

**CITY OF WHITEWATER  
COMMON COUNCIL AGENDA**

Common Council Meeting

**Thursday, February 17, 2011 – 6:30 p.m.**

City of Whitewater Municipal Building Community Room  
312 W. Whitewater Street Whitewater, Wisconsin

**CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE.**

**CONSENT AGENDA:**

CA-A	Approval of Council Minutes of February 7, 2011.
CA-B	Approval of Payment of Invoices Processed through 2/10/11.
CA-C	Acknowledgment of Receipt and Filing of: * Police Department Consolidated Monthly Report for December, 2010. * Park and Recreation Minutes of 12/6/2010. * Urban Forestry Minutes of 9/29/10, 10/12/10, 11/9/2010, and 12/21/2010. * Report of Manually-Produced Checks for January, 2011. * Plan Commission Minutes of 12/13/2010. * Tech Park Minutes of 11/10/10, 12/08/10 and 1/12/11.
CA-D	Expedited approval of the following items, per city staff recommendation: R-1, C-3

**REPORTS:**

DTWW	1) Annual Report from Downtown Whitewater Director
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**HEARING OF CITIZEN COMMENTS.** No formal Common Council Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three- minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Council discusses that particular item.

**RESOLUTIONS:**

*R-1	Action on CDBG Resolution Adopting a Citizen Participation Plan [North Street Project] (DPW Director Request).
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**ORDINANCES: First Reading - NONE**

**ORDINANCES: Second Reading - NONE**

**CONSIDERATIONS:**

C-1	Approval of request from Transient Merchant Justin Nothem, to be able to sell from a food cart on sidewalk adjacent to Cravath Lake Park.
C-2	Approval of Engineering Services Contract for Reconstruction of the Five Points Intersection (DPW Director Request)
*C-3	Approval of Change Order #7 for Wastewater Equipment Project 4-2009 (DPW Director Request)
C-4	Donation of Retired Fire Engine #1222 to Gateway Technical College. (City Manager Request)
C-5	Discussion and possible direction regarding City planning process and related fees. (City Manager Request)
C-6	Councilmember Requests for Future Agenda Items.
C-7	EXECUTIVE SESSION. Adjourn to EXECUTIVE SESSION, not to reconvene, per Wisconsin Statutes 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." Item to be Discussed: Annual City Manager Performance Evaluation.

\*Items denoted with asterisks will be approved on the Consent Agenda unless any council member requests that it be removed for individual discussion.

## MEMORANDUM

**TO:** Common Council

**FROM:** Kevin Brunner, City Manager

**DATE:** February 11, 2011

**RE:** Comments on February 17, 2011 Agenda Items

1. **Action on CDBG Resolution Adopting a Citizen Participation Plan.** This resolution is required as part of the Community Development Block Grant funding application that we will be filing for the North Street Project. As I announced at this past week's Council meeting, we are optimistic that we will be able to get a CDBG grant ranging between 30-40% of the total cost of the North Street Project. I recommend approval.
2. **Approval of request from Transient Merchant Justin Nothem, to be able to sell from a food cart on sidewalk adjacent to Cravath Lake Park.** This request has been approved by the Park & Rec Board and I also recommend that this request be approved.
3. **Approval of Engineering Services Contract for Reconstruction of the Five Points Intersection.** I recommend approval to go forward so that we can reconstruct this intersection as planned during the upcoming construction season.
4. **Approval of Change Order #7 for Wastewater Equipment Project 4-2009.** Recommend approval. This project will be completed on time and within budget and this change order is necessary for the completion of the project.
5. **Donation of Retired Fire Engine #1222 to Gateway Technical College.** Fire Chief Gregoire approached me with the idea of donating retired Fire Engine #1222 to Gateway Technical College so that they could use it as part of their Fire Science training courses. Unfortunately, we can neither trade this engine in nor sell it to another fire department due to the federal rules that come along with the grant that was received for this engine replacement. We can, however, sell such fire engines to a private collector and just this week we did receive an inquiry from a person in Janesville who is interested in possibly purchasing this fire engine for a private collection. At this time, I am asking that the Council discuss the merits of either donating this fire engine to Gateway or going through a process of soliciting interest for the possible private sale of the engine. We could possibly get a few thousand dollars from the sale of this engine. I think that given our current financial situation it would be well worth the effort to do so.
6. **Discussion and possible direction regarding City planning process and related fees.** Per the direction of the Common Council, since the Van de Walle & Associates contract for city planning services was extended for another three years, city staff and I have been engaged in discussions with Van de Walle to streamline and improve our planning process as well as the related fees to both the city and to developers. Van de Walle and city staff have prepared a couple documents that outline how our planning process could be improved in the future as well as how fees could be reduced as well. The Plan and Architectural Review Commission is scheduled to review these documents at its meeting on February 14<sup>th</sup>. I anticipate that there will be some recommendations

coming from the Commission to the Council so that the Council can discuss our city planning process and related fees further and provide future direction to city staff regarding implementation.

If any of you have any questions regarding these agenda items please free to contact me.

**ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL  
ACTIONS OF THE COMMON COUNCIL OF THE CITY OF WHITEWATER,  
WALWORTH AND JEFFERSON COUNTIES, WISCONSIN.**

CA-A

February 7, 2011

The regular meeting of the Common Council was called to order at 6:30 p.m. by Council President Singer. MEMBERS PRESENT: Singer, Kienbaum, Olsen, Stewart, Winship. MEMBERS ABSENT: Butler, Binnie. LEGAL COUNSEL PRESENT: Wallace McDonell.

It was moved by Olsen and seconded by Winship to approve the Council Minutes of January 18, 2011 and to acknowledge receipt and filing of the Technology Park Board Minutes of 11/10/10 and 12/8/2010 and the CDA Minutes of 12/13/10 and 12/22/10. AYES: Olsen, Winship, Singer, Kienbaum, Stewart. NOES: None. ABSENT: Binnie, Butler.

**APPROVAL OF PAYMENT OF INVOICES.** It was moved by Olsen and seconded by Winship to approve the payment of city invoices in the total sum of \$300,664.45. AYES: Olsen, Winship, Singer, Kienbaum, Stewart. NOES: None. ABSENT: Binnie, Butler.

**REPORTS.** City Manager Brunner updated Council on the status of the Technology Park and Innovation Center, as well as the status of the North Street Bridge / Improvement Project. CDA Coordinator Nimm presented her quarterly report to Council. The Downtown Whitewater Quarterly Report was delayed.

**CITIZEN COMMENTS:** None.

**SECOND READING OF ORDINANCE ADOPTING EMERALD ASH BORER MANAGEMENT PLAN.**

**ORDINANCE NO. 1813A - Final  
ORDINANCE ADOPTING THE CITY OF WHITEWATER  
EMERALD ASH BORER MANAGEMENT PLAN**

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do hereby ordain as follows:

**Section 1.** Whitewater Municipal Code Chapter 12, Section 12.24.045 is hereby created to read as follows:

**12.24.045 Adoption of the City of Whitewater Emerald Ash Borer Management Plan.**

- a. The City of Whitewater Emerald Ash Borer Management Plan, and all amendments and supplements thereto, are hereby adopted and made a part of this section.
- b. The Emerald Ash Borer Management Plan shall serve as a guide for local response to an emerald ash borer infestation.

**Section 2.** This ordinance shall take effect upon passage and publication as provided by law.

Ordinance introduced by Council member Olsen, who moved its adoption. Seconded by Council member Winship AYES: Olsen, Winship, Singer, Kienbaum, Stewart. NOES: None. ABSENT: Binnie, Butler. APPROVED: February 7, 2011.

Kevin M. Brunner, City Manager

Michele R. Smith, City Clerk

**RECOMMENDATION FROM COMMUNITY DEVELOPMENT AUTHORITY FOR AMENDMENT TO TIF 4 (DISTRESSED TIF).** The CDA has recommended approval of the amendment to TIF 4 (to create a Distressed TIF District). It was moved by Winship and seconded by Olsen to approve the Amendment to TIF #4 as presented. AYES: Olsen, Winship, Singer, Kienbaum, Stewart. NOES: None. ABSENT: Binnie, Butler.

**AMENDMENT TO THE STRAND CONTRACT FOR BIDDING AND CONSTRUCTION SERVICES FOR THE WASTEWATER TREATMENT BIOGAS PROJECT.** It was moved by Olsen and seconded by Winship to approve Amendment No. 1 to the Strand Associates Agreement for Design and Construction Related Services for the Biogas Boiler project, in a sum not to exceed \$85,900. AYES: Olsen, Winship, Singer, Kienbaum, Stewart. NOES: None. ABSENT: Binnie, Butler.

**APPROVAL OF MEMORANDUM OF UNDERSTANDING (“MOU”) BETWEEN CITY AND CDA AND WHITEWATER UNIVERSITY TECHNOLOGY PARK FOR OPERATION OF WHITEWATER INNOVATION CENTER AND TECHNOLOGY PARK.** City Manager Brunner presented a MOU relating to the operation of the Innovation Center and Technology Park. It was acknowledged that the proposed agreement was for an interim one-year period, to allow the parties to develop and agree to a more permanent agreement. Councilmember Singer preferred to delay approval until all details were worked out. It was moved by Olsen and seconded by Stewart to approve the “interim” Memorandum of Understanding between the CDA and the Whitewater University Technology Park. AYES: Olsen, Winship, Kienbaum, Stewart. NOES: Singer. ABSENT: Butler, Binnie.

**COUNCILMEMBER REQUEST FOR FUTURE AGENDA ITEMS.** None

**ADJOURNMENT.** It was moved by Olsen and seconded by Kienbaum to adjourn the meeting. AYES: Olsen, Winship, Singer, Kienbaum, Stewart. NOES: None. ABSENT: Binnie, Butler. The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Michele R. Smith,  
City Clerk

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
<b>A T &amp; T</b>						
1710	A T & T	1710-021611	GEN BLDG/PHONE	02/16/2011	27.11	100-51600-225
Total A T & T:					27.11	
<b>ACCURATE APPRAISAL LLC</b>						
4952	ACCURATE APPRAISAL LLC	FEBRUARY 20	GEN ADMN/FEB SVC	02/16/2011	3,110.00	100-51400-219
Total ACCURATE APPRAISAL LLC:					3,110.00	
<b>ACL</b>						
2736	ACL	201012-0	POLICE PATROL/OPERATING S	02/16/2011	35.00	100-52110-340
Total ACL:					35.00	
<b>ADVANCE PRINTING INC</b>						
1295	ADVANCE PRINTING INC	13899	WATER/UTILITY BILLS	02/16/2011	114.00	610-61921-310
1295	ADVANCE PRINTING INC	13899	WASTEWATER/UTILITY BILLS	02/16/2011	114.00	620-62820-310
1295	ADVANCE PRINTING INC	13899	STORMWATER/UTILITY BILLS	02/16/2011	114.00	630-63300-310
Total ADVANCE PRINTING INC:					342.00	
<b>AIRWAY SALES INC</b>						
641	AIRWAY SALES INC	16908	LIBRARY/FILTERS	02/16/2011	123.48	100-55111-244
641	AIRWAY SALES INC	16908	GEN BLDG/FILTERS	02/16/2011	444.32	100-51600-244
Total AIRWAY SALES INC:					567.80	
<b>APCO INTERNATIONAL INC</b>						
6134	APCO INTERNATIONAL INC	361894	POLICE ADMN/DUES	02/16/2011	69.00	100-52100-320
Total APCO INTERNATIONAL INC:					69.00	
<b>AT&amp;T</b>						
3917	AT&T	3917-021611	GEN BLDG/PHONE	02/16/2011	570.79	100-51600-225
3917	AT&T	3917-021611	SHOP/PHONE	02/16/2011	33.58	100-53230-241
3917	AT&T	3917-021611	LIBRARY/PHONE	02/16/2011	83.94	100-55110-225
3917	AT&T	3917-021611	SENIORS/INTERNET	02/16/2011	31.65	100-55310-340
3917	AT&T	3917-021611	WATER/PHONE	02/16/2011	83.94	610-61921-310
3917	AT&T	3917-021611	WASTEWATER/DIALER	02/16/2011	41.97	620-62830-356
3917	AT&T	3917-021611	WASTEWATER/PHONE	02/16/2011	8.39	620-62820-225
3917	AT&T	3917-021611	CABLE/PHONE	02/16/2011	16.79	200-55110-225
3917	AT&T	3917-021611	GEN BLDG/PHONE	02/16/2011	273.72	100-51600-225
3917	AT&T	3917-021611	LIBRARY/PHONE	02/16/2011	46.22	100-55110-225
3917	AT&T	3917-021611	CABLE/PHONE	02/16/2011	128.57	200-55110-225
Total AT&T:					1,319.56	
<b>AT&amp;T LONG DISTANCE</b>						
4746	AT&T LONG DISTANCE	4746-021611	SAFETY BDLG/PHONE	02/16/2011	10.85	100-51600-225
4746	AT&T LONG DISTANCE	4746-021611	LIBRARY/PHONE	02/16/2011	25.91	100-55110-225
4746	AT&T LONG DISTANCE	4746-021611	STREET/PHONE	02/16/2011	12.44	100-53230-241
4746	AT&T LONG DISTANCE	4746-021611	WATER/PHONE	02/16/2011	6.03	610-61921-310

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net invoice Amount	GL Account Number
4746	AT&T LONG DISTANCE	4746-021611	WASTEWATER/PHONE	02/16/2011	13.34	620-62820-225
Total AT&T LONG DISTANCE:					68.57	
<b>CARQUEST AUTO PARTS</b>						
21	CARQUEST AUTO PARTS	21-021611	STREET/REPAIR PARTS	02/16/2011	671.12	100-53230-352
21	CARQUEST AUTO PARTS	21-021611	WATER/CHEMICAL LINE PROT	02/16/2011	2.59	610-61630-350
Total CARQUEST AUTO PARTS:					673.71	
<b>CDW GOVERNMENT INC</b>						
1234	CDW GOVERNMENT INC	WDZ7117	POLICE ADMN/OPERATING SU	02/16/2011	23.01	100-52100-340
1234	CDW GOVERNMENT INC	WFB0965	POLICE ADMN/OPERATING SU	02/16/2011	24.77	100-52100-340
Total CDW GOVERNMENT INC:					47.78	
<b>COUNTRY SALLY'S</b>						
1807	COUNTRY SALLY'S	MCVEIGH	POLICE ADMN/OPERATING SU	02/16/2011	41.00	100-52100-340
Total COUNTRY SALLY'S:					41.00	
<b>DALEE WATER CONDITIONING</b>						
208	DALEE WATER CONDITIONING	208-021611	GEN BLDG/BLDG MAINTENANC	02/16/2011	26.76	100-51600-355
208	DALEE WATER CONDITIONING	208-021611	RESCUE/OPERATING SUPPLIE	02/16/2011	18.96	100-52300-340
Total DALEE WATER CONDITIONING:					45.72	
<b>DIVERSIFIED BENEFIT SVC INC</b>						
4192	DIVERSIFIED BENEFIT SVC INC	122665	FINANCE/ANNUAL ENROLLMEN	02/16/2011	222.00	100-51500-217
Total DIVERSIFIED BENEFIT SVC INC:					222.00	
<b>DIVERSIFIED BUILDING MTN</b>						
1809	DIVERSIFIED BUILDING MTN	125307	LIBRARY/JAN SVC	02/16/2011	1,556.00	100-55111-246
1809	DIVERSIFIED BUILDING MTN	125307	CITY HALL/JAN SVC	02/16/2011	3,800.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	125307	ARMORY/JAN SVC	02/16/2011	931.50	100-51600-246
1809	DIVERSIFIED BUILDING MTN	125307	CRAVATH LAKEFRONT/JAN SV	02/16/2011	660.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	125307	COMM BLDG/JAN SVC	02/16/2011	1,455.72	100-51600-246
Total DIVERSIFIED BUILDING MTN:					8,403.22	
<b>DUNSMOOR DOORS INC</b>						
74	DUNSMOOR DOORS INC	1104	RESCUE/GARAGE DOOR TRAN	02/16/2011	166.00	100-52300-242
Total DUNSMOOR DOORS INC:					166.00	
<b>EMS INDUSTRIAL INC</b>						
5041	EMS INDUSTRIAL INC	0619044	WASTEWATER/RBC MOTOR	02/16/2011	676.73	620-62850-357
Total EMS INDUSTRIAL INC:					676.73	
<b>FIRE-RESCUE SUPPLY LLC</b>						
3886	FIRE-RESCUE SUPPLY LLC	3217	FIRE/OPERATING SUPPLIES	02/16/2011	20.00	100-52200-340
3886	FIRE-RESCUE SUPPLY LLC	3227	CRASH CREW/CAPITAL EQUIP	02/16/2011	4,045.00	100-52210-810
3886	FIRE-RESCUE SUPPLY LLC	3228	RESCUE/CAPITAL EQUIPMENT	02/16/2011	3,836.00	100-52300-810
3886	FIRE-RESCUE SUPPLY LLC	3229	FIRE/OPERATING SUPPLIES	02/16/2011	112.00	100-52200-340
3886	FIRE-RESCUE SUPPLY LLC	3237	FIRE/OPERATING SUPPLIES	02/16/2011	10.00	100-52200-340

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total FIRE-RESCUE SUPPLY LLC:					8,023.00	
<b>FLORAL VILLA</b>						
302	FLORAL VILLA	009375	GEN ADMN/PETERSON	02/16/2011	52.00	100-51400-310
302	FLORAL VILLA	009435	POLICE ADMN/SCHOPEN	02/16/2011	50.00	100-52100-340
302	FLORAL VILLA	9326	RESCUE/STORCK	02/16/2011	50.00	100-52300-340
302	FLORAL VILLA	9346	RESCUE/KACHEL	02/16/2011	66.00	100-52300-340
302	FLORAL VILLA	9436	RESCUE/SCHOPEN	02/16/2011	100.00	100-52300-340
Total FLORAL VILLA:					318.00	
<b>FLOYD, ERIC</b>						
6135	FLOYD, ERIC	REIMBURSE	FIRE/CLASS A BADGES	02/16/2011	25.00	100-52200-340
Total FLOYD, ERIC:					25.00	
<b>FOSTER COACH SALES INC</b>						
878	FOSTER COACH SALES INC	50592	RESCUE/VEHICLE REPAIRS	02/16/2011	366.62	100-52300-241
Total FOSTER COACH SALES INC:					366.62	
<b>FRANK BROS INC</b>						
1438	FRANK BROS INC	48445	STREET/SALT	02/16/2011	518.52	100-53320-460
Total FRANK BROS INC:					518.52	
<b>GMA PRINTING INC</b>						
1920	GMA PRINTING INC	R037568	FIRE/OPERATING SUPPLIES	02/16/2011	85.50	100-52200-340
1920	GMA PRINTING INC	R037606	RESCUE/OPERATING SUPPLIE	02/16/2011	502.41	100-52300-340
Total GMA PRINTING INC:					587.91	
<b>GUS PIZZA PALACE LLC</b>						
601	GUS PIZZA PALACE LLC	6083	CRASH CREW/OPERATING SU	02/16/2011	175.08	100-52210-340
Total GUS PIZZA PALACE LLC:					175.08	
<b>IACP</b>						
708	IACP	1000957746	POLICE ADMN/DUES	02/16/2011	120.00	100-52100-320
Total IACP:					120.00	
<b>JEFFERSON CO EMS ASSOCIATION</b>						
3404	JEFFERSON CO EMS ASSOCIA	2011	RESCUE/MEMBERSHIP DUES	02/16/2011	100.00	100-52300-340
Total JEFFERSON CO EMS ASSOCIATION:					100.00	
<b>JOHNS DISPOSAL SERVICE INC</b>						
42	JOHNS DISPOSAL SERVICE IN	35753	CITY/RECYCLING	02/16/2011	5,931.40	230-53600-295
42	JOHNS DISPOSAL SERVICE IN	35753	CITY/REFUSE	02/16/2011	19,056.20	230-53600-219
42	JOHNS DISPOSAL SERVICE IN	35753	CITY/BULK	02/16/2011	3,786.00	230-53600-219
Total JOHNS DISPOSAL SERVICE INC:					28,773.60	
<b>KAESTNER AUTO ELECTRIC CO</b>						
2836	KAESTNER AUTO ELECTRIC C	013111	STREET/FEES	02/16/2011	2.85	100-53320-353

