



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) 286-2221

DATE: 1/20/2026

RE: 2331 E. Newberry Blvd.
(Address of property in question)

Under ch. 68, Wis. Stats., s. 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 Department of Public Works - Operations
(Name of City Department)

Amount of the charges \$ 429.85

Charge relative to: 116-8

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:

- Special charge posting on door stated \$ 50.00 charge for failure to remove snow/ice.
- Bill sent 1/14/26 states charges of \$ 429.85
- No removal by city was completed on our property and these charges both reflect the same date (12/16/25)
- Unclear based on text of 116-8 ordinance where this extra \$379.85 is being calculated from.

Signature

David Glaubke
Name (please print)

2331 E. Newberry Blvd. 53211 (262) 483-9625
Mailing address and zip code Daytime phone number



Department of Public Works - Operations Division
Zeidler Municipal Building - -
TELEPHONE:

Make check payable to the City of Milwaukee. Check payments must be payable in U.S. dollars and be drawn on a U.S. bank. Payment receipt is only valid after check payment clears all banks.
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.

January 14, 2026

DAVID GLAUBKE
KIP MENTZER
2331 E NEWBERRY BLVD
MILWAUKEE, WI 53211

Record ID: PWCF-25-10847
Violation: Sidewalk Snow/Ice
Address: 2331 E NEWBERRY BL
Taxkey: 3161230000
Notice Date: 12/16/2025
Amount Due: \$\$429.85

Your property has been found in violation of City of Milwaukee Ordinance No. 116-8, sidewalks to be kept clean. \$429.85 is now due. Future violations of this ordinance will result in escalating fees.

Please take action now to pay this special assessment.

Pay Online

(Credit /Debit Card or E-Check)
milwaukee.gov/dpwpayment
Enter the Record ID # found on the coupon below.

Pay In Person

(Cash or Check only)
Present coupon below with payment during normal working hours:
OFFICE OF THE CITY TREASURER
AT CITY HALL

Pay by Mail

(Check or Money Order only)
Send coupon below with check or money order to:
OFFICE OF THE CITY TREASURER
200 E WELLS ST

If not paid within 30 days, an additional \$10 administrative fee will be incurred and added to your next property tax bill. If you fail to pay the full amount of your property tax bill, including the special assessments and charges, your property will be eligible for in rem tax foreclosure action by the City of Milwaukee under Section 75.521, Wisconsin State Statutes, or you may be subject to a personal civil action by the City of Milwaukee under Section 74.53, Wisconsin State Statutes.

To appeal these charges, print the appeal application available online at milwaukee.gov/appealform . You may also request an appeal application by calling (414) 286-CITY(2489). Return the appeal application along with the \$25 appeal filing fee to the Administrative Review Appeals Board, 200 E Wells St, Rm 205, within 120 days of the date of this letter.

By law, written notification to property owners/tenants in violation of this ordinance is not required. As a courtesy, a notice was posted on your property (unless that property is a vacant lot) for compliance. To sign up for email notifications of Forestry and Sanitation Services property violations; visit milwaukee.gov/enotify and subscribe to location based service notifications.

If you have any questions regarding these charges, please contact the City of Milwaukee Call Center at (414) 286- CITY

Receipt of ARBA Fee

Date:	2/3/2026
Received Of:	David Glaubke KIP Mentzer
Property at:	2331 E Newberry BL
Received By:	Joanna Urtiz
Check # (If Applicable):	Ck#cash By Mail
Amount:	\$25.00