



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
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December 20, 2011

The Honorable Mayor Dan Devine
and Members of the Common Council
7525 W. Greenfield Avenue
West Allis WI 53214

SUBJECT: West Allis Community Improvement Foundation Funds for the
West Allis Historical Commission

Dear Mayor Devine and Common Council Members:

This letter is to request the establishment of a City finance account for the West Allis Historical Commission. This account would record the receipts and the expenditures for the West Allis Historical commission, including the City-owned Historic Log Cabin at Honey Creek Park, the West Allis Settlers Weekend programs and activities, and the administrative operations of the Historical Commission itself.

These matters were originally established under the auspices of the West Allis Community Improvement Foundation, and for many years, everything has been processed through the Foundation. Even though these matters have been under the financial supervision of the Foundation all this time, the activities of the Historical Commission have been fully a part of the City and supported by the City's Department of Development for many years. The staff person assigned to support the Historical commission most of this time has been Shaun Mueller.

Since the activities of the Historical Commission now operate completely as a part of the City and not the Foundation, it is timely and appropriate to transfer the Historical Commission's funds of the West Allis Community Improvement Foundation over to the City. With the transfer of the funds over to the City, the financial operations and programming activities will be consolidated and integrated together. The current balance of the West Allis Community Improvement Foundation funds to be transferred to the new City Historical Commission account is \$5,983.43. Said funds will be transferred no later than December 31, 2011 and deposited with the City on or about January 1, 2012.

Future sales and contributions for this program will be deposited directly in the City account. However, if any person wants to contribute to the Foundation for the Historical Commission for tax deduction purposes, the Foundation can accept the funds initially and transfer them immediately to the City account.

Thank you for your consideration of this request. If you have any questions or need further information or clarification, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Paul M. Ziebler".

Paul M. Ziebler,
City Administrative Officer, Clerk/Treasurer

PMZ:jfw
cc: John Stibal
Shaun Mueller
Kris Moen

ADM\ORDRES\MCC.HistComm FinAcct 122011