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total KAESTNER AUTO ELECTRIC CO:					2.65	
<b>KETTERHAGEN MOTORS INC</b>						
111	KETTERHAGEN MOTORS INC	C83383	RESCUE/#1283 REPAIRS	02/16/2011	96.15	100-52300-241
111	KETTERHAGEN MOTORS INC	SC01311	RESCUE/SVC CHARGE	02/16/2011	2.52	100-52300-340
111	KETTERHAGEN MOTORS INC	SC12310	RESCUE/SVC CHARGE	02/16/2011	.02	100-52300-241
Total KETTERHAGEN MOTORS INC:					98.69	
<b>LARK UNIFORM INC</b>						
605	LARK UNIFORM INC	73323	POLICE PATROL/UNIFORM	02/16/2011	14.95	100-52110-118
605	LARK UNIFORM INC	74967	FIRE/OPERATING SUPPLIES	02/16/2011	94.90	100-52200-340
605	LARK UNIFORM INC	74968	FIRE/OPERATING SUPPLIES	02/16/2011	96.90	100-52200-340
Total LARK UNIFORM INC:					206.75	
<b>LOWRICH PROPERTY MAINTENANCE</b>						
5708	LOWRICH PROPERTY MAINTENANCE	1170	NEIGHBORHOOD SVC/SNOW S	02/16/2011	350.00	100-52400-219
5708	LOWRICH PROPERTY MAINTENANCE	1171	NEIGHBORHOOD SVC/SNOW S	02/16/2011	210.00	100-52400-219
5708	LOWRICH PROPERTY MAINTENANCE	1172	NEIGHBORHOOD SVC/SNOW S	02/16/2011	350.00	100-52400-219
5708	LOWRICH PROPERTY MAINTENANCE	1173	NEIGHBORHOOD SVC/SNOW S	02/16/2011	175.00	100-52400-219
Total LOWRICH PROPERTY MAINTENANCE:					1,085.00	
<b>MORGAN BIRGE &amp; ASSOCIATES INC</b>						
4591	MORGAN BIRGE & ASSOCIATE	MC0032203	GEN BLDG/PHONE	02/16/2011	345.00	100-51600-225
4591	MORGAN BIRGE & ASSOCIATE	MC0032204	WASTEWATER/PHONE	02/16/2011	75.00	620-62820-225
Total MORGAN BIRGE & ASSOCIATES INC:					420.00	
<b>MZIS</b>						
5997	MZIS	78	NEIGHBORHOOD SVC/INSPEC	02/16/2011	746.67	100-52400-219
Total MZIS:					746.67	
<b>NEUMEISTER, BRIAN</b>						
416	NEUMEISTER, BRIAN	MERCY MALL	PARKS/GLASSES REIMBURSE	02/16/2011	564.80	100-53270-340
Total NEUMEISTER, BRIAN:					564.80	
<b>NORTH WOODS SUPERIOR CHEMICAL</b>						
1947	NORTH WOODS SUPERIOR CH	48928	WASTEWATER/JANITORIAL SU	02/16/2011	137.16	620-62840-340
Total NORTH WOODS SUPERIOR CHEMICAL:					137.16	
<b>OFFICE COPYING EQUIPMENT LTD</b>						
6046	OFFICE COPYING EQUIPMENT	A544937	GEN ADMN/STAPLES	02/16/2011	34.30	100-51400-310
6046	OFFICE COPYING EQUIPMENT	A544937	DPW/STAPLES	02/16/2011	34.30	100-53100-310
6046	OFFICE COPYING EQUIPMENT	A544937	REC/STAPLES	02/16/2011	29.40	100-55210-310
Total OFFICE COPYING EQUIPMENT LTD:					98.00	
<b>OFFICE DEPOT</b>						
4146	OFFICE DEPOT	546351033001	POLICE ADMN/OFFICE SUPPLI	02/16/2011	33.74	100-52100-310
4146	OFFICE DEPOT	546722918001	POLICE ADMN/OFFICE SUPPLI	02/16/2011	439.36	100-52100-310
4146	OFFICE DEPOT	546722997001	POLICE ADMN/OFFICE SUPPLI	02/16/2011	28.50	100-52100-310
4146	OFFICE DEPOT	548332286001	POLICE ADMN/OFFICE SUPPLI	02/16/2011	87.99	100-52100-310

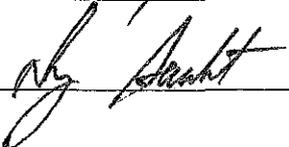
Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total OFFICE DEPOT:					589.59	
<b>OTIS ELEVATOR CO</b>						
1066	OTIS ELEVATOR CO	CMM65507211	SAFETY BLDG/BLDG MAINTEN	02/16/2011	2,075.99	100-51600-245
Total OTIS ELEVATOR CO:					2,075.99	
<b>PITNEY BOWES INC</b>						
1085	PITNEY BOWES INC	499149	FINANCE/CREDIT	02/16/2011	413.00	100-51500-310
1085	PITNEY BOWES INC	500499	FINANCE/INSERTER REPARS	02/16/2011	413.00	100-51500-310
Total PITNEY BOWES INC:					.00	
<b>PMI</b>						
5492	PMI	0272356	RESCUE/OPERATING SUPPLIE	02/16/2011	837.35	100-52300-340
Total PMI:					837.35	
<b>QUILL CORPORATION</b>						
445	QUILL CORPORATION	1750160	GEN ADMN/OFFICE SUPPLIES	02/16/2011	72.87	100-51400-310
Total QUILL CORPORATION:					72.87	
<b>R &amp; R INSURANCE SERVICES INC</b>						
1492	R & R INSURANCE SERVICES I	1009243	GEN/LIABILITY INSURNACE	02/16/2011	2,628.75	100-51540-513
1492	R & R INSURANCE SERVICES I	1009243	GEN/PUBLIC OFFICE LIABILITY	02/16/2011	1,003.50	100-51540-513
1492	R & R INSURANCE SERVICES I	1009243	GEN/POLICE PROFESSIONAL	02/16/2011	1,310.00	100-51540-514
1492	R & R INSURANCE SERVICES I	1009243	GEN/AUTO LIABILITY	02/16/2011	3,314.50	100-51540-512
1492	R & R INSURANCE SERVICES I	1009243	CABLE/AUTO LIABILITY	02/16/2011	54.00	200-55110-341
1492	R & R INSURANCE SERVICES I	1009243	STORMWATER/GEN LIABILITY	02/16/2011	175.25	630-63300-519
1492	R & R INSURANCE SERVICES I	1009243	STORMWATER/PUBLIC OFFICE	02/16/2011	66.90	630-63300-519
1492	R & R INSURANCE SERVICES I	1009243	STORMWATER/AUTO LIABILITY	02/16/2011	5.00	630-63300-519
1492	R & R INSURANCE SERVICES I	1009243	WATER/GEN LIABILITY	02/16/2011	350.50	610-61924-510
1492	R & R INSURANCE SERVICES I	1009243	WATER/PUBLIC OFFICE LIABILI	02/16/2011	133.80	610-61924-510
1492	R & R INSURANCE SERVICES I	1009243	WATER/AUTO LIABILITY	02/16/2011	105.50	610-61924-510
1492	R & R INSURANCE SERVICES I	1009243	WASTEWATER/GEN LIABILITY	02/16/2011	350.50	620-62810-519
1492	R & R INSURANCE SERVICES I	1009243	WASTEWATER/PUBLIC OFFICE	02/16/2011	133.80	620-62810-519
1492	R & R INSURANCE SERVICES I	1009243	WASTEWATER/AUTO LIABILITY	02/16/2011	117.00	620-62810-519
1492	R & R INSURANCE SERVICES I	1009243	WASTEWATER/SEWER BACK U	02/16/2011	1,082.00	620-62810-519
1492	R & R INSURANCE SERVICES I	1009244	WORKERS COMP	02/16/2011	13,374.00	100-21532
Total R & R INSURANCE SERVICES INC:					24,205.00	
<b>RICOH AMERICAS CORP</b>						
90	RICOH AMERICAS CORP	411336471	FIRE/COPIER	02/16/2011	18.50	100-52200-310
90	RICOH AMERICAS CORP	411428182	RESCUE/COPIES	02/16/2011	32.66	100-52300-310
Total RICOH AMERICAS CORP:					49.16	
<b>ROBIN'S TRUCKING LLC</b>						
4290	ROBIN'S TRUCKING LLC	1312	STREET/SNOW HAULING	02/16/2011	3,846.25	100-53320-295
Total ROBIN'S TRUCKING LLC:					3,846.25	
<b>RYDIN DECAL</b>						
4649	RYDIN DECAL	257310-2	PARKING PERMITS/FREIGHT	02/16/2011	14.04	208-51920-650

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total RYDIN DECAL:					14.04	
<b>SASSY SHIRTS</b>						
131	SASSY SHIRTS	32966	FIRE/OPERATING SUPPLIES	02/16/2011	11.60	100-52200-340
Total SASSY SHIRTS:					11.60	
<b>SCHENK-HUEGEL CO</b>						
72	SCHENK-HUEGEL CO	199010	FIRE/EMPLOYEE ED & TRNG	02/16/2011	48.00	100-52200-154
72	SCHENK-HUEGEL CO	201260	RESCUE/OPERATING SUPPLIE	02/16/2011	62.25	100-52300-340
Total SCHENK-HUEGEL CO:					110.25	
<b>SCHINDLER ELEVATOR CORP</b>						
3030	SCHINDLER ELEVATOR CORP	7151386013	ARMORY/BLDG MAINTENANCE	02/16/2011	701.09	100-51600-245
Total SCHINDLER ELEVATOR CORP:					701.09	
<b>SENTRY OF WHITEWATER, DANIELS</b>						
2	SENTRY OF WHITEWATER, DA	003000270909	RESCUE/OPERATING SUPPLIE	02/16/2011	153.37	100-52300-340
2	SENTRY OF WHITEWATER, DA	007000141030	RESCUE/OPERATING SUPPLIE	02/16/2011	50.77	100-52300-340
Total SENTRY OF WHITEWATER, DANIELS:					204.14	
<b>SOUTHERN LAKES NEWSPAPERS</b>						
1844	SOUTHERN LAKES NEWSPAPE	JAN SVC	COUNCIL/MINUTES	02/16/2011	516.67	100-51100-320
1844	SOUTHERN LAKES NEWSPAPE	JAN SVC	COUNCIL/HAWKS NEST LIQUO	02/16/2011	24.40	100-51100-320
1844	SOUTHERN LAKES NEWSPAPE	JAN SVC	GEN ADMN/ELECTIONS SPLIT	02/16/2011	11.84	100-51400-340
1844	SOUTHERN LAKES NEWSPAPE	JAN SVC	GEN ADMN/TID 4 JOINT REVIE	02/16/2011	32.27	100-51400-340
1844	SOUTHERN LAKES NEWSPAPE	JAN SVC	CROSSING GD/AD	02/16/2011	48.00	100-52130-340
1844	SOUTHERN LAKES NEWSPAPE	JAN SVC	NEIGHBORHOOD SVC/232 S ES	02/16/2011	69.54	100-52400-310
1844	SOUTHERN LAKES NEWSPAPE	JAN SVC	DPW/CHRISTMAS TREE COLLE	02/16/2011	15.43	100-53300-310
Total SOUTHERN LAKES NEWSPAPERS:					718.15	
<b>STAPLES ADVANTAGE</b>						
2393	STAPLES ADVANTAGE	8017520188	POLICE ADMN/OFFICE SUPPLI	02/16/2011	32.11	100-52100-310
Total STAPLES ADVANTAGE:					32.11	
<b>SUGARBAY</b>						
2548	SUGARBAY	2087	GEN ADMN/SCHOPEN	02/16/2011	37.00	100-51400-310
Total SUGARBAY:					37.00	
<b>TESTAMERICA LABORATORIES INC</b>						
570	TESTAMERICA LABORATORIES	61007381	WASTEWATER/CYANIDE TESTI	02/16/2011	92.40	620-62870-295
Total TESTAMERICA LABORATORIES INC:					92.40	
<b>UNEMPLOYMENT INSURANCE</b>						
274	UNEMPLOYMENT INSURANCE	000002190791	RESCUE/KIERNAN	02/16/2011	648.15	100-52300-158
274	UNEMPLOYMENT INSURANCE	000002190791	LIBRARY/HELWIG	02/16/2011	14.00	100-55110-158
274	UNEMPLOYMENT INSURANCE	000002190791	FIRE/THORNE	02/16/2011	2,216.00	100-52200-158
274	UNEMPLOYMENT INSURANCE	000002190791	FIRE/MITCHELL	02/16/2011	7.50	100-52200-158
274	UNEMPLOYMENT INSURANCE	000002190791	PARKS/A MALONE	02/16/2011	193.90	100-53270-158

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
<b>Total UNEMPLOYMENT INSURANCE:</b>					<b>3,079.55</b>	
<b>UNITED PARCEL SERVICE</b>						
19	UNITED PARCEL SERVICE	00000X36X805	FINANCE/BOYD	02/16/2011	22.76	100-51500-310
19	UNITED PARCEL SERVICE	00000X36X805	WATER/SVC CHARGE	02/16/2011	20.00	610-81921-310
<b>Total UNITED PARCEL SERVICE:</b>					<b>42.76</b>	
<b>VERIZON WIRELESS</b>						
5368	VERIZON WIRELESS	2521455114	CITY CLERK/LAPTOP	02/16/2011	39.99	100-51800-225
5368	VERIZON WIRELESS	2521455114	NEIGHBORHOOD SVC/SOFTWA	02/16/2011	119.97	100-51450-244
5368	VERIZON WIRELESS	2521455114	SQUAD LAPTOP CARDS	02/16/2011	199.95	100-51450-244
5368	VERIZON WIRELESS	2521455114	LIBRARY/CELL PHONE	02/16/2011	4.39	100-55110-225
5368	VERIZON WIRELESS	2521455114	ENGINEER/CELL PHONE	02/16/2011	100.17	100-53100-225
5368	VERIZON WIRELESS	2521455114	DPW/CELL PHONE	02/16/2011	9.98	100-53100-225
5368	VERIZON WIRELESS	2521455114	CDA/CELL PHONE	02/16/2011	43.53	900-56500-225
5368	VERIZON WIRELESS	2521455114	REC/CELL PHONE	02/16/2011	115.91	100-55210-225
5368	VERIZON WIRELESS	2521455114	PLANNING/CELL PHONE	02/16/2011	18.73	100-56300-225
5368	VERIZON WIRELESS	2521455114	BLDG INSP/CELL PHONE	02/16/2011	23.14	100-52400-225
5368	VERIZON WIRELESS	2521455114	CITY MGR/CELL PHONE	02/16/2011	54.46	100-51400-225
5368	VERIZON WIRELESS	2521455114	CITY CLERK/PHONE	02/16/2011	14.64	100-51400-225
5368	VERIZON WIRELESS	2521455114	SHOP/CELL PHONE	02/16/2011	108.85	100-53230-241
5368	VERIZON WIRELESS	2521455114	WASTEWATER/CELL PHONE	02/16/2011	3.31	620-62820-225
5368	VERIZON WIRELESS	2521455114	SENIORS/CELL PHONE	02/16/2011	1.08	100-55310-225
5368	VERIZON WIRELESS	2521455114	POLICE ADMN/CELL PHONE	02/16/2011	143.28	100-52100-225
5368	VERIZON WIRELESS	2521455114	EM GOV/CELL PHONE	02/16/2011	1.02	100-52500-225
5368	VERIZON WIRELESS	2521455114	FIRE/CELL PHONE	02/16/2011	133.68	100-52200-225
5368	VERIZON WIRELESS	2521455114	RESCUE/CELL PHONE	02/16/2011	12.23	100-52300-225
5368	VERIZON WIRELESS	2521455114	WATER/CELL PHONE	02/16/2011	3.88	610-81921-310
<b>Total VERIZON WIRELESS:</b>					<b>1,150.15</b>	
<b>VORPAGEL MECHANICAL INC</b>						
4747	VORPAGEL MECHANICAL INC	FEBRUARY 1,	LIBRARY/BLDG HEAT & AIR	02/16/2011	140.00	100-55111-244
4747	VORPAGEL MECHANICAL INC	FEBRUARY 1,	GEN BLDG/HEAT & AIR	02/16/2011	560.00	100-51800-244
<b>Total VORPAGEL MECHANICAL INC:</b>					<b>700.00</b>	
<b>VORPAGEL SERVICE INC</b>						
41	VORPAGEL SERVICE INC	JANUARY 19,	SAFETY BLDG/HEAT & AIR	02/16/2011	1,664.00	100-51600-244
<b>Total VORPAGEL SERVICE INC:</b>					<b>1,664.00</b>	
<b>WAL CO-HIGHWAY DEPT</b>						
253	WAL CO-HIGHWAY DEPT	9027	STREET/BRIDGE INSPECTIONS	02/16/2011	821.34	100-53300-821
<b>Total WAL CO-HIGHWAY DEPT:</b>					<b>821.34</b>	
<b>WE ENERGIES</b>						
25	WE ENERGIES	25-021611	SIRENS/ELECTRIC	02/16/2011	36.35	100-52500-340
25	WE ENERGIES	25-021611	TRAFFIC/ELECTRIC	02/16/2011	969.53	100-53300-222
25	WE ENERGIES	25-021611	ST LIGHTS/ELECTRIC	02/16/2011	18,597.77	100-53420-222
25	WE ENERGIES	25-021611	CITY/ELECTRIC	02/16/2011	1,410.75	100-51600-222
25	WE ENERGIES	25-021611	CITY/GAS	02/16/2011	5,982.85	100-51600-224
25	WE ENERGIES	25-021611	PARKS/GAS	02/16/2011	244.34	100-53270-224
25	WE ENERGIES	25-021611	LIBRARY/ELECTRIC	02/16/2011	1,651.42	100-55111-222
25	WE ENERGIES	25-021611	LIBRARY/GAS	02/16/2011	889.36	100-55111-224

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
25	WE ENERGIES	25-021611	WATER/ELECTRIC	02/16/2011	12,895.57	610-61620-220
Total WE ENERGIES:					42,677.94	
<b>WELDERS SUPPLY CO BELOIT INC</b>						
49	WELDERS SUPPLY CO BELOIT	993103	RESCUE/CYLINDER RENTAL	02/16/2011	54.00	100-52300-340
Total WELDERS SUPPLY CO BELOIT INC:					54.00	
<b>WI DEPT OF JUSTICE</b>						
2105	WI DEPT OF JUSTICE	T10729	DISPATCH/MISC CONTRACTUA	02/16/2011	2,262.00	100-52600-295
Total WI DEPT OF JUSTICE:					2,262.00	
<b>WI SUPREME COURT</b>						
2206	WI SUPREME COURT	RICHARD KEL	COURT/DUES	02/16/2011	625.00	100-51200-320
Total WI SUPREME COURT:					625.00	
<b>WINCHESTER HARDWARE INC</b>						
24	WINCHESTER HARDWARE INC	24-21611	GEN BLDG/BLDG MAINTENANC	02/16/2011	42.34	100-51600-355
24	WINCHESTER HARDWARE INC	24-21611	FIRE/OPERATING SUPPLIES	02/16/2011	55.33	100-52200-340
24	WINCHESTER HARDWARE INC	24-21611	FIRE/SUPPLIES	02/16/2011	29.97	100-52200-245
24	WINCHESTER HARDWARE INC	24-21611	PARKS/OPERATING SUPPLIES	02/16/2011	132.78	100-53270-340
24	WINCHESTER HARDWARE INC	24-21611	WATER/PUMBING OPERATION	02/16/2011	39.08	610-61620-350
24	WINCHESTER HARDWARE INC	24-21611	WATER/SUPPLIES	02/16/2011	137.87	610-61935-350
24	WINCHESTER HARDWARE INC	24-21611	WASTEWATER/BLDG MAINTEN	02/16/2011	93.23	620-62840-340
24	WINCHESTER HARDWARE INC	24-21611	WASTEWATER/BATHROOM RE	02/16/2011	71.21	620-62860-357
24	WINCHESTER HARDWARE INC	24-21611	INNOVATION CTR/KEYS	02/16/2011	6.36	920-56500-250
Total WINCHESTER HARDWARE INC:					608.17	
<b>WMCA</b>						
1905	WMCA	2011-1129	GEN ADMN/SMITH DUES	02/16/2011	45.00	100-51400-320
Total WMCA:					45.00	
<b>WORLDWIDE INFORMATION INC</b>						
5710	WORLDWIDE INFORMATION IN	INV0177792	POLICE INV/OPERATING SUPP	02/16/2011	164.00	100-52120-340
Total WORLDWIDE INFORMATION INC:					164.00	
Grand Totals:					145,873.55	

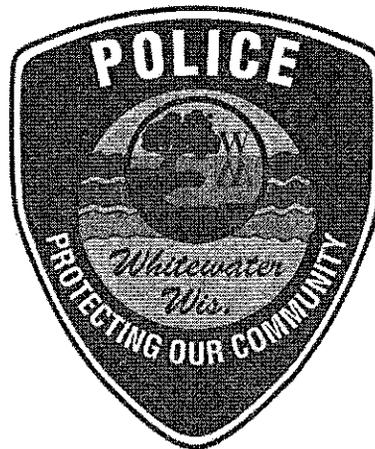
Dated: February 9, 2011

Finance Director: 

**Report Criteria:**

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.

