS), merges, prints, and mails notices.~~

~~Assists Planning Manager with distribution of applications and inquiries to staff.~~

~~Coordinates with vendors, including printing services and office supplies.~~

~~Enters and processes invoices.~~

~~Records legal documents, such as final plats, CSM's, and easements.~~

### **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 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**

High school diploma or general education degree (GED); two (2) years related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to ~~customers, clients, citizens, applicants,~~ and other employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Reasoning Ability**

Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of the Internet-Explorer Internet software; and the Microsoft Excel Spreadsheet software and Microsoft Word Word Processing software Office Suite. Experience with BS&A Software and Geographic Information Systems (ArcGIS) is a plus.

**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; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, or 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 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.

**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.

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE April 2, 2025
REPORTS & RECOMMENDATIONS	List of Donations for January – December, 2024	ITEM NUMBER H.18.

**Background**

Various residents and businesses contribute to City. Donations were designated for several purposes, Franklin Public Library, St. Martin's Fair, the Community Room Bench, EMS/Fire Department, Police Department, the Health Department, Lion's Legend Park Trees, the Civic Celebration and Kayla's Playground. A list of the donors and amounts follows:

Date	Description	CREDIT
1/2024-12/2024	Public Donations	\$4,911.38
	<b>Journal Totals – Franklin Public Library</b>	<b>\$4,911.38</b>
5/16/2024	Franklin Lions Club	\$200.00
7/25/2024	Rosie's Tax & Bookkeeping Service	\$500.00
8/6/2024	Nathan Fabry	\$200.00
8/8/2024	R & C Pub and Grub LLC	\$150.00
8/13/2024	Crossroads Pizza & Subs II	\$400.00
8/26/2024	Franklin Lioness Club	\$50.00
9/11/2024	Sweeney Wells & Drilling	\$250.00
	<b>Journal Totals – St. Martin's Fair</b>	<b>\$1,750.00</b>
3/21/2024	Karen Murawski	\$1,088.77
3/21/2024	Daniel Trampe	\$250.00
	<b>Journal Totals – Community Room Bench</b>	<b>\$1,338.77</b>
1/4/2024	Thomas Huber	\$125.00
1/8/2024	Daniel Hay	\$2,000.00
	<b>Journal Totals – EMS</b>	<b>\$2,125.00</b>
1/26/2024	Kelmann Cares Foundation Inc.	\$2,500.00
3/4/2024	Mary Ann Steckhan	\$622.00
7/30/2024	Franklin Lioness Club	\$300.00
	<b>Journal Totals – Fire Miscellaneous</b>	<b>\$3,422.00</b>
5/10/2024	Data Financial, Inc.	\$500.00
5/16/2024	Franklin Education Foundation Inc.	\$100.00
5/21/2024	Point After LLC	\$100.00
5/29/2024	James Bild	\$100.00
5/30/2024	Crossroads Pizza & Subs	\$300.00
5/30/2024	Faith Presbyterian Church, Inc.	\$100.00
6/26/2024	Khalek Building Services	\$1,000.00

7/9/2024	Max A Sass & Sons Funeral Homes	\$500.00
7/9/2024	Ricely Restaurant Group – McDonalds	\$500 00
7/12/2024	Vanessa Garner	\$100 00
7/30/2024	Northwestern Mutual	\$2,000 00
7/30/2024	Landmark Credit Union	\$500.00
8/15/2024	Go Riteway Transportation	\$100.00
8/15/2024	North Shore Bank	\$500.00
8/15/2024	Waukesha County Community Foundation	\$2,500.00
11/22/2024	North Shore Bank	\$150 00
	<b>Journal Totals – Crime Prevention</b>	<b>\$9,050.00</b>

3/14/2024	Elaine Sievert	\$100.00
6/5/2024	Claire Meadows	\$20 00
7/10/2024	Carma Laboratories Inc	\$500.00
7/10/2024	MGA Research Corporation	\$250.00
7/15/2024	Jena Milstead	\$100.00
7/19/2024	Dennis Rau Memorium	\$915.00
7/19/2024	Susan Timlin	\$50 00
7/19/2024	James & Janice Rau	\$25.00
7/19/2024	Christine Parent	\$25 00
7/19/2024	Thomas & Karen Luckey	\$25.00
7/19/2024	Michael & Martha Norman	\$50 00
7/19/2024	Paul & Barbara Quade	\$50.00
7/19/2024	Lisa & Steve Kraft	\$100 00
7/19/2024	Dennis & Linda Mersenski	\$100.00
7/19/2024	Christine & Jeremy Sikkert	\$100.00
7/19/2024	Timothy & Sandra Laurishke	\$100.00
7/19/2024	Matt Kulka	\$200.00
7/22/2024	Thomas Mucci	\$20 00
7/25/2024	Richard Rau	\$100 00
7/25/2024	Susan Rau	\$250.00
7/30/2024	Dorothy & Daniel Schmidt	\$40.00
10/25/2024	Elaine Sievert	\$200.00
11/12/2024	Sharon & Otto Stengel	\$250.00
12/4/2024	Cynthia Bores	\$20.00
12/9/2024	Maribeth Dettlaff	\$50.00
12/11/2024	Richard Ertel	\$25.00
	<b>Journal Totals – Canine Donations</b>	<b>\$3,665.00</b>

