



IMPORTANT NOTICE: A \$25 FILING FEE MUST ACCOMPANY THIS APPEAL, WITHIN 30 DAYS OF ASSESSED CHARGES.
Checks should be made payable to: City of Milwaukee and a copy of the bill should be included with your appeal.

IMPORTANT NOTICE FOR CUSTOMERS PAYING BY CHECK

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

IF THE CHARGES HAVE ALREADY APPEARED ON YOUR TAX BILL, THIS APPEAL CANNOT BE FILED

PLEASE READ CAREFULLY:

This Board may only determine if the City Department followed proper administrative procedures. It cannot hear appeals as to whether a Building Order is valid or not (those must be appealed to the Standards and Appeals Commission).

TO: Administrative Review Appeals Board
City Hall, Rm. 205
200 E. Wells St.
Milwaukee, WI 53202
(414) 286-2231

DATE: 10-31-25

RE: 2615 N 48th St
(Address of property in question)

Pursuant to Chapter 68 of the Wisconsin Statutes and Section 320-11 of the Milwaukee Code of Ordinances, this is a written petition for appeal and hearing.

I am appealing the administrative procedure followed by Dept. of Neighborhood Services
(Name of City Department)

Amount of the charges \$ 52.58

Charge relative to: 1. 6% training & technology surcharge

I feel the City's procedure was improper due to the following reasons and I have attached any supporting evidence, including city employee's names/dates which I spoke to regarding this issue and copies of any city orders received:

see Attached

Signature

Name (please print)

2615 N 48th St 53210 (414) 704-5867

Mailing address and zip code

Daytime phone number

sehender72@gmail.com

Subject: Appeal of Solid Waste Violation Charge for 2615–2617 N 48th St

Dear Department of Neighborhood Services,

I, **Shanina E. Henderson**, am writing to formally appeal the charge of **\$52.58** related to a Solid Waste Violation notice posted on **September 22, 2025**, by Inspector **SAMU** for my property at **2615–2617 N 48th Street**.

According to the notice, I was given **24 hours** from the date of posting to clean the property and contact the inspector, or a contractor could be dispatched to clean at my expense. I promptly **cleaned the property within the 24-hour period**, but unfortunately **misplaced the notice** and therefore failed to contact the inspector afterward. I assumed that once the property was visibly cleaned, no contractor services would be necessary.

On **October 14, 2025**, I received a letter stating that a **\$52.58** fee had been assessed for the “cost to correct the nuisance,” including a 1.6% training and technology surcharge. When I spoke with a staff member from your office on **October 17, 2025**, I was informed that the contractor found the property already cleaned and did not need to perform any work. I was also told that the fee was charged simply for the contractor’s visit to the property. It was not verbally stated to me that the charge was for training and technology surcharge.

However, the original violation notice clearly stated that charges would apply only if a contractor had to clean the property. It did not indicate that a fee would be charged merely for a contractor’s site visit when no cleanup was necessary.

Given that:

1. The property was cleaned within the required 24-hour period,
2. No work was performed by the contractor, and
3. The notice did not specify a fee for contractor attendance,

I respectfully request that the **\$52.58 charge be reviewed and waived**.

As a responsible and tax-paying property owner, I take pride in maintaining my property and complying with city requirements. I appreciate your time and consideration in reviewing this matter and look forward to your favorable response.

Sincerely,
Shanina E. Henderson



Department of Neighborhood Services
Inspectional Services for health, safety and neighborhood improvement

October 14, 2025

Jezamil Arroyo-Vega
Commissioner

Michael Mazmanian
Deputy Commissioner

SHANINA E HENDERSON
2615 N 48TH ST
MILWAUKEE, WI 53210

Record ID # GBGCO-25-04011

Re: 2617 N 48TH ST

TAXKEY #: 3280218000

You were notified by the Department of Neighborhood Services to correct a garbage and litter nuisance code violation at 2617 N 48TH ST. You failed to do so within the time prescribed in the order so the City corrected the violation.

The cost to correct the nuisance was \$52.58. This fee includes a 1.6% training and technology surcharge. As indicated in the original order, this charge if unpaid will be placed on the property tax bill. If you wish to pay this amount rather than to have it appear on your tax bill, you may do so before September 15, 2026 at this address or pay online at <http://milwaukee.gov/lmsPay>:

Department of Neighborhood Services
Attn: Cashier
841 N. Broadway, Room 105
Milwaukee, WI 53202

Checks should be made payable to the City of Milwaukee for the amount listed above.
Please enclose a copy of this notice with your payment.

If you have any questions or feel this letter was issued in error, please call 414-286-5771 to have this matter reviewed. A review does not extend the time to appeal.

If you wish to formally appeal this charge you must file that appeal within 30 days of the date of this letter. It must be filed with the: Administrative Review and Appeals Board, Office of the City Clerk, Room 205 City Hall, 200 E Wells Street, Milwaukee Wisconsin 53202, 414-286-2221. Please contact them to obtain the proper application form. There is a \$25 fee required when filing this appeal.

Please be advised that if you have filed for bankruptcy, this letter is for informational purposes and is not intended to be construed as an attempt to collect a debt during the pendency of your bankruptcy as other conditions may apply.

Recipients:

SHANINA E HENDERSON, 2615 N 48TH ST, MILWAUKEE, WI 53210



Receipt of ARBA Fee

Date:	10/31/25
Received Of:	Shanina Henderson
Property at:	2617 N. 48 th St.
Received By:	LME
Check # (If Applicable):	2281
Amount:	\$25.00

2025 OCT 31 PM12:52
MKE CITY CLERK - RCV'D