**WHITEWATER POLICE DEPARTMENT  
CONSOLIDATED MONTHLY REPORT**



**December 2010**

**Submitted by  
James R. Coan  
Chief of Police**

**WHITEWATER POLICE DEPARTMENT  
CONSOLIDATED MONTHLY REPORT  
DECEMBER 2010**

**Unified Crime Reporting Incidents  
Year-to-Date Statistics**

	<b>No. of Incidents</b>		<b>Total Amount Lost</b>	
	<b><u>2010</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>2009</u></b>
Murder/Non-Negligent Manslaughter	0	0	\$0	\$0
Sexual Assaults - 1st, 2nd, 3rd, 4th Degree	11	13	\$0	\$0
Total Robbery	3	3	\$40	\$700
Total Burglary	42	57	\$19,521	\$36,238
Total Motor Vehicle Thefts	4	7	\$11,180	\$21,350
<b><u>Thefts</u></b>				
Pocket Picking	1	0	\$70	\$0
Purse Snatching	0	0	\$0	\$0
Shoplifting	21	37	\$3,985	\$1,042
From Automobiles	67	52	\$19,173	\$15,341
Automobile Parts/Accessories	16	15	\$4,259	\$3,721
Bicycles	43	40	\$7,533	\$5,575
From Buildings	83	75	\$32,191	\$17,721
Coin Operated Machine	0	0	\$0	\$0
All Other	62	80	\$34,415	\$14,163
Total Thefts	293	299	\$101,626	\$57,563
<b>Grand Total</b>	<b>353</b>	<b>379</b>	<b>\$132,367</b>	<b>\$115,851</b>

**Property Amount Stolen and Recovered  
Year to Date Statistics**

	<b><u>2010</u></b>	<b><u>2009</u></b>
Property Stolen	\$132,367	\$115,851
Property Recovered	\$38,859	\$47,149
Percentage Recovered/Stolen	29%	41%
Property Stolen Average per Month	\$11,031	\$9,654

NOTE: In addition to the recovery of stolen property, there was \$ 96.07 recovered as a result of restitution paid for investigative costs and non-sufficient funds checks cashed.  
Year to date total \$ 330.85

**WHITEWATER POLICE DEPARTMENT  
CONSOLIDATED MONTHLY REPORT  
DECEMBER 2010**

<b>Charge Totals:</b>	<b>Monthly</b>	<b>Year to Date</b>
Adult *	198	2,873
Juvenile *	13	330
<b>Combined Total *</b>	<b>211</b>	<b>3,203</b>

\* Due to a data entry modification, as of January 2010 arrests will be reflected as charges.

<b>Charges</b>	<b>This Month</b>	<b>This Year to Date</b>	<b>Last Year to Date</b>	<b>Increase/ Decrease</b>
Animals - License Required/ at Large / Noise	0	11	11	SAME
Arson	0	2	0	2
Assault (Aggravated)	1	12	6	6
Assault (Other)	5	45	34	11
Bail Jumping	5	33	24	9
Bomb Threat	0	0	0	SAME
Burglary	4	17	9	8
Burglary Tools - Possess	0	2	0	2
Cigarette / Tobacco Violation	1	26	15	11
Cigarette Deliver / Provided by Non-Retail	0	0	0	SAME
Citations Written for Parking Tickets	0	2	0	2
Contribute to Delinquency	0	0	0	SAME
Contribute to Truancy	0	1	3	-2
Controlled Substance - Possession	6	55	62	-7
Controlled Substance - Sale / Manufacture	1	35	24	11
Court Order Violation	1	5	3	2
Criminal Damage	3	27	42	-15
Criminal Trespassing	10	11	7	4
Curfew	0	23	11	12
Disorderly Conduct	14	409	351	58
Embezzlement	0	1	0	1
Emergency Detention / Protective Custody	7	41	41	SAME
Encourage Probation / Parole Violation	0	0	0	SAME
Escape	0	0	1	-1
Extortion	0	0	0	SAME
Facilitate child sex crime by computer use	0	0	1	-1
Fail to Obey Officer	0	26	29	-3
False Imprisonment	0	1	2	-1
Fireworks - Sell / Discharge without Permit	0	0	3	-3
Forgery and Counterfeiting	13	15	8	7
Fraud	0	25	31	-6
Harbor / Aid a Felon	0	0	0	SAME

**WHITEWATER POLICE DEPARTMENT  
CONSOLIDATED MONTHLY REPORT  
DECEMBER 2010**

<b>Charges</b>	<b>This Month</b>	<b>This Year to Date</b>	<b>Last Year to Date</b>	<b>Increase/ Decrease</b>
Illegal Blood Alcohol Content (IBAC)	8	101	126	-25
Illegal Open Letter or Package	0	0	0	SAME
Liquor Laws	24	740	531	209
Littering	0	1	0	1
Motor Vehicle Theft	0	0	2	-2
Murder and Non-Negligent Manslaughter	0	0	0	SAME
Negligent Handling of Burning Materials	0	0	0	SAME
Noise	3	58	36	22
Obstruct / Resist Officer	5	44	40	4
Obstructions on Streets Prohibited	0	0	0	SAME
Offenses Against Family and Children	0	1	0	1
Operate Auto While Intoxicated	8	105	137	-32
Park Regulations	0	2	2	SAME
Pornography / Obscenity	0	3	0	3
Possess Drug Paraphernalia	4	47	37	10
Prostitution (Enticement)	0	0	1	-1
Reckless Endangering Safety	0	6	6	SAME
Registered Sex Offender Photograph Minor	0	0	0	SAME
Robbery	0	3	1	2
Runaway	0	5	6	-1
Sex Offenses (Other)	0	0	2	-2
Sexual Assault - 1st Degree	0	2	3	-1
Sexual Assault - 2nd Degree	0	4	7	-3
Sexual Assault - 3rd Degree	0	0	2	-2
Sexual Assault - 4th Degree	0	6	3	3
Solicitors / Peddlers Prohibited	0	1	0	1
Stolen Property	1	2	0	2
Theft (Except Motor Vehicle)	8	115	94	21
Traffic Offenses	61	838	967	-129
Traffic Ordinance Violations	2	5	2	3
Truancy	0	20	17	3
Warrant Served - Local	9	145	140	5
Warrant / Pickups for Other Agencies	7	116	114	2
Weapons (Conceal/Possess/Negligent Use)	0	6	11	-5
Zoning Violations	0	2	4	-2
<b>Total</b>	<b>211</b>	<b>3,203</b>	<b>3,009</b>	<b>194</b>

**WHITEWATER POLICE DEPARTMENT  
CONSOLIDATED MONTHLY REPORT  
DECEMBER 2010**

**Miscellaneous Activities and/or Complaints**

<b>Type of Activity/Complaint</b>	<b>This Month</b>	<b>This Year to Date</b>	<b>Last Year to Date</b>
Calls for Service	564	7,501	7,497
Activity Logs *	28	316	249
Traffic Stops *	155	2,479	2,787
Family Disturbances	3	42	46
Noise Complaints	34	417	380
Animal Complaints	13	279	301
False Alarms	8	111	113

\* Officer initiated activities

**Motor Vehicle Accidents**

<b>Type of Activity/Complaint</b>	<b>This Month</b>	<b>This Year to Date</b>	<b>Last Year to Date</b>
Fatal	0	0	1
Personal Injury	4	26	41
Pedestrian/Bicycle	0	7	5
Hit and Run	11	55	53
Property Damage over \$1000	16	97	90
Property Damage under \$1000	9	59	88
<b>Total</b>	<b>40</b>	<b>244</b>	<b>278</b>

**Parking Tickets Issued**

<b>Type of Activity/Complaint</b>	<b>This Month</b>	<b>This Year to Date</b>	<b>Last Year to Date</b>
Issued by Patrol Officers	180	2,175	2,909
Issued by Community Service Officers	117	1,762	2,300
<b>Total</b>	<b>297</b>	<b>3,937</b>	<b>5,209</b>

**WHITEWATER POLICE DEPARTMENT  
CONSOLIDATED MONTHLY REPORT  
DECEMBER 2010**

**Monies Received**

<b>Type</b>	<b>This Month</b>	<b>This Year to Date</b>	<b>Last Year to Date</b>
Bicycle Licenses	\$0.00	\$54.00	\$63.00
Citations/Warrant Payments	\$2,553.90	\$30,636.43	\$44,064.30
Miscellaneous	\$14.78	\$163.58	\$122.35
Parking Permits	\$2,280.00	\$26,285.00	\$22,720.00
Parking Violations	\$9,715.00	\$108,163.50	\$121,320.00
<b>Total</b>	<b>\$14,563.68</b>	<b>\$165,302.51</b>	<b>\$188,289.65</b>

**Overtime Hours**

<b>Type</b>	<b>This Month</b>	<b>This Year to Date</b>	<b>Last Year to Date</b>
Administrative Duties	3.750	52.000	*
Bike Patrol	0.000	110.250	*
County Court	25.000	293.500	88.000
Municipal Court	6.250	78.000	51.500
Data Entry	0.000	1.000	*
Foot Patrol	0.000	25.000	*
Investigation	13.250	280.750	384.500
Officer In Charge	0.000	96.750	*
Other	9.750	255.750	509.000
Parking	0.000	0.000	0.500
Prisoners (Transport/Custody)	20.000	124.750	107.250
Radio Dispatch	15.750	144.250	251.250
Reports	16.750	177.250	236.500
Roll Call	26.500	316.750	197.000
Special Event	16.000	274.500	260.250
Squad Patrol	72.500	1,094.250	1,114.500
Staff Meeting	18.750	123.500	*
Traffic	0.000	15.250	4.500
Training	106.750	998.000	801.750
Holidays **	396.500	1,031.500	669.625
<b>Total</b>	<b>747.500</b>	<b>5,493.000</b>	<b>4,676.125</b>

\* Administrative Duties, Data Entry, Officer In Charge, and Staff Meeting overtime hours were included in Other category in previous years. Bike Patrol and Foot Patrol were included in Squad Patrol category in previous years.

\*\* Added Good Friday 2010 and Easter 2010 to holiday overtime to this months total and this year to date total.

**WHITEWATER POLICE DEPARTMENT  
CONSOLIDATED MONTHLY REPORT  
December 2010**

**TRAINING**

- On December 1, 2010, Detective Flaherty attended training in Body Language Techniques which was held in Milwaukee.
- On December 2-3, 2010, Dispatchers Hogue and Reddy attended Law Enforcement Dispatch training held in Racine.
- From Dec 8 – 10, 2010, Detective Flaherty and Officer Ludlum attended the WCAC Conference held in Fontana.
- On December 11, 2010, Officer Elder attended CPR Instructor training held in Union Grove.

City of Whitewater  
Parks and Recreation Board Agenda  
Monday, December 6, 2010 – 5:00 pm  
Community Room – 2nd Floor City Municipal Building  
312 Whitewater St, Whitewater WI 53190

## Minutes

### Call to Order

Stone called meeting to order at 5:05 pm. Present: Negley, Daniels, Knedler, Stone, Dalzin, and Kaina (5:12 pm). Absent: None. Excused: Olsen  
Staff: Matt Amundson, Michelle Dujardin, and Chuck Nass  
Guest: Richard Ehrenberg, Wyatt Welter and Jerald Gaches

### Consent Agenda

Negley moved to accept the consent agenda which included the November 1, 2010 Parks and Recreation Board minutes. Second by Knedler. Ayes: Daniels, Negley, Knedler, Stone, Kaina, and Dalzin. Noes: None. Abstain: none. Absent: Olsen. Motion passed.

### Hearing of Citizen Comments

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

There were no citizen comments.

### Staff Reports:

#### Parks & Recreation Director

- Quorum Ordinance – This changes number of votes for passing an Item from four votes to a majority of those in attendance.
- Sculpture Walk Task Force- Task Force is looking to incorporate public art into projects instead of a designated sculpture walk.
- Public Meeting (Whitewater Effigy Mounds Preserve Restoration)-Public meeting will be held Wednesday, December 8<sup>th</sup>.
- Pepsi Refresh Grant- Submittal was taken into the Pepsi Refresh Grant, currently waiting for approval and next step.

#### Recreation & Community Events Programmer

- Freeze Fest & Rail Jam – February 19' 2011 the annual Freeze Fest & Polar Plunge will take place at Cravath Lakefront Park. New addition this year is a Rail Jam. The Rail Jam will bring in skiers & snowboarder that will compete for prizes as they show skills on a platform of rails. 60% of proceeds will be donated to Special Olympics.

## Senior Coordinator

- One Stop Shop: Held on Saturday, November 20<sup>th</sup>. The event was very successful, good foot traffic and vendors were happy. Seniors in the Park cleared approx \$875. 7 college student volunteers helped make the event run smooth.
- Holiday Dinner: Set for December 15<sup>th</sup> at the Whitewater Country Club. Currently 62 people signed up. Entertainment will be Rock Prairie Dulcimer.

**Discussion and approval of Emerald Ash Borer Plan (Urban Forestry Commission)**

Nass introduced the topic and the City of Whitewater Emerald Ash Borer Management Plan. Nass stated ash trees will be marked by red marker and be mapped on the master plan. Mass cutting will not take place and no planting of ash trees will happen at this time. Dalzin motioned to approve the City of Whitewater Emerald Ash Borer Management Plan presented by Chuck Nass. Kaina seconded the motion. Ayes: Daniels, Negley, Knedler, Stone, Kaina, and Dalzin. Noes: None. Abstain: none. Absent: Olsen. Motion passed.

**Request for facility rental fee ( Wisco Longboarding United)**

Amundson introduced Jerald Gaches and Wyatt Welter of Wisco Longboarding United. Jerald and Wyatt stated the purpose of the concert and that 100% of proceeds would go to the Keep A Breast Foundation. Knedler motioned to waive the rental fee of the Armory for the Wisco Longboarding United group. Daniels seconded the motion. Ayes: Daniels, Negley, Knedler, Stone, Kaina, and Dalzin. Noes: None. Abstain: none. Absent: Olsen. Motion passed.

**Receipt and acknowledgement of Lake Protection Plan for Cravath and Trippe Lake**

Amundson indicated a public input meeting was held on Monday, November 29<sup>th</sup>. Approximately 30 people attended the presentation by Dr. Jeff Thornton of SEWRPC that also included an opportunity for public comments on the plan. Amundson also indicated all but two attendees were supportive and there was interest in making changes. Negley motioned to acknowledge and accept receipt of the Lake Protection Plan for Cravath and Trippe Lakes as prepared by SEWRPC. Kaina seconded the motion. Ayes: Daniels, Negley, Knedler, Stone, Kaina, and Dalzin. Noes: None. Abstain: none. Absent: Olsen. Motion passed.

**Discussion and approval of recommendations identified in Lake Protection Plan**

Amundson referred to memo explaining the 2011 plan implementations, 2012 Budget Inclusion/Discussion with Council, and alternatives not being considered. Board discussion took place and supported 2011 plan implementations with additional questions including; how long does it take for the lake to fill back in naturally if dredging took place?, what is the cost of construction of an island?, and what is the cost of biological control? Negley motioned to accept the 2011 implementation plans number 1 -11 with the understanding that number seven be based on further analysis from SEWRPC and Staff. Dalzin seconded the motion. Ayes: Daniels, Negley, Knedler, Stone, Kaina, and Dalzin. Noes: None. Abstain: none. Absent: Olsen. Motion passed.

The board directed Matt to explore the 2012 Budget and report back to board with implementation recommendations.

**Request for facility rental fee waiver (UW-Whitewater Homecoming Committee)**

Amundson introduced request from Kim Clarksen on behalf of the UW-Whitewater Homecoming Committee for a free or reduced rental rate at the Cravath Lakefront Community Building for an event in December. Knedler motioned to deny the reduced rate and waiver of the facility rental fee. Daniels

seconded the motion. Ayes: Daniels, Negley, Knedler, Stone, Kaina, and Dalzin. Noes: None. Abstain: none. Absent: Olsen. Motion passed.

**Discussion on potential Stewardship grant opportunities for 2010**

Amundson introduced the topic and referred to the memo listing upcoming projects and how funding could be obtained. Amundson commented on the positive current interest on historical preservation and the importance of moving forward with those specific projects. After board discussion, the upcoming projects listed as; Moraine View Park and Whitewater Effigy Mounds Preserve were suggested as priorities.

**Request for Future agenda**

The board suggested creating a meeting time that doesn't conflict with other public meetings.

Adjourn.

Stone moved and Kaina seconded to adjourn at 6:45pm. Motion carried by voice vote.

Respectfully submitted,

*Michelle Dujardin*

Michelle Dujardin

CITY OF WHITEWATER  
URBAN FORESTRY COMMISSION SPECIAL MEETING  
WEDNESDAY, SEPTEMBER 29, 2010 5PM  
CITY MANAGER'S CONFERENCE ROOM – 2<sup>ND</sup> FLOOR, CITY MUNICIPAL  
BUILDING. WHITEWATER, WI 53190

MINUTES - *Approved at Oct 12 mtg.*

1. CALL TO ORDER/ROLL CALL: Meeting called to order by chair – Tiiu Gray-Fow. Members present: Tiiu Gray-Fow, Karen McCulloch, Tom Miller, Prudence Negley. Members Absent: Richard Ehrenberg, Beverly Stone, Wyatt Welter. A quorum of four members are needed to conduct business.
2. APPROVAL OF AGENDA: Motion by Gray-Fow and second by Negley to approve agenda. Unanimous approval.
3. CITIZEN COMMENTS: No citizen comments.
4. LANDSCAPE ORDINANCE: Negley MOTIONED to change title of ordinance from “Yard Management Ordinance” to “Natural Landscape Yard Ordinance” in any and all references to the title in the ordinance. Seconded by McCulloch. This passed unanimously. MOTION by Negley to change “Landscaping Review Board” to “Landscape Review Board”. McCulloch seconded, and was passed unanimously. MOTION by Negley to approve changes to item 19.56.080. Insert definition under (e) Natural Landscape...”Planting of grasses (short and tall), forbs (flowers), shrubs, woodlands and other gardens as defined that are often native but are sometimes mixed with non-natives, and are usually perennial in nature.” Changes passed unanimously. Gray-Fow MOTIONED to accept the use of Latin names in the ordinance for purposes of identifying noxious weeds. McCulloch seconded, and was passed unanimously. MOTION by Gray-Fow and seconded by McCulloch to add to item 19.56.080 (b) Exotic Plants: Adding “Exotic cultivated” to the definition. This passed unanimously. MOTION by Miller to to accept all changes as put forth by Negley with a handout detailing all changes. Negley Seconded with a discrepancy regarding 19.56.070 Non-Conforming Use.
5. ADJOURNED MEETING: MOTION by Miller to adjourn meeting. Negley Seconded. Unanimous passage.

NEXT MEEETING: October 12, 2010, 4:15pm.

CITY OF WHITEWATER  
9th URBAN FORESTRY COMMISSION MEETING  
Tuesday, October 12, 2010 - 4:15 p.m.  
Cravath Lakefront Room - 2nd floor, city municipal building  
312 W. Whitewater St. Whitewater, WI 53190

## APPROVED MINUTES

1. CALL TO ORDER / ROLL CALL: Meeting called to order by temporary chair - Karen McCulloch. Members present - Karen McCulloch, Richard Ehrenberg, Tom Miller (arrived at 5:00 p.m.), Beverly Stone, Prudence Negley. Members absent - Tiiu Gray-Fow, Wyatt Welter. Staff present - Chuck Nass. A quorum of four members is needed to conduct business.
2. APPROVAL OF AGENDA: MOTION by Negley and second by Ehrenberg to approve. Unanimous approval.
3. MINUTES OF PAST MEETINGS. No action taken on the Sept. 21st minutes. The Sept. 29th special meeting minutes were approved.
4. CITIZEN COMMENTS: None.
5. PLANNING AND ARCHITECTURAL REVIEW BOARD REPORT: No information on the Walmart landscaping plan. Miller was asked to e-mail us when he finds out if the large lawn area between the street and the parking lot will be preserved or made into parking spaces. We are very concerned about losing this buffer area which was fought for when Walmart first built the existing parking lot.
6. PARKS AND RECREATION BOARD. The Landscape Ordinance was submitted to the P&RB and failed to be supported. Four members were present to vote and four ayes were required to pass. Only three voted in favor of support. Negley will request reconsideration of the ordinance.
7. EMERALD ASH BORER POLICY: Nass submitted the portion of the policy which focuses on removal and disposal of Ash trees. He is still working on the best approach for saving as many Ash trees as possible. Concern was expressed regarding any negative environmental side effects of chemical treatment. Madison is hoping for a less toxic approach than the existing chemicals presently used to treat EAB. Shorewood (in Madison) will use TREE-age to inject into the trees. McFarland plans to treat high value trees. Grafton is offering citizens to pay \$25 for each street tree they want the city to treat. We talked about having a public meeting to inform our citizens of our plans and to get input.
8. STAFF REPORT: Six street trees have been taken down. The electric company took down a portion of the large dead oak west of the library since it endangered the overhead line. The spring planting plan will focus on the northeast quadrant of the city. Two red maple street trees were replaced on W. Main St. by the Regent apartment project, with elm hybrids. Ehrenberg informed Nass about damage to an amur maple street tree at the Regent construction project and provided a picture. He also showed a picture of a large infestation of giant knotweed in or near the ROW of Walworth Ave., which needs to be eliminated.
9. ADJOURN: MOTION by Stone and second by McCulloch to adjourn.

