

**Office of the City Clerk**

Janice M. Johnson-Martin  
City Clerk/ Treasurer

Tara McMenamini  
Assistant Clerk/ Treasurer



**City of Racine,  
Wisconsin**

Certified Mail

City Hall  
730 Washington Avenue  
Racine, Wisconsin 53403  
(262) 636-9171  
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Email: clerk@cityofracine.org

July 21, 2016

Viola C. Ellis  
1703 Boyd Avenue  
Racine, WI 53405

Re: Your Claim Against the City of Racine

To Whom It May Concern,

At its meeting on July 19, 2016, the Common Council of the City of Racine considered your claim in the amount of \$4,811.43 and disallowed it under item 0558-16 of the Finance and Personnel Committee Report.

Please be advised that no lawsuit may be brought on this claim against the City or any of its officials, officers, agents or employees after six (6) months from the date of receipt of this letter.

**If your claim is for \$10,000.00 or less, you can file a small claims action at the courthouse if you wish to pursue the matter further. If it is for more than \$10,000.00, you should see an attorney of your choice regarding a circuit court action.**

If you have any further questions on this claim, contact the City Attorney's Office at 636-9115.

Sincerely,

Janice M. Johnson-Martin  
City Clerk / Treasury Manager  
City of Racine

Certified and USPS