8/14/2024	Franklin Lions Club Foundation	\$600 00
	<b>Journal Totals – Lions Legend Park Trees</b>	<b>\$600.00</b>

1/4/2024	Thomas Huber	\$125.00
1/10/2024	Rose Purpero Spank	\$1,000 00
1/10/2024	Daniel Hay	\$5,000.00



2/27/2024	Sean Patyk	\$20.00
3/14/2024	Curtis Goens	\$20.00
3/15/2024	Marc Friedrich	\$10.00
4/2/2024	Sean Patyk	\$16.00
4/12/2024	Phillip Martinez	\$10.00
4/29/2024	Khalek Building Services, LLC	\$1,500.00
5/1/2024	Jeisson Cuellar	\$16.00
5/10/2024	Gary Wallace	\$10.00
5/30/2024	Franklin Lions Club Foundation	\$171.77
6/7/2024	Timothy Patterson	\$200.00
7/2/2024	Franklin Lioness Club	\$300.00
7/10/2024	Jujhar LLC	\$500.00
7/19/2024	Marc Friedrich	\$20.00
7/19/2024	Jeisson Cuellar	\$30.00
7/19/2024	Dan Morris	\$20.00
7/19/2024	Jason Fincel	\$150.00
7/22/2024	Sean Patyk	\$10.00
9/13/2024	AJ Greenberg	\$4.50
9/17/2024	AJ Greenberg	\$5.00
9/20/2024	Timothy Patterson	\$200.00
10/14/2024	Franklin Noon Lions Charities Inc	\$1,000.00
10/29/2024	Steve Hintz	\$40.00
12/27/2024	Walmart	\$2,000.00
	<b>Journal Totals – Police Donations</b>	<b>\$12,378.27</b>
2/6/2024	Ascension Health Center	\$750.00
2/6/2024	Midwest Orthopedic Specialty Hospital	\$750.00
7/11/2024	Health Department	\$2,250.00
8/5/2024	Franklin Lioness Club	\$300.00
	<b>Journal Totals – Health Department</b>	<b>\$4,050.00</b>
9/5/2024	Kendor Corporation	\$225.00
9/10/2024	Foth Infrastructure & Environment	\$175.00
9/10/2024	Verna & Leonard Fox	\$100.00
9/10/2024	BTL Pallet Corp	\$225.00
9/10/2024	Pen & Ink of Milwaukee, Inc	\$225.00
9/16/2024	Vicki Stram Kipfmueller	\$350.00
9/19/2024	Hupneumat Inc	\$175.00
9/23/2024	Rawson Pub	\$225.00
9/25/2024	Irish Cottage	\$700.00
9/25/2024	Urban Heating and Cooling	\$350.00
9/26/2024	Data Financial, Inc	\$225.00
10/2/2024	Max A Sass & Sons Funeral Home	\$175.00
10/28/2024	On the Border	\$700.00
11/26/2024	Jodi Vandenboom	\$50.00
	<b>Journal Totals – Fire Safety Schools</b>	<b>\$3,900.00</b>

3/5/2024	Nick Blando	\$40 00
3/11/2024	Janet Sopa	\$40 00
4/24/2024	Myra Orlofski	\$100.00
5/16/2024	Melissa Barber-Searl	\$5 00
7/1/2024	Franklin Lioness Club	\$100 00
7/30/2024	Desarae Harwood	\$40.00
8/5/2024	Brandon Wasemiller	\$50.00
9/30/2024	Stephen Solomon	\$80.00
10/18/2024	Saputo	\$50,000.00
11/5/2024	Sandy Miller	\$40.00
12/18/2024	Jon McNamara	\$40 00
	<b>Journal Totals – Kayla’s Playground</b>	<hr/> <b>\$50,535.00</b>
1/2024-12/2024	Civic Celebrations	\$23,733.00
	<b>Journal Totals – Civic Celebrations Fund</b>	<hr/> <b>\$23,733.00</b>
	<b>Total Donations</b>	<b>\$121,458.42</b>

**COUNCIL ACTION REQUESTED**

Motion to acknowledge and accept donations received for January – December, 2024 from various Franklin residents and businesses

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE 04/02/2025</b>
<b>LICENSES AND PERMITS</b>	<b>MISCELLANEOUS LICENSES</b>	<b>ITEM 02/NUMBER H.</b>

See attached License Committee Meeting Minutes from the License Committee Meeting of April 2, 2025.

**COUNCIL ACTION REQUESTED**

Approval of the Minutes of the License Committee Meeting of April 2, 2025.