Richard Ehrenberg - secretary

CITY OF WHITEWATER  
 10th URBAN FORESTRY COMMISSION MEETING  
 Tuesday November 9, 2010 - 4:15 p.m.  
 Cravath lakefront room - 2nd floor, city municipal building  
 312 Whitewater St., Whitewater, WI 53190

*Approved* DRAFT MINUTES 12-14-10

1. CALL TO ORDER / ROLL CALL: Meeting called to order by chair -Tiu Gray-Fow. Members present - Richard Ehrenberg, Tiu Gray-Fow, Karen McCulloch, Tom Miller, Prudence Negley, Beverly Stone. Members absent - Wyatt Welter. Staff present - Matt Amundson, Chuck Nass. Others present - Roy Nosek. A Quorum of four members is needed to conduct business.
2. APPROVAL OF AGENDA: Approved by consensus.
3. MINUTES OF PAST MEETINGS: MOTION by Miller and second by McCulloch to approve minutes of 9-21-10. Unanimous approval. MOTION by Miller and second by Stone to approve minutes of 10-12-10. There was unanimous approval. with a comment that our concern with regard to the use of pesticide for EAB be emphasized.
4. CITIZEN COMMENTS: Roy Nosek called our attention to a tree near the corner of Fremont and W. Main street which needs a tree guard to protect it from vandalism.
5. PLANNING AND ARCHITECTURAL REVIEW BOARD REPORT. Miller brought the Walmart landscape plan for us to see. Amundson said the plan for building extension has been reviewed and approved by the city council and the P&ARB, with contingencies. The landscape plan has not yet been finalized. These types of projects are reviewed on a monthly basis by the PMT. Bruce Parker has the only set of plans. An intense discussion ensued regarding our desire to see and be able to review landscape plans which are discussed at P&ARB meetings so that we can add our concerns related to urban forestry. The possible loss of the 33ft. wide green space which provides a visual buffer between the huge asphalt parking lot and W. Main street, and that citizens in the past fought for by demonstrations, may now be partially removed to provide a few additional parking spaces. Roots of the large existing oak tree may be damaged.
6. PARKS AND RECREATION BOARD REPORT. A revote by the P&RB on acceptance of our Landscape ordinance passed by a 4-1 vote The ordinance will go to the Common Council for its first review and vote on November 16th. A change was made to the ordinance, that landscape plans be submitted to Dean Fisher for processing.
7. EMERALD ASH BORER: Nass submitted information regarding chemicals used for treating EAB, to be included in the EAB Management Plan. We talked about concern for the misuse of chemical and possible bad side effects, and the need to have an actual plan for their use and a plan to invite citizens to pay for treatment of street trees in front of their properties. MOTION by Stone and second by McCulloch to submit the Management Plan to the P&RB for their approval without adding any information on an approach to save any ash trees. YES- Negley, McCulloch, Miller, Stone. NO- Ehrenberg, Gray-Fow. Motion carried.
8. FUTURE WORK SESSION: Our chair will aim for a thursday at 4 p.m.
9. SPRING 2011 TREE PLANTING: Nass handed out a copy of his plan which included a list of trees and locations for small trees and shade trees. Roy Nosek suggested the W. Main be added to the list of locations since existing sugar and schwedler maple trees are dieing due to

salt treatment during the winter. The plan will be finalized at the December meeting. Nass plans to notify each property owner regarding planting a city tree in front of their property.

10. STAFF REPORT: Nass reported that Brian Newmeister on the staff has become a certified arborist, and that Andy Beckman is also studying to become a certified arborist. Nass reported that the smaller tree on the south entrance to this building was broken off by a vandal and thus removed. A guard needs to be installed to protect any new planting since this is about the 3rd time this has occurred at that location. Nass said the street tree near the Marathon grass station on W. Main was removed because of storm damage.

11. ADJOURN: MOTION by Stone with second by Miller to adjourn.

Next meeting scheduled for December 14, 2010

Secretary - Richard Ehrenberg

CITY OF WHITEWATER  
URBAN FORESTRY COMMISSION WORK SESSION  
TUESDAY, DECEMBER 21, 2010, 4:15 PM  
Conference room-2<sup>nd</sup> floor, City Municipal Building  
Whitewater, WI 53190

1. Call to Order/Roll Call: Meeting called to order by chair, Tiu Gray-Fow.  
Members present: Tiu Gray-Fow, Karen McCulloch, Richard Ehrenberg, Pru Negley.  
Members absent: Wyatt Welter, Bev Stone, Tom Miller.  
Staff present: Chuck Nass, City Forester
2. Approval of Agenda: Motion by Negley, seconded by Ehrenberg to approve.  
Unanimous approval
3. No citizen comments
4. Tree policy :  
A copy of the old unapproved guidelines with the proposed changes and additions re: planting, maintenance, pruning, new tree lists, tree protection guidelines, terrace tree protection zones was used as the working document. All modifications were agreed to unanimously by members and staff. The chair was directed to include these in a copy to be presented to the full Urban Forestry Commission for action
5. Motion to adjourn by Gray-Fow, seconded by Ehrenberg  
Work Session adjourned at 6:00PM

*DRAFT*

TO: City Manager and Council Members

FROM: Doug Saubert, Finance Director 

RE: Authorized & Manual Checks Processed Paid for January 2011

Date: February 9, 2011 \

Attached is a detail listing of all manual and authorized checks processed for January 2011. The total amount was \$9,407,059.57. The amounts per fund are as follows:

FUND	NAME	TOTAL
100	General Fund	1,042,665.77
200	Cable TV	220.84
220	Library	11,533.82
240	Parkland Acquisition	1,979.92
440	TIF #4	546,595.88
450	Capital Projects	97,218.00
610	Water Utility	100,300.86
620	Sewer Utility	601,007.50
630	Stormwater	25,003.49
800	Tax Collection	6,978,670.45
810	Rescue Squad	702.45
820	Rock River Stormwater	1,117.75
900	CDA	42.84
	TOTALS	\$9,407,059.57

Please let me know if you have any questions.

Jan11

FUND	NAME	TOTAL AMOUNT	01/04/2011	01/06/2011	01/10/2011	01/12/2011	01/13/2011	01/14/2011	01/17/2011	01/19/2011	01/20/2011	01/21/2011	01/25/2011	01/26/2011	01/27/2011	01/28/2011
100	General Fund	1,042,665.77		64,167.88	15,395.12		6,076.61	87.89	850,000.00	1,712.13	24,944.94	9,854.00			31,622.09	38,805.11
200	Cable TV	220.84					220.84									
220	Library	11,533.82		99.33	528.00					7,064.89	3,841.60					
240	Parkland Acquisition	1,979.92									1,979.92					
440	TIF #4	548,595.88		339.58			488,661.63						57,594.69			
450	Capital Projects	97,218.00						97,218.00								
610	Water Utility	100,300.86		129.90			139.31	5.54	100,000.00		26.11					
620	Sewer Utility	601,007.50					399,859.15	8.35	200,000.00						1,140.00	
630	Stormwater	25,003.49					3.49		25,000.00							
800	Tax Collection	6,978,670.45	1,000,352.56			4,463,845.47			500,000.00				14,472.42	1,000,000.00		
810	Rescue Squad	702.45						702.45								
820	Rock River Stormwater Group	1,117.75										1,117.75				
900	CDA	42.84														42.84
	TOTALS	9,407,059.57	1,000,352.56	64,736.67	15,923.12	4,463,845.47	894,961.03	98,022.23	1,675,000.00	8,777.02	30,792.57	68,566.44	14,472.42	1,000,000.00	32,804.93	38,805.11

Report Criteria:

Report type: GL detail

Check.Check number = {<} 67433 {OR} {>} 67511

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	
01/11	01/17/2011	11	4548	WHITEWATER, CITY OF	0111INVEST	1	100-11300	850,000.00	M
Total 11:								850,000.00	
01/11	01/21/2011	1056	5497	BIODIVERSITY PROJECT	201053	1	820-52200-219	915.52	M
01/11	01/21/2011	1056	5497	BIODIVERSITY PROJECT	201054	1	820-52200-219	202.23	M
Total 1056:								1,117.75	
01/11	01/14/2011	1364	5658	WORLDPOINT ECC INC.	5156223	1	810-52280-810	219.95	M
Total 1364:								219.95	
01/11	01/14/2011	1385	115	EMERGENCY MEDICAL PRODU	1337443	1	810-52280-810	482.50	M
Total 1385:								482.50	
01/11	01/04/2011	2929	4817	BILHORN, JOSHUA D	1210REFUN	1	800-12100	167.90	
Total 2929:								167.90	
01/11	01/04/2011	2930	6096	COBURN, THAYER	1210REFUN	1	800-12100	27.00	
Total 2930:								27.00	
01/11	01/04/2011	2931	2865	RAMIREZ JR, LUIS	1210REFUN	1	800-12100	28.54	
Total 2931:								28.54	
01/11	01/04/2011	2932	6095	REED, RICHARD	1210REFUN	1	800-12100	129.12	
Total 2932:								129.12	
01/11	01/04/2011	2933	4548	WHITEWATER, CITY OF	INVEST-TAX	1	800-11300	1,000,000.00	
Total 2933:								1,000,000.00	
01/11	01/12/2011	2937	6101	CAREY, NANCY	0111REFUN	1	800-12100	33.99	
Total 2937:								33.99	
01/11	01/12/2011	2938	341	GATEWAY TECHNICAL COLLE	DECTAX	1	800-24500	244,351.47	
Total 2938:								244,351.47	
01/11	01/12/2011	2939	4841	HART, JOHN	0111REFUN	1	800-12100	120.99	
Total 2939:								120.99	
01/11	01/12/2011	2940	277	JEFFERSON CO - TREASURER	1210 TAX SE	1	800-24310	37,186.38	
01/11	01/12/2011	2940	277	JEFFERSON CO - TREASURER	1210 TAX SE	2	800-24310	2,283.02	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount
Total 2940:								39,469.40
01/11	01/12/2011	2941	2447	LARSON, PATRICK	0111REFUN	1	800-12100	111.20
Total 2941:								111.20
01/11	01/12/2011	2942	280	MADISON AREA TECHNICAL C	DECTAX	1	800-24500	13,526.88
Total 2942:								13,526.88
01/11	01/12/2011	2943	5744	MEYER, EILEEN	0111REFUN	1	800-12100	740.64
Total 2943:								740.64
01/11	01/12/2011	2944	3361	PENWELL, C BENNETT	0111REFUN	1	800-12100	81.38
Total 2944:								81.38
01/11	01/12/2011	2945	5384	SCHVETZ, NANCY	0111REFUN	1	800-12100	208.05
Total 2945:								208.05
01/11	01/12/2011	2946	282	WALWORTH CO TREASURER	DEC TAX	1	800-24310	756,855.33
Total 2946:								756,855.33
01/11	01/12/2011	2947	6102	WETZEL, GARY	0111REFUN	1	800-12100	183.74
Total 2947:								183.74
01/11	01/12/2011	2948	2492	WHITEWATER UNIFIED SCHOO	1210TAX	1	800-24600	98,091.51
01/11	01/12/2011	2948	2492	WHITEWATER UNIFIED SCHOO	1210TAX	2	800-24600	1,878,287.18
Total 2948:								1,976,378.69
01/11	01/12/2011	2949	4548	WHITEWATER, CITY OF	DEC TAC	1	800-25101	1,293,619.58
01/11	01/12/2011	2949	4548	WHITEWATER, CITY OF	DEC TAC	2	800-25101	138,164.13
Total 2949:								1,431,783.71
01/11	01/17/2011	2950	4548	WHITEWATER, CITY OF	0111INVEST	1	800-11300	500,000.00
Total 2950:								500,000.00
01/11	01/25/2011	2951	6101	CAREY, NANCY	0111REFUN	1	800-12100	59.04
Total 2951:								59.04
01/11	01/25/2011	2952	4357	FICKAU, MICHAEL	0111REFUN	1	800-12100	93.03
Total 2952:								93.03
01/11	01/25/2011	2953	5336	HINTZ, IAN	0111REFUN	1	800-12100	24.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount
Total 2953:								24.50
01/11	01/25/2011	2954	1880	LUNSFORD, STACEY	0111REFUN	1	800-12100	93.03
Total 2954:								93.03
01/11	01/25/2011	2955	2886	TATTERSON, JENNIFER	0111REFUN	1	800-12100	449.26
Total 2955:								449.26
01/11	01/25/2011	2957	3791	VALLIANT, DEREK	0111REFUN	1	800-12100	93.03
Total 2957:								93.03
01/11	01/25/2011	2958	4158	LAKE GENEVA	0111REFUN	1	800-12100	13,680.53
01/11	01/25/2011	2958	4158	LAKE GENEVA	0111REFUN	1	800-12100	13,680.53- V
Total 2958:								.00
01/11	01/25/2011	2959	4158	TROSTEL LTD	0111REFUN	1	800-12100	13,660.53
Total 2959:								13,660.53
01/11	01/26/2011	2960	4548	WHITEWATER, CITY OF	0111INVEST	1	800-11300	1,000,000.00
Total 2960:								1,000,000.00
01/11	01/06/2011	67169	3917	AT&T	1210ATT	1	100-51600-225	4,588.25
01/11	01/06/2011	67169	3917	AT&T	1210PHONE	1	440-57663-839	339.56
Total 67169:								4,925.81
01/11	01/06/2011	67170	6097	BLAND, BRIELLE	0111REFUN	1	100-21690	7.00
Total 67170:								7.00
01/11	01/08/2011	67171	273	DAILY JEFFERSON CO UNION	134141	1	100-51500-310	17.34
Total 67171:								17.34
01/11	01/08/2011	67172	2915	IRVIN L YOUNG MEMORIAL LIB	1210PC	1	220-55110-313	19.72
01/11	01/08/2011	67172	2915	IRVIN L YOUNG MEMORIAL LIB	1210PC	2	220-55110-324	6.32
Total 67172:								26.04
01/11	01/06/2011	67173	2233	MATTESON, JOSEPH	0111TRAVE	1	100-52110-154	76.00
Total 67173:								76.00
01/11	01/06/2011	67174	219	MINNESOTA LIFE INSURANCE	FEB11	1	100-21531	2,776.10
Total 67174:								2,776.10
01/11	01/06/2011	67175	5628	MKOT INC	0111DEPOSI	1	100-46733-55	150.00

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Total 67175:								150.00
01/11	01/06/2011	67176	2274	MUNICIPAL COURT FUND	0111FINES	1	100-45110-52	114.00
Total 67176:								114.00
01/11	01/06/2011	67177	1418	REIF, SHAWN	1210VEST	1	100-52110-810	350.00
Total 67177:								350.00
01/11	01/06/2011	67178	6099	SCHEDULE SOFT	5958SOFTW	1	100-52110-810	2,500.00
Total 67178:								2,500.00
01/11	01/06/2011	67179	5574	STATE OF WISCONSIN	1210FINES	1	100-21690	12,915.64
Total 67179:								12,915.64
01/11	01/06/2011	67180	5668	WALMART	0111RESTIT	1	100-21690	24.88
Total 67180:								24.88
01/11	01/06/2011	67423	1507	WALMART COMMUNITY	1210WALMA	1	100-23102	13.89
01/11	01/06/2011	67423	1507	WALMART COMMUNITY	1210WALMA	2	100-46733-55	567.09
01/11	01/06/2011	67423	1507	WALMART COMMUNITY	1210WALMA	3	100-51400-310	29.94
01/11	01/06/2011	67423	1507	WALMART COMMUNITY	1210WALMA	4	100-52100-340	83.46
01/11	01/06/2011	67423	1507	WALMART COMMUNITY	1210WALMA	5	100-52110-340	15.85
01/11	01/06/2011	67423	1507	WALMART COMMUNITY	1210WALMA	6	100-55310-340	67.46
01/11	01/06/2011	67423	1507	WALMART COMMUNITY	1210WALMA	7	220-55110-310	14.55
01/11	01/06/2011	67423	1507	WALMART COMMUNITY	1210WALMA	8	220-55110-342	58.74
01/11	01/06/2011	67423	1507	WALMART COMMUNITY	1210WALMA	9	610-61921-310	112.08
01/11	01/06/2011	67423	1507	WALMART COMMUNITY	1210WALMA	10	610-61935-350	17.82
Total 67423:								980.88
01/11	01/06/2011	67424	282	WALWORTH CO TREASURER	1210FINES	1	100-21690	3,518.11
Total 67424:								3,518.11
01/11	01/06/2011	67425	5359	WATERTOWN MUNICIPAL COU	0111FINE	1	100-45114-52	127.00
Total 67425:								127.00
01/11	01/06/2011	67426	4548	WHITEWATER, CITY OF	1210FINES	1	100-21690	35,933.87
01/11	01/06/2011	67426	4548	WHITEWATER, CITY OF	1210FINES	2	100-21690	48.00
01/11	01/06/2011	67426	4548	WHITEWATER, CITY OF	1210RESTIT	1	100-21690	15.00
Total 67426:								35,996.87
01/11	01/06/2011	67427	6098	WOLFE, JOSHUA	0111REFUN	1	100-21690	231.00
Total 67427:								231.00
01/11	01/10/2011	67430	403	COLD SPRING, TOWN OF	0111REFUN	1	100-46230-52	15.00

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Total 67430:								15.00
01/11	01/10/2011	67431	5043	US POSTAL SERVICE	0111POSTA	1	220-55110-313	528.00
Total 67431:								528.00
01/11	01/10/2011	67432	4548	WHITEWATER, CITY OF	0111REFUN	1	100-13106	15,380.12
Total 67432:								15,380.12
01/11	01/13/2011	67512	5410	3 RIVERS BILLING	10470	1	100-46230-52	2,223.37
Total 67512:								2,223.37
01/11	01/13/2011	67513	6111	AARP-ATLANTA	0111REFUN	1	100-21690	134.26
Total 67513:								134.26
01/11	01/13/2011	67514	233	AFLAC	396979	1	100-21530	1,400.88
Total 67514:								1,400.88
01/11	01/13/2011	67515	3917	AT&T	ATT0111	1	100-51600-225	258.44
01/11	01/13/2011	67515	3917	AT&T	ATT0111	2	100-55110-225	271.90
01/11	01/13/2011	67515	3917	AT&T	ATT0111	3	200-55110-225	135.87
Total 67515:								666.21
01/11	01/13/2011	67516	6107	BARTLEY SALES COMPANY IN	88467	1	440-57663-839	245.00
Total 67516:								245.00
01/11	01/13/2011	67517	6106	BOS DESIGN BUILDERS	15137	1	440-57663-840	54,328.77
Total 67517:								54,328.77
01/11	01/13/2011	67518	273	DAILY JEFFERSON CO UNION	134141-A	1	100-51500-310	17.34
Total 67518:								17.34
01/11	01/13/2011	67519	208	DALEE WATER CONDITIONING	DALEE0111	1	200-55110-340	26.45
Total 67519:								26.45
01/11	01/13/2011	67520	6104	DJG SALES LLC	1367	1	440-57663-839	400.00
Total 67520:								400.00
01/11	01/13/2011	67521	6093	FELTON ELECTRIC INC	A17711	1	440-57663-839	2,037.89
Total 67521:								2,037.89
01/11	01/13/2011	67522	222	FIRST CITIZENS STATE BANK	ACH01-06	1	100-51500-650	330.00

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Total 67522:								330.00
01/11	01/13/2011	67523	3306	GRAYBAR	1407605550	1	440-57663-839	6,878.50-
01/11	01/13/2011	67523	3306	GRAYBAR	950589440	1	440-57663-839	435.36
01/11	01/13/2011	67523	3306	GRAYBAR	950589441	1	440-57663-839	380.04
01/11	01/13/2011	67523	3306	GRAYBAR	950626950	1	440-57663-839	62,773.29
01/11	01/13/2011	67523	3306	GRAYBAR	950654688	1	440-57663-839	4,832.58
01/11	01/13/2011	67523	3306	GRAYBAR	950710796	1	440-57663-839	126.43
01/11	01/13/2011	67523	3306	GRAYBAR	950811390	1	440-57663-839	553.71
01/11	01/13/2011	67523	3306	GRAYBAR	950811391	1	440-57663-839	1,597.32
01/11	01/13/2011	67523	3306	GRAYBAR	950869182	1	440-57663-839	102.60
01/11	01/13/2011	67523	3306	GRAYBAR	950974299	1	440-57663-839	12.60
01/11	01/13/2011	67523	3306	GRAYBAR	950988003	1	440-57663-839	1,675.00-
01/11	01/13/2011	67523	3306	GRAYBAR	950988005	1	440-57663-839	995.33-
01/11	01/13/2011	67523	3306	GRAYBAR	950988009	1	440-57663-839	193.23-
01/11	01/13/2011	67523	3306	GRAYBAR	951008909	1	440-57663-839	1,414.00
01/11	01/13/2011	67523	3306	GRAYBAR	951033597	1	440-57663-839	548.44
01/11	01/13/2011	67523	3306	GRAYBAR	951039500	1	440-57663-839	1,642.77-
01/11	01/13/2011	67523	3306	GRAYBAR	951163785	1	440-57663-839	156.60
01/11	01/13/2011	67523	3306	GRAYBAR	951222206	1	440-57663-839	229.72-
Total 67523:								61,318.42
01/11	01/13/2011	67524	6105	INDUSTRIAL CONTROLS DISTR	5757948	1	440-57663-839	10,000.00
Total 67524:								10,000.00
01/11	01/13/2011	67525	6103	INTERSTATE CHEMICAL CO IN	975045	1	440-57663-839	11,550.00
Total 67525:								11,550.00
01/11	01/13/2011	67526	6011	IVERSON CONSTRUCTION LLC	PAYREQ3	1	440-57663-841	310,748.08
Total 67526:								310,748.08
01/11	01/13/2011	67527	5992	JOHNSON CONTROLS INC	0002926782	1	440-57663-839	1,564.00
Total 67527:								1,564.00
01/11	01/13/2011	67528	5704	KBK SERVICES INC	PAYREQ12	1	620-62810-820	399,573.75
Total 67528:								399,573.75
01/11	01/13/2011	67529	6113	KOLO, ELISE	0111INTERN	1	100-51500-114	200.00
Total 67529:								200.00
01/11	01/13/2011	67530	4770	L F GEORGE INC	INTEREST	1	630-63440-350	3.49
Total 67530:								3.49
01/11	01/13/2011	67531	6109	LEHMAN, JUSTIN	0111SUBP	1	100-51200-219	36.72
Total 67531:								36.72

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01/11	01/13/2011	67532	3148	LUDLUM, JENNIFER	0111REIMB	1	100-52110-330	7.78
Total 67532:								7.78
01/11	01/13/2011	67533	3365	MAUEL & ASSOCIATES, J	0111TAX	1	100-51450-247	450.00
Total 67533:								450.00
01/11	01/13/2011	67534	1636	MILWAUKEE INSULATION CO I	132179	1	440-57663-839	1,897.72
01/11	01/13/2011	67534	1636	MILWAUKEE INSULATION CO I	847154	1	440-57663-839	177.23
01/11	01/13/2011	67534	1636	MILWAUKEE INSULATION CO I	847569	1	440-57663-839	63.75
01/11	01/13/2011	67534	1636	MILWAUKEE INSULATION CO I	851810	1	440-57663-839	119.39
01/11	01/13/2011	67534	1636	MILWAUKEE INSULATION CO I	858122	1	440-57663-839	189.70
01/11	01/13/2011	67534	1636	MILWAUKEE INSULATION CO I	858995	1	440-57663-839	118.60
01/11	01/13/2011	67534	1636	MILWAUKEE INSULATION CO I	859476	1	440-57663-839	95.48
01/11	01/13/2011	67534	1636	MILWAUKEE INSULATION CO I	860991	1	440-57663-839	335.23
01/11	01/13/2011	67534	1636	MILWAUKEE INSULATION CO I	861835	1	440-57663-839	158.02
Total 67534:								3,155.12
01/11	01/13/2011	67535	6110	PEREZ, JUAN CARLOS	0111REFUN	1	100-21690	280.00
Total 67535:								280.00
01/11	01/13/2011	67536	2592	SWEET, BOB	0111REFUN	1	100-46240-52	225.00
Total 67536:								225.00
01/11	01/13/2011	67537	4348	VALADEZ, SAUL	1210REIMB	1	100-52110-330	8.95
Total 67537:								8.95
01/11	01/13/2011	67538	6108	VOELZKE, LUCAS	0111SUBP	1	100-51200-219	5.26
Total 67538:								5.26
01/11	01/13/2011	67539	6112	WAUPAN PAPER SERVICE	PAPERSVC	1	100-52110-340	35.00
Total 67539:								35.00
01/11	01/13/2011	67540	24	WINCHESTER HARDWARE INC	1210WIN	1	100-51600-355	92.01
01/11	01/13/2011	67540	24	WINCHESTER HARDWARE INC	1210WIN	2	100-52200-340	24.78
01/11	01/13/2011	67540	24	WINCHESTER HARDWARE INC	1210WIN	3	100-53270-295	43.20
01/11	01/13/2011	67540	24	WINCHESTER HARDWARE INC	1210WIN	4	100-53270-359	31.72
01/11	01/13/2011	67540	24	WINCHESTER HARDWARE INC	1210WIN	5	200-55110-362	58.52
01/11	01/13/2011	67540	24	WINCHESTER HARDWARE INC	1210WIN	6	610-61650-350	34.99
01/11	01/13/2011	67540	24	WINCHESTER HARDWARE INC	1210WIN	7	610-61935-350	104.32
01/11	01/13/2011	67540	24	WINCHESTER HARDWARE INC	1210WIN	8	620-62840-340	8.77
01/11	01/13/2011	67540	24	WINCHESTER HARDWARE INC	1210WIN	9	620-62850-357	276.63
Total 67540:								674.94
01/11	01/13/2011	67541	5792	WISCONSIN & SOUTHERN RAIL	MMW10-016	1	440-57663-841	19,758.40
Total 67541:								19,758.40

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01/11	01/13/2011	67542	6057	WISCONSIN BUILT INC	28065	1	440-57663-839	1,367.95
01/11	01/13/2011	67542	6057	WISCONSIN BUILT INC	28070	1	440-57663-839	12,188.00
Total 67542:								13,555.95
01/11	01/14/2011	67544	6114	HASTINGS AIR-ENERGY CONT	38715	1	450-57500-835	97,218.00
Total 67544:								97,218.00
01/11	01/14/2011	67545	43	PETTY CASH	0111PC	1	100-52100-340	16.88
01/11	01/14/2011	67545	43	PETTY CASH	0111PC	2	100-52100-310	24.06
01/11	01/14/2011	67545	43	PETTY CASH	0111PC	3	100-51400-310	21.95
01/11	01/14/2011	67545	43	PETTY CASH	0111PC	4	610-61921-310	5.54
01/11	01/14/2011	67545	43	PETTY CASH	0111PC	5	620-62810-310	8.35
Total 67545:								76.78
01/11	01/14/2011	67546	2701	WALTON & CO LTD, RR	0111REFUN	1	100-45135-53	25.00
Total 67546:								25.00
01/11	01/17/2011	67547	4548	WHITEWATER, CITY OF	0111INVEST	1	610-13200	50,000.00
01/11	01/17/2011	67547	4548	WHITEWATER, CITY OF	0111INVEST	2	610-13210	50,000.00
01/11	01/17/2011	67547	4548	WHITEWATER, CITY OF	0111INVEST	3	620-11300	100,000.00
01/11	01/17/2011	67547	4548	WHITEWATER, CITY OF	0111INVEST	4	620-11310	100,000.00
01/11	01/17/2011	67547	4548	WHITEWATER, CITY OF	0111INVEST	5	630-11300	25,000.00
Total 67547:								325,000.00
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025367414	1	220-55110-321	29.30
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025367415	1	220-55110-321	11.78
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025367416	1	220-55110-321	97.16
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025367417	1	220-55110-321	16.80
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025367418	1	220-55110-321	34.76
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025367419	1	220-55110-323	14.86
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025369522	1	220-55110-323	10.66
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025376325	1	220-55110-321	13.84
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025386401	1	220-55110-321	32.48
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025386402	1	220-55110-321	50.45
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025386403	1	220-55110-321	34.75
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025386404	1	220-55110-321	14.00
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025425898	1	220-55110-321	16.24
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2025425899	1	220-55110-321	14.59
01/11	01/19/2011	67548	95	BAKER & TAYLOR BOOKS	2074226	1	220-55110-323	17.36
Total 67548:								374.31
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	I38808240	1	220-55110-326	542.41
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	I38808250	1	220-55110-326	38.61
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	I39047440	1	220-55110-327	186.13
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	I39484360	1	220-55110-327	10.79
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	I39971410	1	220-55110-326	133.80
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	I39971420	1	220-55110-326	17.98
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	I40285730	1	220-55110-326	204.38
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	I40446490	1	220-55110-327	7.19
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	I40785430	1	220-55110-326	75.57

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01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	I41138580	1	220-55110-326	75.56
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	I41359980	1	220-55110-326	129.37
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	I41926310	1	220-55110-326	20.85
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	O37558950	1	220-55110-327	37.42
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	V36460470	1	220-55110-326	35.98
01/11	01/19/2011	67549	1833	BAKER & TAYLOR ENTERTAIN	V140504110	1	220-55110-326	40.73
Total 67549:								1,556.57
01/11	01/19/2011	67550	1033	CLEAN MATS	24103	1	100-55111-246	90.00
Total 67550:								90.00
01/11	01/19/2011	67551	273	DAILY JEFFERSON CO UNION	134141-03	1	100-23102	77.22
Total 67551:								77.22
01/11	01/19/2011	67552	286	DEMCO	4066218	1	220-55110-310	16.54
Total 67552:								16.54
01/11	01/19/2011	67553	1838	GALE	17026413	1	220-55110-322	197.60
Total 67553:								197.60
01/11	01/19/2011	67554	65	GAYLORD BROS INC	1510757	1	220-55110-810	554.30
Total 67554:								554.30
01/11	01/19/2011	67555	1995	N.A.D.A APPRAISAL GUIDES	1995-011911	1	220-55110-322	36.00
Total 67555:								36.00
01/11	01/19/2011	67556	6116	PLAYSCAPES	IN028159	1	220-55110-810	799.00
Total 67556:								799.00
01/11	01/19/2011	67557	5802	PROQUEST LLC	60235835	1	220-55110-322	1,292.76
Total 67557:								1,292.76
01/11	01/19/2011	67558	445	QUILL CORPORATION	9998022	1	220-55110-310	298.62
Total 67558:								298.62
01/11	01/19/2011	67559	3728	RACO INDUSTRIES	IN329806	1	220-55110-810	995.84
Total 67559:								995.84
01/11	01/19/2011	67560	1843	RECORDED BOOKS LLC	5081255	1	220-55110-327	173.60
Total 67560:								173.60
01/11	01/19/2011	67561	6115	ROE, JANELLE	REFUND	1	220-55110-350	5.99

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Total 67561:								5.99
01/11	01/19/2011	67562	2019	UNIQUE BOOKS INC	354265.2	1	220-55110-327	92.21
Total 67562:								92.21
01/11	01/19/2011	67563	4630	UNIQUE MANAGEMENT SVC IN	2023961	1	220-55110-319	71.60
Total 67563:								71.60
01/11	01/19/2011	67564	1933	UPSTART	1016513300	1	220-55110-346	4.25
01/11	01/19/2011	67564	1933	UPSTART	1016513308	1	220-55110-346	16.50
01/11	01/19/2011	67564	1933	UPSTART	1016521496	1	220-55110-342	25.95
01/11	01/19/2011	67564	1933	UPSTART	1016521502	1	220-55110-346	67.75
01/11	01/19/2011	67564	1933	UPSTART	1016529413	1	220-55110-342	7.45
01/11	01/19/2011	67564	1933	UPSTART	1016536761	1	220-55110-342	25.95
01/11	01/19/2011	67564	1933	UPSTART	1016546476	1	220-55110-342	85.25
Total 67564:								233.10
01/11	01/19/2011	67565	41	VORPAGEL SERVICE INC	28008 & 281	1	100-55110-244	1,544.91
Total 67565:								1,544.91
01/11	01/19/2011	67566	64	XEROX CORP	252400655	1	220-55110-242	14.74
01/11	01/19/2011	67566	64	XEROX CORP	52400656	1	220-55110-242	174.75
01/11	01/19/2011	67566	64	XEROX CORP	599751839	1	220-55110-242	177.36
Total 67566:								366.85
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025386415	1	220-55110-321	57.29
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025397702	1	220-55110-321	15.70
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025397703	1	220-55110-321	15.15
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025401969	1	220-55110-321	36.26
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025401970	1	220-55110-323	16.95
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025403193	1	220-55110-323	40.19
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025406327	1	220-55110-321	14.59
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025406328	1	220-55110-321	28.49
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025406329	1	220-55110-323	380.25
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025407941	1	220-55110-321	15.74
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025407942	1	220-55110-321	170.98
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025407943	1	220-55110-321	17.64
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025407944	1	220-55110-321	14.59
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025417150	1	220-55110-321	14.56
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025417151	1	220-55110-321	9.45
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025417152	1	220-55110-321	14.58
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025417153	1	220-55110-321	17.38
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025417154	1	220-55110-321	43.90
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025432033	1	220-55110-323	29.85
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	2025438508	1	220-55110-321	18.86
01/11	01/20/2011	67567	95	BAKER & TAYLOR BOOKS	CK28103	1	220-55110-321	1.25
Total 67567:								971.25
01/11	01/20/2011	67568	1833	BAKER & TAYLOR ENTERTAIN	141244130	1	220-55110-327	7.18

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount
Total 67568:								7.18
01/11	01/20/2011	67569	2095	BLACK BOOK	2095-012011	1	220-55110-326	67.00
Total 67569:								67.00
01/11	01/20/2011	67570	813	BRODART COMPANY	182950	1	220-55110-310	13.40
Total 67570:								13.40
01/11	01/20/2011	67571	6117	CRIBARI, CARA	REFUND	1	100-45130-52	40.00
Total 67571:								40.00
01/11	01/20/2011	67572	2346	MARQUIS WHO'S WHO	1031232	1	220-55110-322	188.00
Total 67572:								188.00
01/11	01/20/2011	67573	4591	MORGAN BIRGE & ASSOCIATE	MC0031063	1	100-55110-225	89.00
Total 67573:								89.00
01/11	01/20/2011	67574	2274	MUNICIPAL COURT FUND	2274-012011	1	100-45110-52	203.00
01/11	01/20/2011	67574	2274	MUNICIPAL COURT FUND	2274-012011	2	100-45110-52	215.40
01/11	01/20/2011	67574	2274	MUNICIPAL COURT FUND	2274-012011	3	100-45110-52	114.00
01/11	01/20/2011	67574	2274	MUNICIPAL COURT FUND	2274-012011	4	100-45110-52	767.90
01/11	01/20/2011	67574	2274	MUNICIPAL COURT FUND	2274-012011	5	100-45110-52	88.80
Total 67574:								1,389.10
01/11	01/20/2011	67575	2763	NEW YORK TIMES, THE	2763-012011	1	220-55110-324	204.10
Total 67575:								204.10
01/11	01/20/2011	67576	1840	OMNIGRAPHICS	106803-0502	1	220-55110-322	81.85
Total 67576:								81.85
01/11	01/20/2011	67577	445	QUILL CORPORATION	1296410	1	220-55110-310	463.99
01/11	01/20/2011	67577	445	QUILL CORPORATION	1346167	1	220-55110-310	15.98
Total 67577:								479.97
01/11	01/20/2011	67578	795	RADICOM BUSINESS COMMUNI	96888	1	100-52600-292	13,000.00
01/11	01/20/2011	67578	795	RADICOM BUSINESS COMMUNI	96888	2	100-52600-295	7,014.98
Total 67578:								20,014.98
01/11	01/20/2011	67579	1924	RANDOM HOUSE INC	1080692138	1	220-55110-326	34.00
Total 67579:								34.00
01/11	01/20/2011	67580	1843	RECORDED BOOKS LLC	5088534	1	220-55110-326	494.85

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount
Total 67580:								494.85
01/11	01/20/2011	67581	195	REGISTRATION FEE TRUST	28 SUSPEN	1	100-52140-360	140.00
Total 67581:								140.00
01/11	01/20/2011	67582	1418	REIF, SHAWN	MHQ	1	100-52110-118	457.20
Total 67582:								457.20
01/11	01/20/2011	67583	402	RICHMOND, TOWN OF	0111REFUN	1	100-46230-52	665.00
01/11	01/20/2011	67583	402	RICHMOND, TOWN OF	0111REFUN	1	100-46230-52	883.00
Total 67583:								1,548.00
01/11	01/20/2011	67584	6047	TEAMSTERS LOCAL UNION #69	MARCH 200	1	100-21550	338.00
Total 67584:								338.00
01/11	01/20/2011	67585	4475	TECHNOLOGY ASSURANCE C	1466	1	220-55110-218	1,200.00
Total 67585:								1,200.00
01/11	01/20/2011	67586	4731	UHL, BRIAN	GALLS	1	100-52110-118	216.23
Total 67586:								216.23
01/11	01/20/2011	67587	19	UNITED PARCEL SERVICE	00000X36X8	1	100-51500-310	12.41
01/11	01/20/2011	67587	19	UNITED PARCEL SERVICE	00000X36X8	2	100-51500-310	17.24
01/11	01/20/2011	67587	19	UNITED PARCEL SERVICE	00000X36X8	3	100-51500-310	21.26
01/11	01/20/2011	67587	19	UNITED PARCEL SERVICE	00000X36X8	4	100-52100-310	37.28
01/11	01/20/2011	67587	19	UNITED PARCEL SERVICE	00000X36X8	5	610-61921-310	20.00
01/11	01/20/2011	67587	19	UNITED PARCEL SERVICE	00000X36X8	1	100-51500-310	13.77
01/11	01/20/2011	67587	19	UNITED PARCEL SERVICE	00000X36X8	2	100-52200-310	27.12
01/11	01/20/2011	67587	19	UNITED PARCEL SERVICE	00000X36X8	3	610-61921-310	6.11
Total 67587:								155.19
01/11	01/20/2011	67588	588	WCMA	WAMCAM S	1	100-51400-154	200.00
Total 67588:								200.00
01/11	01/20/2011	67589	25	WE ENERGIES	25-012011	1	100-51600-224	68.30
01/11	01/20/2011	67589	25	WE ENERGIES	25-012011	2	100-51600-222	15.05
Total 67589:								83.35
01/11	01/20/2011	67590	375	WI EMS ASSOCIATION	2011 CONFE	1	100-52300-154	300.00
Total 67590:								300.00
01/11	01/20/2011	67591	628	WHITEWATER CHAMBER OF C	01230	1	220-55110-320	120.00
Total 67591:								120.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount
01/11	01/20/2011	67592	4548	WHITEWATER, CITY OF	472 N FREM	1	240-56110-525	1,979.92
Total 67592:								1,979.92
01/11	01/21/2011	67593	5887	NORTH AMERICAN MECHANIC	APP 8	1	440-57663-839	10,062.35
Total 67593:								10,062.35
01/11	01/21/2011	67594	5908	REWALD ELECTRIC CO INC	2566	1	440-57663-839	47,532.34
Total 67594:								47,532.34
01/11	01/21/2011	67595	41	VORPAGEL SERVICE INC	28653	1	100-51600-244	7,229.00
Total 67595:								7,229.00
01/11	01/21/2011	67596	2884	HILTON MILWAUKEE CITY CEN	WEMSACON	1	100-52300-154	2,625.00
Total 67596:								2,625.00
01/11	01/27/2011	67687	21	CARQUEST AUTO PARTS	0111CARQU	1	100-52110-241	11.34
01/11	01/27/2011	67687	21	CARQUEST AUTO PARTS	0111CARQU	2	100-52120-241	35.55
01/11	01/27/2011	67687	21	CARQUEST AUTO PARTS	0111CARQU	3	100-53230-352	819.99
Total 67687:								866.88
01/11	01/27/2011	67688	4598	DALE'S BOOTERY	912941	1	100-53270-118	150.00
Total 67688:								150.00
01/11	01/27/2011	67689	8127	EDGAR, ALBERT	0111REFUN	1	100-51200-219	5.26
Total 67689:								5.26
01/11	01/27/2011	67690	133	FRAWLEY OIL CO INC	0111FRAWL	1	100-53300-351	1,749.00
01/11	01/27/2011	67690	133	FRAWLEY OIL CO INC	0111FRAWL	2	100-53320-351	4,629.14
01/11	01/27/2011	67690	133	FRAWLEY OIL CO INC	0111FRAWL	3	620-62890-351	1,140.00
Total 67690:								7,518.14
01/11	01/27/2011	67691	8122	GRIFFIN FORD LINCOLN MERC	0111REFUN	1	100-45130-52	5.00
Total 67691:								5.00
01/11	01/27/2011	67692	6123	IDING, EDWIN	0111FEES	1	100-51200-219	5.26
Total 67692:								5.26
01/11	01/27/2011	67693	6126	LATELLA, ADAM	0111REFUN	1	100-51200-219	5.26
Total 67693:								5.26
01/11	01/27/2011	67694	3390	LINCOLN BENEFIT LIFE	0111LOSA	1	100-52200-152	13,390.20
01/11	01/27/2011	67694	3390	LINCOLN BENEFIT LIFE	0111LOSA-A	1	100-52300-152	7,162.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount
Total 67694:								20,552.40
01/11	01/27/2011	67695	10	MARTIN, MICHELE P	0111UNIFOR	1	100-52110-118	105.80
Total 67695:								105.80
01/11	01/27/2011	67696	5441	MATUS, LUIS	0111TRANS	1	100-51200-219	50.52
Total 67696:								50.52
01/11	01/27/2011	67697	2274	MUNICIPAL COURT FUND	0111COURT	1	100-45110-52	240.00
01/11	01/27/2011	67697	2274	MUNICIPAL COURT FUND	0111COURT	2	100-45110-52	114.00
01/11	01/27/2011	67697	2274	MUNICIPAL COURT FUND	0111COURT	3	100-45110-52	114.00
01/11	01/27/2011	67697	2274	MUNICIPAL COURT FUND	0111COURT	4	100-45110-52	240.00
Total 67697:								708.00
01/11	01/27/2011	67698	3600	NIMM, MARY	0111TRAVE	1	900-56500-330	42.84
Total 67698:								42.84
01/11	01/27/2011	67699	6125	NOLAN, PHILLIP	0111REFUN	1	100-51200-219	14.88
Total 67699:								14.88
01/11	01/27/2011	67700	37	OTTERBACHER, LISA	0111MEALS	1	100-52100-154	67.95
01/11	01/27/2011	67700	37	OTTERBACHER, LISA	0111UNIFOR	1	100-52100-118	61.86
Total 67700:								129.81
01/11	01/27/2011	67701	6124	SCHULTZ, MARJORIE	0111FEES	1	100-51200-219	5.26
Total 67701:								5.26
01/11	01/27/2011	67702	4731	UHL, BRIAN	0111TRAVE	1	100-52110-154	78.93
Total 67702:								78.93
01/11	01/27/2011	67703	3391	VFIS	0111LOSA-B	1	100-52200-159	970.94
01/11	01/27/2011	67703	3391	VFIS	0111LOSA-D	1	100-52300-159	519.06
Total 67703:								1,490.00
01/11	01/27/2011	67704	1632	WESTON, RYAN	0111UNIFOR	1	100-52110-118	500.00
Total 67704:								500.00
01/11	01/27/2011	67705	2205	WI MUNICIPAL JUDGES ASSOC	0111DUES	1	100-51200-320	100.00
Total 67705:								100.00
01/11	01/27/2011	67706	1090	WRWA	0111TRAINI	1	100-51500-154	85.00
Total 67706:								85.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount
01/11	01/27/2011	67707	6128	WADSLEY, KARRY	0111TRIP	1	100-46230-52	385.69
Total 67707:								385.69
01/11	01/28/2011	67708	3443	DEPT OF MILITARY AFFAIRS	0111CONF	1	100-52500-154	175.00
Total 67708:								175.00
01/11	01/28/2011	67709	6129	MADISON MARRIOTT WEST	0111TRAVE	1	100-52500-154	140.00
Total 67709:								140.00
01/11	01/28/2011	67710	4838	WALWORTH CO CLERK OF CO	0111TRIAL	1	100-21690	180.50
Total 67710:								180.50
01/11	01/28/2011	67711	4548	WHITEWATER, CITY OF	0111TAXES-	1	100-46120-51	1,500.86
01/11	01/28/2011	67711	4548	WHITEWATER, CITY OF	0111TAXES-	2	100-46120-51	36,808.75
Total 67711:								38,309.61
Grand Totals:								9,407,059.57

Report Criteria:

Report type: GL detail

Check.Check number = {<} 67433 {OR} {>} 67511

CITY OF WHITEWATER  
 PLAN AND ARCHITECTURAL REVIEW COMMISSION  
 Whitewater Municipal Building Community Room  
 December 13, 2010

**ABSTRACTS/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE PLAN AND ARCHITECTURAL REVIEW COMMISSION**

Chairperson Torres called the meeting of the Plan and Architectural Review Commission to order at 6:00 p.m.