414-425-7500

**License Committee Agenda\***  
**Franklin City Hall Inspection Conference Room**  
**9229 West Loomis Road, Franklin, WI**  
**April 2, 2025 – 5:20 p.m.**

1.	<b>Call to Order &amp; Roll Call</b>	<b>Time:</b>		
2.	<b>Applicant Interviews &amp; Decisions</b>			
		<b>Recommendations</b>		
<b>Type/ Time</b>	<b>Applicant Information</b>	<b>Approve</b>	<b>Hold</b>	<b>Deny</b>
<b>Extraordinary Entertainment &amp; Special Event 5:20 p.m.</b>	<b>ROC Ventures – Fireworks post Milkmen Games – 2025</b> Person in Charge: Christ Conley Location: 7035 S. Ballpark Dr. – Franklin Field Dates of Event: 5/9, 5/23, 5/30, 6/3, 7/3, 7/11, 8/1, 8/2, 8/8 2025			
<b>Extraordinary Entertainment &amp; Special Event 5:20 p.m.</b>	<b>ROC Ventures – Umbrella Bar 2025 Summer Concert Series</b> Person in Charge: Carinn Hoffman Location: 7005 S. Ballpark Dr. – Umbrella Bar Dates of Event: 5/31, 6/7, 6/14, 6/21, 6/28, 7/3, 7/4, 7/5, 7/12, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23, 8/30, 9/6, 9/13, 9/20 and 9/27 - 2025			
<b>Extraordinary Entertainment &amp; Special Event 5:20 p.m.</b>	<b>ROC Ventures – Tacos &amp; Tequila/Phase Fest Concerts – 2025</b> Person in Charge: Social House Entertainment and Carinn Hoffman from ROC Ventures Location: 7035 S. Ballpark Dr. – Franklin Field Dates of Event: Saturday & Sunday, 9/13 & 9/14/2025			
<b>Extraordinary Entertainment &amp; Special Event 5:20 p.m.</b>	<b>ROC Ventures – The Hill Has Eyes Haunted Attraction 2025</b> Person in Charge: Carinn Hoffmann Location: 7005 S. Ballpark Dr. – Ballpark Commons Dates of Event: Fridays & Saturdays, 9/26 through 11/1/2025; Sundays for Family-oriented Events, 9/28 through 11/2/2025			
<b>Operator 2024-2025 New</b>	<b>Xavier Mendoza</b> Milwaukee Burger Company			
<b>Operator 2024-2025 New</b>	<b>Nithin Pampati</b> Andy's on Ryan Rd			

<b>Operator          2024-2025          New</b>	<b>Preet Singh</b> Andy's on Ryan Rd			
<b>Operator          2025-2026          Renewal</b>	<b>Dan Crass</b> Franklin Noon Lions			
<b>Operator          2025-2026          Renewal</b>	<b>Jennifer Deputy</b> Root River Center			
<b>Operator          2025-2026          Renewal</b>	<b>Anthony Megna</b> Franklin Civic Celebration Committee			

\*Notice is given that a majority of the Common Council may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per State ex rel. Badke v. Greendale Village Board, even though the Common Council will not take formal action at this meeting.

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<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE 4/2/2025</b>
<b>Bills</b>	<b>Vouchers and Payroll Approval</b>	<b>ITEM NUMBER I</b>

Attached are vouchers dated March 14, 2025 through March 27, 2025 Nos. 202093 through Nos. 202240 in the amount of \$ 1,540,203.25. Also included in this listing are EFT Nos. 6013 through EFT Nos. 6029, Library vouchers totaling \$ 19,232.76, Tourism vouchers totaling \$ 34,820.00, Water Utility vouchers totaling \$ 42,234.94 and Property Tax Refunds in the amount of \$ 8,399.46. Voided checks in the amount of \$ (300.00) are separately listed.

Early release disbursements dated March 14, 2025 through March 26, 2025 in the amount of \$ 865,507.88 are provided on a separate listing and are also included in the complete disbursement listing. These payments have been released as authorized under Resolutions 2013-6920, 2015-7062 and 2022-7834.

Attached are property tax disbursements, EFT Nos. 547 through Nos. 548 dated March 17, 2025 and March 24, 2025 in the amount of \$ 8,931.79. These payments have been released as authorized under Resolutions 2013-6920, 2015-7062 and 2022-7834.

The net payroll dated March 21, 2025 is \$ 464,952.97, previously estimated at \$ 483,000. Payroll deductions dated March 21, 2025 are \$ 511,692.79, previously estimated at \$ 564,000.

The estimated payroll for April 4, 2025 is \$ 480,000 with estimated deductions and matching payments of \$ 266,000.

### **COUNCIL ACTION REQUESTED**

Motion approving the following

- City vouchers with an ending date of March 27, 2025 in the amount of \$ 1,540,203.25
- Payroll dated March 21, 2025 in the amount of \$ 464,952.97 and payments of the various payroll deductions in the amount of \$ 511,692.79 plus City matching payments and
- Estimated payroll dated April 4, 2025 in the amount of \$ 480,000 and payments of the various payroll deductions in the amount of \$ 266,000, plus City matching payments.

**ROLL CALL VOTE NEEDED**