PRESENT: Torres, Stone, Binnie, Dalee, Miller, Meyer (Alternate). ABSENT: Zaballos, Coburn. OTHERS: Wallace McDonell/City Attorney, Mark Roffers/City Planner, Bruce Parker/Zoning Administrator, Wegner/Secretary.

**HEARING OF CITIZEN COMMENTS.** This is a time in the agenda where citizens can voice their concerns. They are given three minutes to talk. No formal Plan Commission Action will be taken during this meeting although issues raised may become a part of a future agenda. Items on the agenda may not be discussed at this time.

There were no citizen comments.

**MINUTES.** Moved by Stone and Meyer to approve the Plan Commission minutes of October 11, 2010. Motion approved by unanimous roll call vote.

**PUBLIC HEARING FOR A CHANGE OF THE DISTRICT ZONING MAP FOR THE FOLLOWING AREA TO ENACT AN ORDINANCE TO IMPOSE THE R-O NON-FAMILY RESIDENTIAL OVERLAY DISTRICT ZONING CLASSIFICATION UNDER CHAPTER 19.25 OF THE ZONING ORDINANCE OF THE CITY OF WHITEWATER FOR 314 W. NORTH STREET (/WUP 00089), 318 W. NORTH STREET (/WUP 00090), 326 W. NORTH STREET (/WUP 00091), AND 330 W. NORTH STREET (/WUP 00092).**

Chairperson Torres opened the public hearing for consideration of a change of the District Zoning Map for the following area to enact an ordinance to impose the R-O Non-Family Residential Overlay District Zoning Classification under Chapter 19.25 of the Zoning Ordinance of the City of Whitewater for 314 W. North Street (/WUP 00089), 318 W. North Street (/WUP 00090), 326 W. North Street (/WUP 00091), and 330 W. North Street (/WUP 00092).

Zoning Administrator Bruce Parker explained that the map showed where the proposed properties are located and where the properties are that already have had the overlay zoning done earlier this year.

City Planner Mark Roffers explained that this proposal was evaluated against the City of Whitewater Comprehensive Plan and it was found to be consistent with the documents. Roffers recommended approval and stated that the Plan Commission would make a recommendation to the City Council.

Michael Woller voiced his concern as he had recently purchased the property at 314 W. North Street for a rental property. He was unaware of the possibility of the R-O Overlay Zoning and asked that the Plan Commission remove his property from this proposal.

City Planner Mark Roffers explained that the purpose of the R-O Non-Family Residential Zoning was to help preserve the single family neighborhoods. The properties with the R-O

Overlay Non-Family Residential Zoning designation would be limited to a maximum of 2 unrelated occupants. The R-2 One and Two Family Residence Zoning District allows for 3 unrelated occupants.

City Attorney McDonell explained that a large portion of the neighborhood has the R-O Residential Overlay Zoning. Councilman Winship has petitioned to increase the overlay zoning area to these four properties. The City Council will address this zoning change on December 21<sup>st</sup> at 6:30 p.m. and will give a final decision. He explained that Michael Woller has the right to give input. The R-O Overlay Zoning does not prohibit rentals. The Plan Commission can make a recommendation of the properties to be included.

Chris Grady (owner of 318 W. North Street, next door to 314 W. North Street) stated that it had been intended for these four properties to be included in the original petition. They were attempting to correct the oversight of the original proposal.

Patty Nicks is the owner of 126 N. Fremont Street, which is also next door to 314 W. North Street. She is in favor of the R-O Overlay Zoning, which would limit the number of students renting a property. She stated that they have lived at their address for 11 years. For all of that time, the property at 314 W. North Street has had a family living there.

James Hartwick, 178 N. Franklin Street and President of the Historic Starin Park Neighborhood Association, stated that in the original R-O Residential Overlay Zoning District, these R-2 properties were inadvertently left off the petition. Some neighborhoods are considered ones to be preserved as single family neighborhoods based on the owners of properties in the area. This overlay zoning is consistent with the City of Whitewater Comprehensive Plan.

Plan Commission Member Binnie asked why the Historic Starin Park Neighborhood Association did not go forward to include at least the west side of N. Fremont Street in the R-O Overlay Zoning District.

James Hartwick explained that when the proposal was first drawn up, the R-O Overlay Zoning only applied to R-1 properties. R-2 is similar and buildings in this area are unlikely to be torn down. If it had been clear, they would have asked for the entire area to be included for the overlay zoning. At their last neighborhood meeting they decided to at least get the North Street properties and try to get Fremont Street as well. Fremont Street has a number of existing rentals. The existing properties that have a long status of being a rental to three unrelated persons, can continue to rent to three unrelated persons. They did not want to include Fremont Street until they asked the people who live there.

Chairperson Torres closed the public hearing.

Plan Commission Members Stone, Torres, and Binnie agreed that they would be in favor of dropping the property at 314 W. North Street from the proposed R-O Residential Overlay Zoning. Binnie explained that there will still be a limit of three unrelated persons allowed for that property without the overlay zoning.

Moved by Stone and Binnie that this change in zoning is consistent with the City of Whitewater Comprehensive Plan, and that the Plan Commission recommend to the City Council to impose the R-O Non-Family Residential Overlay District Zoning Classification under Chapter 19.25 of the Zoning Ordinance of the City of Whitewater for 318 W. North Street (/WUP 00090), 326 W. North Street (/WUP 00091), and 330 W. North Street (/WUP 00092). Plan Commission Member Binnie clarified that the City Council 4 6 go back to the original proposal including the

314 W. North Street property. Motion approved by unanimous roll call vote.

**PUBLIC HEARING FOR A CONDITIONAL USE PERMIT FOR A "CLASS B" BEER AND A "CLASS C" WINE LICENSE FOR ILMI SHABANI, TO SERVE BEER AND WINE BY THE GLASS AT "JESSICA'S RESTAURANT" LOCATED AT 140 W. MAIN STREET.** Chairperson Torres opened the public hearing for consideration of a conditional use permit for a "Class B" Beer and a "Class C" Wine License for Ilmi Shabani, to serve beer and wine by the glass at "Jessica's Restaurant" located at 140 W. Main Street.

Zoning Administrator Bruce Parker explained that Jessica's Restaurant has been approved with minor conditions and will be expanding into the property next door at 138 W. Main Street. They are asking for a beer and wine license, particularly for their banquet hall. A conditional use permit is required to serve beer and wine by the bottle or glass. This area to be licensed will include the addition and possible sidewalk café area. It is recommended to have the sidewalk café as part of the approval as long as it meets the Sidewalk Café Ordinance.

The City Planners recommended that the Plan Commission approve the conditional use permit for Jessica's Restaurant, located at 138-140 W. Main Street, to allow the sale of alcohol by the bottle or drink within the restaurant and any future sidewalk café area, and further to recommend Council issuance of "Class B" Beer and "Class C" Wine Liquor Licenses, subject to the following conditions:

1. The conditional use permit shall run with the business owner and not the land. Any change in ownership will first require approval of a conditional use permit amendment.
2. All prior conditions of conditional use permit approval from September 2010 shall continue to apply to the property, if the project is commenced and completed in accordance with that approval.
3. The serving and sale of alcoholic beverages in any sidewalk café area shall adhere to the requirements listed under Section 5.18.070 of the City of Whitewater Municipal Code, including, but not limited to, the requirement that the sidewalk café area within which alcohol is being served shall at all times it is being used be roped off or otherwise enclosed by a freestanding barrier that is at least three feet high. If such project adheres to that section of the Municipal Code, further Commission approval of a site plan or conditional use permit amendment shall not be required.

Chairperson Torres closed the public hearing.

Moved by Binnie and Miller to recommend to the City Council to approve the Conditional Use Permit for a "Class B" Beer and a "Class C" Wine License for Ilmi Shabani to serve beer and wine by the glass at "Jessica's Restaurant" located at 140 W. Main Street with the conditions of the City Planner. Motion approved by unanimous roll call vote. The applicant agreed to all the conditions.

**PUBLIC HEARING FOR A CHANGE OF THE DISTRICT ZONING MAP TO REZONE FROM R-3 (MULTI-FAMILY RESIDENCE) ZONING DISTRICT TO PCD ( PLANNED COMMUNITY DEVELOPMENT) ZONING DISTRICT, UNDER CHAPTER 19.39 OF THE ZONING ORDINANCE OF THE CITY OF WHITEWATER AND FOR CONSIDERATION OF A GDP (GENERAL DEVELOPMENT PLAN) AND SIP (SPECIFIC IMPLEMENTATION PLAN) FOR THE PROPOSED STUDENT APARTMENT DEVELOPMENT FOR CATCON WHITEWATER, LLC., WITH THE REZONING, GDP , AND SIP ALL ASSOC 4 7 ED WITH THE FOLLOWING PARCELS**

**LOCATED ALONG N. PRINCE STREET AND W. FLORENCE STREET ARE REQUESTED TO CHANGE TO PCD FOR THE DEVELOPMENT OF STUDENT APARTMENTS: TAX PARCEL NUMBERS /WUP 00178C, /WUP 00178, /WUP 00178A, CITY OF WHITEWATER, WALWORTH COUNTY, WISCONSIN.** Chairperson Torres opened the public hearing for consideration of a change of the District Zoning Map to rezone from R-3 (Multi-family Residence) Zoning District to PCD (Planned Community Development) Zoning District, under Chapter 19.39 of the Zoning Ordinance of the City of Whitewater and for consideration of a GDP (General Development Plan) and SIP (Specific Implementation Plan) for the proposed student apartment development for CatCon Whitewater, LLC., with the rezoning, GDP, and SIP all associated with the following parcels located along N. Prince Street and W. Florence Street are requested to change to PCD for the development of student apartments: Tax Parcel Numbers /WUP 00178C, /WUP 00178, /WUP 00178A, City of Whitewater, Walworth County, Wisconsin.

City Planner Mark Roffers stated that this project has been in the works for about six months. It is a 31 unit student apartment project, a good transition from the public dorms to the private rentals in the community. In order to do this project, rezoning the properties to a PCD (Planned Community Development) is required. The PCD Zoning allows the City to enable modification for standards in exchange for higher requirements. The PCD Zoning would only include the GDP (General Development Plan). If the PCD Zoning and General Development Plan is approved, the Plan Commission can act on the SIP (Specific Implementation Plan) which would be conditioned upon City Council approval of the rezoning. The main criteria is consistent with the City's Comprehensive Plan – future use design. In the rezoning to PCD, there are an additional 5 or 6 criteria to follow. "Do we need this project in Whitewater?" is not a consideration in the criteria. The developer has worked 6 sets of plans with different configurations. There is no longer underground parking. Since the concept plan, the ownership has changed a little. The number of units proposed would not be allowed on the lot in an R-3 Zoning District, but could be allowed in a PCD.

The City Planners recommended the Plan and Architectural Review Commission first find the rezoning of the property from R-3 Multiple Family Residential to PCD and the associated General Development Plan (GDP) for The Element apartment project to be consistent with the City's Comprehensive Plan, then recommend City Council approval of PCD zoning and associated GDP, and then approve the Specific Implementation Plan, all subject to the following conditions:

1. The applicant shall make building and site improvements in accordance with the plans and other supporting documents approved by the Plan and Architectural Review Commission on 12/13/10, and including the following, except as any changes to those plans and supporting documents are required to meet conditions 2-14 that follow:
  - a. Materials dated 10/18/10: Operations and Security Memo
  - b. Materials dated 11/7/10: Agreement to Maintain Stormwater Facilities
  - c. Materials Dated 11/11/10: Attachment D: Letter from Calvary Lutheran Church
  - d. Materials dated 11/12/10: Details Sheet (sheet C1.6); Building Roof Plan (sheet A1.5); Lighting Detail sheet (sheet PXP2); Photo Renderings of building; Attachment A: Operation Plan; Stormwater Management Plan (bound document); Attachment E: Parking Information (includes 4 items: Parking Memorandum, Information and Parking Form, Terms and Rates, and Rules and Regulations)
  - e. Materials dated 12/6/10: Existing Site and Demolition Plan (sheet C1.0); Site Plan (sheet C1.1); Grading and Erosion Control Plan (sheet C1.2); Utilities Plan (sheet C1.3); Details and Specifications (sheet C1.4); Landscape Plan (sheet C1.5); First Floor Plan (sheet A1.1); Second Floor Plan (sheet A1.2); Third Floor Plan (sheet

A1.3); Fourth Floor Plan (sheet A1.4); Elevations (sheets A2.0 and A2.1); Photometric Plan (sheet PXP1)

f. Other Materials with no date; Attachment F: Photos of interior finishes; Catalog Page for retaining wall; Sustainable Design Features list

2. Prior to the issuance of a building permit for this project, the applicant shall:
  - a. Address, through plan changes and otherwise, all requested changes in the 12/8/10 email of the Whitewater Fire Inspector over which the applicant has control.
  - b. Provide catalog pages for exterior wall-mounted lighting fixtures.
  - c. Expand the "Future Parking" label on all plan sheets to indicate that the future parking lot shall be installed only following the approval or direction of the City's Neighborhood Services Director.
  - d. Obtain approval of the City Forester of the street terrace tree planting plan and make any adjustments as requested by the City Forester.
  - e. Increase the number of 4 inch caliper trees on the site by 10, in higher-impact locations as approved by the Neighborhood Services Director.
  - f. Address all outstanding issues related to stormwater management, grading, erosion control, and utilities, as determined by and to the satisfaction of the Neighborhood Services Director, in consultation with the City's engineering consultant.
  - g. Pay a park improvement fee and a fee-in-lieu of parkland dedication in accordance with City ordinance standards for the 31 additional housing units being added to this property.
  - h. Update and resubmit for City staff approval all plans that are necessary to assure compliance with the above conditions.

3. In the grading and development of the site, in the areas with existing mature trees both on the subject site and off-site that are proposed for retention, the developer shall follow the tree preservation guidelines included within the City of Whitewater Landscaping Guidelines (i.e., protect critical root zone radius) to the extent practical. At least 14 days prior to the commencement of site construction, the applicant shall notify owners of adjoining properties with mature trees that are both proximate to shared lot lines and shown on the Landscape Plan of the intent to grade and develop the subject site in the general areas of such trees. That notification shall include an offer to meet with the adjacent owner(s) to review plans and make provisions to minimize potential root cutting and compaction in the vicinity of those trees. The applicant shall invite the City Neighborhood Services Director and City Forester to attend any such meeting(s).

4. The maximum occupancy of each apartment unit shall be limited to the number of bedrooms in that unit, and the maximum occupancy of each bedroom shall be one tenant.

5. The site shall be operated at all times in full accordance with the October 18, 2010 Operations and Security Narrative and the November 12, 2010 "Operation Plan for The Element," except that the selected management company may change provided that the project maintains, at all times, management by a professional management company with qualifications for managing student oriented apartment developments, in the determination of the Neighborhood Services Director.

6. If the apartment building is developed as planned and approved under this PCD, the church use of the property shall be limited as follows:

- a. Occupancy of no more than one office room.
- b. No more than one church employee on site at any one time.
- c. No on-site services, except for residents ~~4~~ 9 he apartment building.

- d. No on-site parking or shuttle service for church patrons to attend services in another location or for any other purpose, except for those who are also residents of the apartment building.
7. The use and function of the first floor meeting space, media room, game room/lounge, exercise room, and study rooms, as indicated on the approved Floor Plan sheet, shall not be substantially altered as judged by the Neighborhood Services Director, without the prior approval of the City Plan and Architectural Review Commission.
8. The proposed front yard seating area, as represented on the Site Plan sheet, shall be installed no later than one year from the date of initial building occupancy, in accordance with a plan prepared by the applicant and approved by the Neighborhood Services Director.
9. No parking space designated on the site plan shall be used at any time for any other purpose than the parking of operable motor vehicles. No snow storage shall be allowed in parking spaces.
10. Parking permits shall be allocated for tenants of the project, per the "Parking Rules and Regulations" document submitted with the application or any replacement document approved by the Neighborhood Services Director. In no case shall the number of permits that are issued for resident parking exceed the number of spaces available in the off-street parking lots, less 5 spaces to accommodate visitors and the church/office use of the property as limited through the above condition.
11. The applicant shall include with all leases provisions related to the following, with such aspects of the leases subject approval of the Neighborhood Services Director and City Attorney before the leases are utilized:
- a. Limits on occupancy to (i) one tenant for each bedroom and (ii) a number of tenants in each apartment unit not exceeding the number of bedrooms in that unit.
  - b. Parking rules and regulations in accordance with this PCD approval, including clear restrictions against vehicular parking in any space that is not a designated parking space on the approved Site Plan for the project.
12. In the event that not all site and landscape improvements are completed before occupancy of this building, the applicant shall provide the City with a site improvement deposit in the amount of \$2,000.
13. Any and all future signage proposed for this site, including directional signage, shall be subject to City Zoning Administrator approval.
14. Specific Implementation Plan approval is null and void if the City Council does not approve the rezoning or the General Development Plan. The Specific Implementation Plan is subject to alterations if the City Council approves changes to the General Development Plan.

Matt Burow, President of the company, gave a history of the project. He has been involved with it for two years. They have been trying to expand campus ministries not sponsored by the Church or the UW. to be owned by private equity members. They have been involved with planning a student housing project on this property for the last 12 months. They have met with city staff. They started with an over 200 bed unit but have reconsidered the plan and reduced it to a 155 to 170 bed unit. Plan Commission was looking for less density and a higher parking ratio. They will have a property manager, BMOC out of Madison. It will be a high performing property, well managed and maintained. This will be a transitional product. They will provide full time activities, full time maintenance, all the amenities you would see in a dorm and a high

level of security.

Engineer Tom Schermerhorn explained that "The Element" will be a transitional use from the UW to the residential area. All units will be fully furnished in an efficient layout. There will be individual bedrooms, two baths in the 4 unit apartments. There will be an on-site manager and program director. If they were to apply for the building to be a LEED building, it would be in the low gold or high silver range. The building will be made in a residential scale and materials, high quality stone and cream city brick. It will be a townhouse style with horizontal and vertical elements. There will be a 50 year warranty on the siding. The trim and accent will be gray and dark brown respectively. The glazing on the windows will not be institutional. The building will be high quality and low maintenance. There will also be a theatre, laundry (looking at putting in each unit) and campus ministry.

William Levy, Manager of BMOC, explained that the building will be operated similar to a dorm with RA, resident life, programming etc.

Marilyn Kienbaum voiced her concern of the cost for kids to live there and if the parents could afford it.

Matt Burow explained that it would probably be the highest cost in Whitewater. It would be competitive, but on the higher end.

Sherry Hoffer, W. Florence Street, stated that her home is a part of this proposed project. She supports the project and wanted to make the Plan Commission aware of the other changes happening in this neighborhood. Ownerships have changed and properties have changed drastically. She urged the Plan Commission to support this project.

Attorney John Olson, representing DLK Enterprises, stated that this proposal should be developed under the R-3 Zoning Ordinance regulations, not a PCD (Planned Community Development). If you go by the Zoning Ordinance, you know what to enforce. This group has hired BMOC (out of Madison) as the project operator (Other names are PMM LLC. and PMM2 LLC.). There are disputes in the Dane County Circuit Court between parents and BMOC, when BMOC took over and backed out of a lease that was to provide 19 meals per week. There is a list of zoning violations and complaints. A building inspection was performed on 1-17-10. It was later revealed (1-22 & 1-27-10) that 3 out of 4 items were not completed. Attorney John Olson wanted to send the message to go forward with this project under R-3 Zoning so that local contractors could compete. It is not safe as a PCD. Atty. Olson stated that he would make the files of the complaints available for Plan Commission inspection.

Russell Walton, a Whitewater developer, was mainly concerned about the parking. They are proposing 81 stalls for 108 students. This does not include the pastor and the meeting room and how many will be coming and taking up parking stalls. In an R-3 Zoning District they must comply with those specific parking requirements. Every kid who comes to school has a car. Walton was also concerned with the 14 foot drop off at the rear of the property to the parking lot, with the possibility of the mature trees being undermined. The building should be designed around adequate parking.

City Planner Mark Roffers stated that a condition of approval could be to not allow outside meetings to take place at this facility.

Bob Freiermuth, a local investor, stated that 8 months of the year there is street parking. The parking gets worse November through March v 5 1 visitors cannot park on the street.

Attorney Mike Grubb, representing the Whitewater Rental Association, stressed the same concerns as Attorney Olson. The project should be compelled to comply with the R-3 Zoning Ordinance and work within the rules. The rules can be consistently applied. They appreciated that the project has been downsized, but it is not downsized enough. The PCD (Planned Community Development) in the ordinance offers the flexibility of a project in exchange for benefits. It is not to circumvent the ordinance. The developer cannot choose a PCD to get out of R-3 Zoning regulations. The Plan Commission is charged with consistently applying proposals to the ordinances. Why a PCD here? There are 5 areas where variances are needed. The main ones are density and parking. When looking at the density, this site is 2/3's of what it should be. The setbacks are closer to Prince Street by 3 feet. Other concerns are the drop off from the Daniels property; the parking areas are shorter and tighter; how the church works into this mix and how it impacts the parking.

Atty. Grubb brought in a comparison sheet showing how the built project would comply or exceed R-3 Zoning. The Regent project did a lot of cleaning up of the site. They closed up driveway openings on Main Street; fixed the drainage issue along S. Cottage Street. They offered similar parking, but was asked not to do it and have an area held in reserve. The Prince Street project, would require that everything be torn down and start over. The improvement trade makes it necessary to go to a PCD. The trade off is that the rooms in the apartments are smaller; the size of the building requires parking to be cut short. This is not creating a higher quality, better project. Why relax the standards now? Atty. Grubb asked that the Plan Commission consistently apply the standards and approve this project only as an R-3 Zoning proposal.

Levi Wolf, a student who lives at Starin Hall dorm, stated that students are very excited for the potential for new housing in such a great location. He loves the idea and is excited for the project. He also stated that lots of students do not have cars.

Jeff Knight, 405 S. Panther Court, stated that he had been on a Plan Commission for 14 years and has also been a landlord. He did a comparison as far as the standard of living for the tenants. The rooms are 104 to 108 sq. ft. (sizes look substandard). What are the real amenities? These apartments have 2 stove tops (not viewed as a dorm, but viewed as an apartment). As an apartment it is substandard. It is a frame building with 81 parking stalls, possibility of 86 stalls if directed by the city to develop the southeast portion of the site. What happened to the underground parking? Is parking provided for church activities? What is the impact of Starin Hall? What happens if the Church leaves, will it be considered a hardship? What is committed and what is not? Knight urged the Plan Commission to slow down and make sure it is a good project.

Roy Nosek, 210 S. Park Street, a former member of the Plan Commission, felt that the Zoning Ordinance should take precedence over a PUD (Planned Unit Development). He stated that the PCD (Planned Community Development) was adopted in 1980. He has never seen a PCD used for what it was meant to be used for. It is a short cut, a cheat of what the intent was to be. It has never been used in an innovative project. Nosek asked the Plan Commission to watch the PCD proposals. There have been none that have been credible for Plan Commission approval.

Koller Stettler, property manager for Stettler Properties, explained that R-3 Zoning is the standard, the law of the land. It is not right when someone from out of town plays the game to see what they can get away with. Development is not all bad if all play by the same rules.

Matt Burow stated that they intend to use local contractors. They have a 99 year lease with the Church at no cost. The outer ring of the mature 5 2 s on the Daniels property will not be affected

by the development. They plan to put up a retaining wall to protect them. They have the opportunity to have a long term lease for 10 to 15 stalls from a retail business about a block away.

Terry Larson, Teronomy Builders, stated that all developers needed to play by the same rules. Density is the main concern on this project. Why special consideration for this development?

Tom Schermerhorn, Excel Engineering, explained that this proposal is to be high density residential for students close to campus. In regard to vacancy rates, the University is looking to lease 300 beds and the University is increasing enrollment every year.

Chairperson Torres closed the public hearing.

City Planner Mark Roffers explained that the Campus Ministry use is confusing and would need understanding. Would the office of the pastor service people in the building only? Parking is only adequate for those living there. A PCD allows for knowing more precisely what to enforce. There is a specific set of plans to follow. The Plan Commission and City Council has the ability to set specific performance standards for a PCD development that we don't have for standard R-3 development. However PCD Zoning does require more vigilance in tracking those standards, but more details can be enforced through PCD Zoning with more specificity as to what the expectations of the City are. The reason why the building was moved closer to Prince Street is that city staff suggested that moving the building closer to Prince Street would be a better alternative than with the proposed full 35 foot setback. With the full 35 foot setback and the current building design, at the rear of the building, parts of the building would have been as close as 3 feet from the parking lot. We felt that was inadequate and if we were going to trade off, it would be a small sacrifice for the added privacy to the apartments in the back. As far as the size of the bedrooms, we would ask for better scale drawings to provide clarity. Regarding the issue of parking and the number of parking stalls per unit, Roffers agreed that without specific controls as to how many parking permits could be issued and the ability to enforce that standard, that .75 spaces per unit would not be an appropriate standard. If your default standard is one space per occupant, without restrictions, you should go with one space per person requirement. The City would be imposing a restriction on how many people they can give permits to park. It would then be the developer's responsibility to see if they could market that. In regard to vacancy rates of apartments, 5 to 10% is fairly typical, fairly common (in Roffers' experience). The requirement of deed restrictions and other measures to make sure that they follow through with promises they commit are important. Other measures include that the property management plan be as promised, their amenities they provide as promised, otherwise they would have to come back to get approval for any change. Addressing the Comprehensive Plan and Zoning tools, we have three residential districts R-1 which is single family only, R-2 which is also single family with some allowances for duplexes, & R-3 which is the multi-family district. We do not have a zoning district for if you want to go higher than that, perhaps an R-4 zoning district. It might be a good idea to look at a zoning for more density as the City has gone toward a new policy for denser than R-3 development close to the University, to the south and now to west. It would be preferable to have a Community discussion and consideration of something beyond the R-3 standard. In regard to "playing by the same rules", R-3 has certain standards, and a PCD allows the achievement of different standards, an opportunity to get density, proximity to transportation, and proximity to the downtown area. It is guided by the Comprehensive Plan. Differently situated properties are different. Roffers recommended approval as the project provides enough amenities.

Plan Commission Members voiced their concerns: Plan Commission Members Dalee, Meyer and Torres felt there should be enough parking 53s to accommodate each student, employees

etc. Plan Commission Member Binnie questioned why parking was not a problem at the Regent Apartments. Why the big concern for this project? The University has a lot of parking across from this project, which may be available. If the parking is not resolved, there will be occupancy problems. Miller disagreed with the density.

Moved by Stone and Meyer to recommend to the City Council to deny the change in the District Zoning Map to rezone from R-3 (Multifamily Residence) Zoning District to PCD (Planned Community Development) Zoning District. Motion approved with all ayes except Binnie voted no.

**REVIEW PROPOSED ONE LOT CERTIFIED SURVEY MAP ASSOCIATED WITH THE DEVELOPMENT OF STUDENT APARTMENTS ON THE NORTHWEST CORNER OF N. PRINCE STREET AND W. FLORENCE STREET FOR CATCON WHITEWATER, LLC.**

City Planner Mark Roffers explained that this certified survey map is associated with the Prince Street project. The City Planners recommended approval subject to four conditions as amended at the meeting.

1. The CSM may not be recorded until after two or more of the existing principal buildings within the CSM area have been demolished.
2. The CSM shall be recorded prior to occupancy of the apartment building authorized through City approval on the same property.
3. All lands within the CSM are shall be in common ownership prior to recording.
4. CSM approval shall be null and void within 6 months of the Plan and Architectural Review Commission approval if the CSM is not recorded in that time frame.

City Attorney McDonell recommended action on the certified survey map, either approval or not approval. The Plan Commission approval of the certified survey map will become null and void if within a certain period of time, the conditions are not met. McDonell asked the developer if they wanted to table the review to the next Plan Commission meeting to allow for Plan Commission review.

Matt Burow stated that he wanted to have the Plan Commission review the CSM now to know what they have to deal with.

Moved by Binnie and Meyer to approve the one lot certified survey map with the four conditions of the City Planners. Motion approved by unanimous roll call vote.

**REVIEW AND OFFER COMMENTS ON THE DRAFT FORMAT FOR THE CITY'S ZONING MAP.** City Planner Mark Roffers presented a draft format for the City's Zoning Map. The City authorized Vandewalle and Associates to redo the Zoning Map to make it clear. It is a digital format with one base map with the zoning districts and one overlay district map. It was brought to the Plan Commission for comments before it is finalized. There were a couple questions. Roffers explained that the wellhead protection zone is a fixed radius around a well. The Plan Commission thanked Mark for all their work on the maps.

**INFORMATION:**

For future agenda items, Lynn Binnie suggested that work be done on a Zoning Ordinance that would facilitate high density residential. He as 5 4 that it be put on the next agenda as a

discussion item.

The next regular Plan Commission meeting will be January 10, 2010.

Moved by Miller and Stone to adjourn at approximately 9:00 p.m. Motion was approved by unanimous voice vote.

Respectfully submitted,

Jane Wegner  
Secretary

Whitewater University Technology Park Board  
 Lakefront Conference Room, City Municipal Building  
 312 W Whitewater Street  
 Minutes for November 10, 2010

**1. Call to Order.**

The meeting was called to order at 9:00 am by President Telfer. Members present: Jeff Knight, Peter Zaballos, Kevin Brunner, Ronald Gayhart, Richard Telfer. Excused: Jim Stewart, John Chenoweth. Others present: Ryan Pingel, Denise Ehlen, and Neil Day (J.P. Cullen), Gary Albrecht (CESA2).

**2. Approval of Minutes from October 13, 2010 Meeting.**

It was moved by Brunner and seconded by Gayhart to approve the minutes from the October 13, 2010 meeting. Approved.

**3. Construction Update.**

Neal Day of J.P. Cullen gave the following update on the Whitewater Innovation Center Project. The originally scheduled substantial completion date was December 30, 2010 with 10 days of float. Currently the substantial completion date is still December 30<sup>th</sup> with 4 days of float. Day noted that we have lost 2 days of float during the last month.

Recent progress. The following items were noted:

- 1) Composite metal panel on exterior is 80% complete.
- 2) Glazing of storefront system substantially complete with exception of the doors. Door systems are left off until the last minute to prevent construction damage.
- 3) All site construction complete.
- 4) Asphalt has been installed.
- 5) Plantings and landscape nearly complete.
- 6) Drywall 95% complete.
- 7) Paint 50% complete.
- 8) Drop ceiling 50% complete.
- 9) All flooring material on site.

Upcoming activities for November include the following:

- 1) All incubators and CESA space will be completed and punched out for acceptance.
- 2) On the west end of the building doors and hardware and some miscellaneous interior finishes will be completed.
- 3) The building commissioning final sequences will be taking place between December 6<sup>th</sup> through December 23<sup>rd</sup>.
- 4) During the week of December 27<sup>th</sup> there will be 4 days of float remaining that are intended to be reserved for final closeout issues.

**4. Technology Park Infrastructure Update.**

Brunner gave a brief update to the Board that included the following:

- 1) Starin Road is still scheduled for substantial completion by the end of November, while noting that the actual road will not be open to traffic until spring of next year (this is due to the fact

that the final asphalt course will be installed in spring).  
 2) All the Technology Park infrastructure will be completed by the end of November as well with the following exceptions: the East Main Court extension will not be constructed and the asphalt surface course on Greenway Court and Howard Road will not be completed until spring. Also, the multiuse trail project will not be installed until next spring.

**5. Dark Fiber Update.**

Brunner indicated that the contractor has almost completed the extension of dark fiber to the Innovation Center from the University. This extension will be completed by December 1<sup>st</sup>.

**6. Strategic Plan update.**

Telfer indicated that work needs to progress on the Strategic Plan. He appointed a committee of Zaballos, Chenoweth and Ehlen to work and develop the strategic plan and present it at the December meeting.

**7. Sources and Use Statement.**

Ryan Pingel reviewed the Sources and Use Statement with the Board. There were a few modifications suggested. Telfer and Brunner need to meet with Knight, Gayhart and Pingel to further refine the Sources and Use Statement.

Telfer also indicated that the Sources and Use Subcommittee should be dissolved and folded into the new Tenant/Entrepreneurship Subcommittee. In addition, Telfer suggested that the Tenant/Entrepreneurship Subcommittee be charged with the establishment of lease rates for the Innovation Center.

**8. City-University MOU.**

Telfer indicated that this still needs to be negotiated between the two parties. Brunner indicated that he would be suggesting two MOUs be executed; one between the City/CDA and the University Technology Park Board for the management and operation of both the Technology Park and the Innovation Center, and secondly, there would be another agreement between the Technology Park Board and the University for lease of space in exchange for technical services to be provided by the University to support the Innovation Center and Technology Park (Innovation Center Management and IT services).

**9. Contract Approvals.**

It was moved by Telfer and seconded by Zaballos to approve a contract not to exceed \$7,500 with Eppstein Uhen Architects to assist with developing the specifications for procurement of necessary furnishings for the Innovation Center. Approved.

**10. Adjourn to Closed Session.**

It was then moved by Knight and seconded by Gayhart to adjourn to closed session per Wisconsin Statute 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll call vote: Ayes: Gayhart, Brunner, Knight, Telfer, Zaballos. Noes: None.

The meeting was adjourned to closed session at 9:48 AM. During the closed executive session potential tenants for the building were discussed as well as the lease rates for the facility.

It was then moved by Gayhart and seconded by Knight to reconvene to open session at 10:35

am. Roll call vote: Ayes: Gayhart, Brunner, Knight, Telfer, Zaballos. Noes: None.

**11. Next Meeting.**

The Board set its next meeting for December 8, 2010 at 9:00 AM at the Whitewater Innovation Center, room to be announced.

**12. Adjournment.**

It was then moved by Gayhart and seconded by Zaballos to adjourn. Meeting adjourned at 10:35 am.

Respectfully Submitted,

Kevin Brunner, Secretary

Whitewater University Technology Park Board  
Whitewater Innovation Center  
1221 Innovation Drive  
Minutes for December 8, 2010

1. **Call to Order.**

The meeting was called to order at 9:00 am by President Telfer. Members present: Jeff Knight, Peter Zaballos, Kevin Brunner, Jim Stewart, Ronald Gayhart, John Chenoweth (left at 9:45 am), and Richard Telfer. Absent: None. Others present: Jim Caldwell, Mike VandenBosch, Ryan Pingel, Denise Ehlen, and Neil Day (J.P. Cullen), Gary Albrecht (CESA2).

2. **Approval of Minutes from November 10, 2010 Meeting.**

It was moved by Gayhart and seconded by Stewart to approve the minutes from the November 10, 2010 meeting. Approved.

3. **Construction Update-Review Change Orders.**

Neil Day, Project Manager from J. P. Cullen, reviewed the change orders for the Innovation Center Project. After discussion, it was moved by Gayhart, seconded by Stewart to approve Change Orders Number 8 (totaling \$8,464), Number 9 (deduct of \$17,059), Number 10 (totaling \$14,060) and Number 11 (totaling \$13,478). Approved.

4. **Discussion of Completion Date for Innovation Center.**

Day and Brunner indicated that right now the completion date is scheduled for on or about January 3, 2011. However, this date might be extended, if necessary.

5. **Lab Construction Update.**

Telfer indicated that the University is committed to building a lab in the unfinished space (Suite 118). Currently the University is working with Eppstein Uhen and J. P. Cullen to provide the cost for the intended build out of this space. More information on this will follow at the next Board meeting.

6. **Tax Credit Update.**

Brunner and Ehlen indicated that they had reviewed the possibility for tax credits for the building that would accrue to Eppstein Uhen. This needs further discussion with Eppstein Uhen before some decisions can be made.

7. **Starin Road/Tech Park Infrastructure.**

Brunner reported that the Starin Road extension has been completed with the exception of the final surface asphalt course as well as the street lighting. The street lighting will be completed sometime early in 2011 with the final asphalt course to follow sometime in early spring. The Starin Road extension will be closed until the final asphalt course is installed.

Brunner also reported that most of the Tech Park infrastructure has been completed, however, the following items have been held over for completion in spring: 1) final asphalt course for Greenway Court and Howard Road, 2) construction of the Technology Park Multiuse Trail, 3) construction of the East Main Court extension.

8. **Dark Fiber Update.**

Telfer reported that the extension of the dark fiber from the University to the Innovation Center

has been completed with the exception of the work on either end. The bad news is that the extension of the dark fiber from the north to the University will most likely be delayed until early spring due to some complications in getting the necessary Wisconsin DNR permits for a river crossing.

**9. Strategic Plan Update.**

There was no update given, however, this item will be a major objective of the new Innovation Manager when he or she is hired.

**10. Restructuring to Eliminate Sources and Uses Committee and Adjust Duties of Tenant/Entrepreneurship Committee to Include the Establishment of Lease Rates.**

It was then moved by Zaballos and seconded by Gayhart to formally create a Tenant/Entrepreneurship Committee. This committee will be responsible for the establishment of lease rates and building tenant relations. Approved.

**11. City-University Memorandum of Understanding (MOU)**

A draft Memorandum of Understanding between the City and its Community Development Authority and the Whitewater University Technology Park, Inc. was distributed. This MOU will be discussed again at the January meeting of the Board. No action was taken.

**12. City-Technology Park Board Memorandum of Understanding (MOU)**

Brunner also indicated that a second MOU will be necessary between the Tech Park Board and the University for the provision of University services for the facility as well as the space that the University will occupy in the building. There is a draft of this document. However, it will need to be reviewed by the Board at a future date.

**13. Contract Approvals.**

It was moved by Gayhart, seconded by Zaballos to approve the following: Authorize up to \$75,000 for the purchase of Innovation Center furnishings from bidders on this project including Emmons Office Interiors and Target Interiors.

**14. Adjournment to Closed Session.**

There was no need to move to Closed Executive Session so no closed session, as indicated by the agenda, was held.

Telfer then announced that the next meeting of the Board would be held on January 12 at 9:00 am at the Innovation Center Building. He also indicated that we should be targeting a grand opening for the Innovation Center in March of 2011.

It was then moved by Stewart, seconded by Brunner to adjourn. Meeting adjourned at 10:25 am.

Respectfully Submitted,

Kevin Brunner, Secretary

Whitewater University Technology Park Board  
Whitewater Innovation Center  
1221 Innovation Drive  
Minutes for January 12, 2011

1. **Call to Order.**

The meeting was called to order at 9:08 am by President Telfer. Members present: Jeff Knight, Peter Zaballos, Kevin Brunner, Jim Stewart, Ronald Gayhart, John Chenoweth, and Richard Telfer. Absent: None. Others present: Jim Caldwell, Denise Ehlen, and Neil Day (J.P. Cullen), Gary Albrecht (CESA2).

2. **Approval of Minutes from December 8, 2010 Meeting.**

It was moved by Chenoweth and seconded by Stewart to approve these minutes as read. Approved.

3. **Construction Update.**

Neil Day, Project Manager from J. P. Cullen & Sons, presented a report on Whitewater Innovation Center Construction. The following items were noted:

- Safety. The project has been executed with no OSHA recordable accidents and no lost time incidents. There were two minor injuries.
- Schedule. The substantial completion date was December 30, 2010, however, J.P. Cullen is currently completing the last few punch list items and has a few major items outstanding.
- Construction Bulletin 23 was issued during commissioning to change the chiller control valves. These items had to be ordered and will not be installed for one or two more weeks.
- Construction Bulletin 24 was issued to further define the method to balance unfinished space. In addition, the cooling system for CESA 2 computer space had to be relocated upstairs versus on the ground floor. This item will not be completed for another week.
- A meeting with the architect needs to take place to determine the substantial completion date. However, it looks as though that will now be January 28, 2011.
- Day noted that when the sunshades were manufactured, during the process of anodizing, the surface finish was changed. The finish was completely unacceptable and the entire lot had to be rejected. A late February installation date is expected.
- Day also noted that the stenciling system that was used to place the quotes on the wall was creating damage to the existing surface. A new stenciling system has been tested and the stenciling will be completed in the next two weeks.
- There has been some wall cracking at many different locations. J. P. Cullen has been working with the architect to determine their requirements for additional expansion joints in the drywall system.

There was discussion regarding the Photovoltaic (PV) System. WE Energies has yet to install the meter for the PV System. This will need to be installed before the substantial completion date.

Also, there is some landscaping that remains to be done. Comprehensive lists will be compiled by J. P. Cullen for completion this coming spring.

4. **Lab Construction Update.**

The Project Architect, Cliff Goodhart of Eppstein Uhen, and Denise Ehlen have been discussing

the planning for the unfinished space area #116.

Telfer indicated that UW-Whitewater wants to build at least two labs in this space that would be used by the University and two additional labs that could be sub-leasable space.

In answer to questions, Telfer indicated that these would be basic lab spaces that could accommodate biological, chemical or physics research.

Eppstein Uhen is to present a schematic design to J. P. Cullen by January 21st so that price estimates can be made for this space.

**5. Furnishings.**

Brunner indicated that all of the used furniture from UW-Whitewater is now in the building. Most of these furnishings will be available for possible tenant use with the exception of white boards which have already been installed in conference rooms.

The network, wireless and VOIP equipment is on order through the University's Instruction, Communication and Information Technology (iCIT) group. This equipment will be installed in time for use by tenants in mid-February.

The furnishings for the building have been ordered from Emmons Office Interiors and Target Office Equipment with installation scheduled for late January.

**6. NAMI-HVAC Maintenance Options**

Brunner indicated that he is working with North American Mechanical Inc. (NAMI) on HVAC maintenance options. Brunner indicated this is his biggest concern regarding the building; that we have adequate maintenance of the geothermal heating/cooling systems. Brunner indicated that he will invite NAMI to attend the next Board meeting to present these HVAC maintenance options to the Board.

**7. Tax Credit Update.**

Telfer indicated there is no new information on this item and it looks unlikely that there will be any tax credit savings that can accrue to the Innovation Center Project.

**8. Starin Road/Tech Park Infrastructure.**

Brunner indicated that the lighting for the Starin Road Extension has now been installed and the only thing that remains to be completed in early spring is the installation of the surface asphalt course for the road. He anticipates that the road will be open to traffic by May 1.

With regard to the Tech Park infrastructure, improvements for the Greenway Court surface asphalt course will be installed in early spring and East Main Court will be constructed in early spring as well. The multi-use trail system through the Technology Park is also scheduled to be completed in early spring. All of these projects must be completed no later than June 11, 2011 pursuant to the EDA Grant Award.

**9. Dark Fiber Update.**

Telfer indicated that the extension of dark fiber from the north to the campus would not be completed until spring to the UW-Whitewater campus due to inability to construct the necessary Rock River crossing this winter. Telfer indicated that he understood that the dark fiber extension from the University to the Innovation Center has been completed with the

exception of the connections on either end of the dark fiber line.

**10. Strategic Plan Update.**

Ehlen indicated that a condensed version has been completed. However, the updating is now being done in conjunction with a UW-Whitewater professor and his business class.

**11. Approval of Lease.**

Brunner indicated that a lease has been developed for Superior Analytical Instruments LLC. Superior Analytical Instruments is a startup firm that will be making and manufacturing water and wastewater measuring devices. Superior is interested in leasing Suite 226. The rental will be \$900 per month for the first year, \$920 for the second year, and \$950 for the third year. The first rent payment will be in February of 2011. It was moved by Gayhart and seconded by Zaballos to approve the application of Superior Analytical for leasing of Suite 226 in the Innovation Center. Approved.

**12. Entrepreneurship and Tenancy Committee.**

Zaballos indicated that the Entrepreneurship and Tenancy Committee is working on a speaker series that will be held at the Innovation Center. In addition, the committee is working on Launchpad (presentation of entrepreneurial ideas) and Fastpitch (similar to Elevator Pitch Program) that would be sponsored by the Tech Park Board.

Zaballos indicated that a full report on these potential activities will be made at the February Board meeting.

**13. Potential Grand Opening Date.**

Telfer indicated that a potential Grand Opening of the Innovation Center is being planned for late March to hopefully coincide with a regional economic development summit that is being planned with the Wisconsin Department of Commerce. More information to follow.

**14. CDA/City Tech Park MOU.**

It was moved by Gayhart and seconded by Brunner to approve the draft MOU.

During discussion Zaballos indicated that he would like a review of conflict of interest for the signatories to the agreement. During this discussion, it was agreed that Jim Stewart, as Vice President of the Tech Park Board, should be a signatory rather than Kevin Brunner, Tech Park Board Secretary, who will need to be a signatory on behalf of the City as City Manager.

Gayhart also requested that Article 2 should be split, with responsibilities for the operation of the Innovation Center in Article 2 and the responsibilities for operation of the Tech Park being included as part of Article 3. Motion approved.

**15. Adjournment to Closed Session.**

It was then moved by Chenoweth, seconded by Stewart to adjourn to closed session at 10:25 am per Wisconsin State Statute 19.85 (a)(c), Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The closing of the meeting was also pursuant to Wisconsin State Statute 19.85 (1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conduction of other specified public business, whenever competitive or bargaining reasons

require a closed session.

Ayes: Knight, Zaballos, Brunner, Stewart, Gayhart, Chenoweth, Telfer. Noes: None.

During the closed session the Board discussed the hiring of an Innovation Center Manager as well as negotiations that have been ongoing with regard to the development of additional buildings in the Technology Park.

It was then moved by Stewart, seconded by Brunner to reconvene to open session. Ayes: Knight, Zaballos, Brunner, Stewart, Gayhart, Chenoweth, Telfer. Noes: None.

The meeting was reconvened to open session at 11:04 am.

**16. Next Meeting.**

Telfer noted that the next meeting of the Tech Park Board will be held February 9, 9:00 am at the Whitewater Innovation Center.

**17. Adjournment.**

It was then moved by Stewart, seconded by Gayhart, to adjourn. Meeting adjourned at 11:05 am.

Respectfully Submitted,

Kevin Brunner, Secretary

**RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN**

WHEREAS, the City of Whitewater has applied for a Community Development Block Grant;  
*(Community Name)*  
and

WHEREAS, the State of Wisconsin Department of Commerce and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low- to moderate-income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings and provide for a complaint procedure; and

WHEREAS, the City of Whitewater has prepared and publicly reviewed a Citizen Participation Plan;  
*(Community Name)*

NOW THEREFORE BE IT RESOLVED that the City of Whitewater officially adopts the Citizen Participation Plan.  
*(Community Name)*

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
*(Day) (Month) (Year)*

Approved:  
  
\_\_\_\_\_

Attest:  
  
\_\_\_\_\_

**CITIZEN PARTICIPATION PLAN  
Community Development Program**

\* R-1

PURPOSE

In order for the Community Development Program to operate effectively and to address the needs of the citizens of the City of Whitewater, the entire population must be kept informed. The decision-making process must be open and consistent with state and federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The Common Council of the City of Whitewater or its appointed designee administers the  
*(Name of Appropriate Committee or Person)*  
Community Development Program and the Citizen Participation Plan.
2. To insure responsiveness to the needs of its citizens, the Common Council of the City of Whitewater  
*(Same as Above)*  
or it's appointed designee or responsible party shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- and moderate-income (LMI) who are residents of blighted areas and/or target neighborhoods in which a Community Development Program will be concentrated.

NOTICES OF HEARINGS

Official notice of hearings will be by public notice in the official newspaper two weeks preceding the hearing. In addition, the public notice shall be posted at the City of Whitewater Municipal Center, 312 W Whitewater Street, Whitewater, WI.  
*(Town, Village, of City Hall)*

These notices will include time, place and date of meeting, as well as a brief agenda.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable residents to respond to proposals at all stages of the Community Development Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped and, if needed, for non-English speaking persons.

1. The first hearing will receive citizen views and provide an explanation of Community Development needs including discussion of housing, public facilities and economic development needs. Community goals and strategies should be reviewed including timetables, possible displacement, eligible activities and citizen views. A summary of proposed activities shall be included in the minutes of the hearing.
2. The second public hearing will receive citizen views and provide a review of program performance.
3. The first public hearing shall be held during the development of an application for funds. The second public hearing shall be held during the implementation of the program.

PROGRAM INFORMATION/FILES/ASSISTANCE

\* R-1

1. To the degree that time and staff allow, technical assistance will be provided to any citizen who requests information about program requirements.
2. The responsible party will maintain, in the official office of local government, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. Every effort will be made to respond to all proposals prior to the final action on that subject.
4. Citizens may petition or request in writing assistance for developing application proposals or changes to proposals. The responsible party will respond to all such requests to the degree that time and staff allow.

COMPLAINTS

The responsible party will handle citizen complaints about the program in a timely manner. The responsible party will respond in writing to all written letters of complaint within 15 days where practicable. The first contact for complaints should be made to the responsible party at the official office of local government and then to the chief elected official.

In addition to the above procedure, any citizen may submit a written complaint directly to the following address:

**Department of Commerce  
Division of Community Development  
Bureau of Community Finance  
P. O. Box 7970  
Madison, WI 53707**

NON-ENGLISH SPEAKING RESIDENTS

The responsible party will make special efforts to assure equal opportunity in the citizen participation process for non-English speaking persons.

## MEMORANDUM

To: Kevin Brunner, City Manager  
Fr: Dean Fischer, Director of Public Works  
Date: February 10, 2011



**Subject: Five Points Intersection Improvement Project  
Proposal for Engineering Service**

Attached is the engineering proposal for the Five Points Intersection Improvement Project from Strand Associates.

The scope of services noted are the typical ones related to reconstruction projects except for the addition of the preparation of the legal description of the needed right of way.

The CIP improvement project for Alternative #6 (attached) was estimated in 2010 at a cost of \$77,000, which included the engineering services. The project is to be funded by TIF #6.

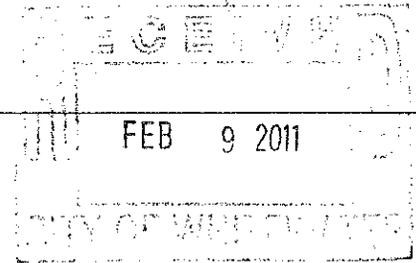
As noted in Mark Fisher's engineering proposal, the project timeline sets up very good to construct this project during the summer months and to have construction completed by the start of school in the fall.

**The proposed not to exceed engineering services fee of \$20,400 is within the estimate for the CIP project and recommended for approval by the Council.**

Please place this on the Council's Feb. 17 agenda for consideration.



C-2



910 West Wingra Drive  
Madison, WI 53715  
Phone: 608-251-4843  
Fax: 608-251-8655

February 7, 2011

**Office Locations**

Madison, WI  
Joliet, IL  
Louisville, KY  
Lexington, KY  
Mobile, AL  
Columbus, IN  
Columbus, OH  
Indianapolis, IN  
Milwaukee, WI  
Cincinnati, OH  
Phoenix, AZ

Mr. Dean Fischer, DPW  
City of Whitewater  
312 West Whitewater Street  
Whitewater, WI 53190

Re: Five Points Intersection Improvements - Proposal for Engineering Services

Dear Dean,

We are pleased to submit this proposal for engineering services related to the Five Points Intersection Improvements project.

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

**Project Understanding**

Following consideration of various alternatives to improve the intersection of Janesville Street and Walworth Avenue (also known as the Five Points intersection), the City has decided to proceed with the median alternative concept. This concept includes construction of a dedicated right-turn bay and island for westbound Walworth Avenue traffic turning south onto Janesville Street. This concept also includes construction of a pedestrian refuge island on the south side of the intersection, new sidewalk, and new pavement markings.

**Scope of Services**

As requested, the proposed Scope of Services for this project is as follows:

1. Complete supplemental topographic survey of the project area to locate available property irons and collect additional ground elevations.
2. Prepare drawings for proposed improvements, including geometric details, proposed elevations, storm sewer adjustment details, and pavement markings.
3. Prepare project manual for bidding purposes, including bid advertisement, front-end specifications, bid, general conditions, and technical specifications.
4. Assist City with utility coordination.
5. Assist City with identification of right-of-way needed for project, including preparation of legal description.
6. Prepare and distribute bidding documents and assist with the bidding process.
7. Assist City with contract award and processing of contracts following award of contract.
8. Provide construction staking and contract administration services.

**Fees and Schedule**

The not-to-exceed engineering fee for the Scope of Services above is \$20,400, including expenses. Services will be invoiced on an hourly rate basis. As with past projects, we will attempt to coordinate our services with other work in the City to minimize engineering costs.



Mr. Dean Fischer, DPW  
City of Whitewater  
Page 2  
February 7, 2011

We anticipate completion of design and services within 45 days of authorization to proceed. Pending timely resolution of utility conflicts and acquisition of right-of-way, the project should be able to be bid in late spring and constructed in the summer months when school-related traffic is at a minimum.

We look forward to working with the City on this project. Please contact us if you have any questions regarding this proposal.

Sincerely,

STRAND ASSOCIATES, INC.®

A handwritten signature in cursive script that reads 'Mark A. Fisher'.

Mark A. Fisher, P.E.

9901.972/MAF:tk



## MEMORANDUM

To: Kevin Brunner, City Manager  
Fr: Dean Fischer, Director of Public Works  
Date: February 10, 2011



**Subject: Wastewater Equipment Replacement Project 4-2009  
Change Order #7**

Attached is Change Order #7 for contract 4-2009 – Wastewater Equipment Replacement Project. The contractor has been directed to complete all the items on this change order. With the addition of the last item, the total amount of the change order went above your spending authority, thus the change order needs to go before the Council for approval.

The project's contingency balance after the deduction for Change Order #7 will be \$90,757.94.

I will be at the meeting to address any questions in regards to the individual items of the change order, should the Council have any questions.

Please place this on the Council's agenda for approval.

February 9, 2011

## CHANGE ORDER NO. 7 - DRAFT

PROJECT: Wastewater Treatment Plant Improvements  
 OWNER: City of Whitewater, Wisconsin  
 CONTRACT: 4-2009  
 CONTRACTOR: KBK Services, Inc.

**Description of Change**

7a	Contractor shall provide wiring associated with relocation of the submersible pump in the primary scum pit. Wiring shall be routed as required for electrical hazard rating. Existing wiring shall be demolished as shall the existing floats in the primary and secondary scum pits. Work shall be performed in accordance with the project Drawings and Specifications and Contractor's enclosed proposal dated October 19, 2010.	ADD	\$3,035.66
7b	Provide sampling ports at pumps in accordance with the enclosed Request for Proposal (RFP) No. 8 Revision 2 and Contractor's enclosed proposal dated January 20, 2011.	ADD	\$ 2,325.22
7c	Paint interior walls of Buildings 300 and 500 in accordance with the enclosed RFP No. 10 and Contractor's enclosed proposal dated January 20, 2011.	ADD	\$ 5,062.97
7d	Provide three new float switches in influent wet well to replace existing, non-functioning switches in accordance with the Contractor's enclosed proposal dated January 20, 2011.	ADD	\$ 1,077.48
7e	Revise supernatant hose to 2-inch diameter with removable sections as requested by Owner and in accordance with Contractor's enclosed proposal dated December 6, 2010.	ADD	\$540.25
TOTAL VALUE OF THIS CHANGE ORDER:		ADD	\$11,501.33

City of Whitewater, Wisconsin-KBK Services, Inc.  
Contract 4-2009, Change Order No. 7  
Page 2  
February 9, 2011

**Contract Price Adjustment**

Original Contract Price	\$4,519,660.00
Previous Change Order Adjustments	\$ 112,840.73
Adjustment in Contract Price this Change Order	\$ 11,501.33
Current Contract Price including this Change Order	\$4,644,002.06

**Contract Completion Date Adjustment**

Original Contract Completion Date	March 25, 2011
Contract Completion Date Adjustments due to previous Change Orders	None
Contract Completion Date Adjustments due to this Change Order	None
Current Contract Completion Dates including all Change Orders	March 25, 2011

This document shall become a supplement to the Contract and all provisions will apply hereto.

**RECOMMENDED**

**DRAFT**

ENGINEER-Strand Associates, Inc. <sup>®</sup>	Date
---	------

**APPROVED**

**DRAFT**

CONTRACTOR-KBK Services, Inc.	Date
-------------------------------	------

**APPROVED**

**DRAFT**

OWNER-City of Whitewater, Wisconsin	Date
-------------------------------------	------



## VANDEWALLE & ASSOCIATES INC.

To: City of Whitewater Plan and Architectural Review Commission  
From: Mark Roffers, AICP, and Megan MacGlashan, AICP, City Planning Consultants  
Date: February 9, 2011  
Re: Potential Measures to Increase Efficiency in Development Plan Reviews and Control Developer Costs

---

Over the last month, we have been working with City staff to develop a comprehensive approach for reducing planning consultant costs to the City, and specifically to people who make development proposals before the City. For well over a decade now, the City's policy has been to pass on the costs associated with planning (and engineering) consultant review of development proposals to the person(s) proposing the development activity. City officials have considered this the preferred policy over having such costs being borne by the general taxpayer. Recently, the City has heard concerns that these pass-through costs can be high and unpredictable, which we are sure is particularly an issue in this very challenging economic climate.

Kevin Brunner, Bruce Parker, and we have been working on an approach to this issue that has several components. We would like to present, discuss, and obtain feedback from the Plan Commission on our ideas at this time. There may be other ideas that Commissioners may have aside from these to reduce costs or increase efficiency; we would love to hear these too.

The several components of our proposed approach thusfar are as follows:

1. Reduced Travel Time Costs for the City and None for Applicants: The City has for the past five or so years billed applicants for a proportional share of planning consultant costs associated with travel time to and from Plan Commission meetings where their items are heard. City staff is now discussing a new approach that would involve the City assuming all costs associated with our travel to and from meetings, which under the new planning consultant contract with the City, will be cut in half from former levels. In other words, costs associated with travel to and from Commission meetings would no longer be charged to development review applicants.
2. New Plan Commission Report Template: The reports we have prepared for the Plan Commission can be lengthy and include a high level of detail about the proposal, our analysis, and our recommendations. The benefits of this approach have been more thorough discussion of the "whys" behind the recommendations, a strong paper trail for the future, and clear and thorough recommendations so that actual results meet expectations. The drawbacks have no doubt been difficulty among Commission members and applicants in wading through the

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax  
611 North Broadway • Suite 410 • Milwaukee, Wisconsin 53202 • 414.441.2001 •  
414.732.2035 Fax  
[www.vandewalle.com](http://www.vandewalle.com)

Shaping places, shaping change

reports, and applicant costs associated with report preparation. The costs associated with preparing the reports are passed on to the development review applicant. In an effort to reduce the amount of time we spend preparing these reports, we have developed a new, streamlined report template, which we have "test-driven" on the proposal for 265 Wisconsin Street (also on the February 14<sup>th</sup> Plan Commission agenda). The proposed template would result in reports that are more concise, provide less detailed analysis and explanation, and focus more on our final recommendation and suggested conditions of approval.

3. Fewer Reviews and Less Formal Reviews of Simple Projects: For less complex or controversial projects, we will make a point of trying to reduce our reports even further. These can include simple email recommendations or not writing a report at all (instead directing any comments we have verbally to Bruce to share with his comments). This practice is already in place, but there may be expanded opportunities in the future to follow this route.
4. Timely Delivery of Reports: At times, we have not been as timely in finishing and distributing our reports to the Commission as we should be. To the extent we are not waiting for late-arriving materials, we will make every effort to have our reports complete and to Jane by mid-day on the Wednesday before each Commission meeting. This will provide more time for both Commission members and applicants to read and respond to our reports and recommendations than we have at times provided.
5. Selective Attendance at Commission Meetings: Also, as before, City staff and we will continue to seek opportunities when Mark's attendance at Commission meetings is not necessary, because the items on the agenda or not numerous or not complicated. We will particularly focus on Mondays when the Packers are on Monday Night Football.
6. Clearer Cost Expectations for Development Review Applicants: Attached you will find three documents that are intended to supplement the standard materials distributed to development review applicants. In general, the purpose of these documents is to make the potential costs associated with development review more predictable for applicants up front, and to communicate information about how the applicant can contribute to minimizing their development review costs. We will be prepared at the meeting to discuss each of the new documents in more detail.
7. Incentive for Preliminary/Conceptual Review: In most instances, an early conceptual review of a development proposal by City staff, the planning consultant, and/or the Plan Commission saves the applicant and the City time, money, stress, and frustration in the long run. To provide an incentive for applicants to initiate conceptual reviews of their project before spending the time and money on more formal plans and applications, City staff is proposing to offer the first \$200 of planning consultant costs associated with conceptual (pre-application) review of any development proposal at no cost to the applicant. This will, in almost all circumstances, cover the full cost of conceptual review, except for very large projects, like the student apartment and Walmart projects we reviewed in 2010.

In conclusion, we are fully committed to helping to reduce planning consultant costs to the City and development review applicants, without substantial sacrifices in the quality of the services we provide. We will welcome all input on these and other approaches in this direction.

\*\*\*\*\*

CITY OF WHITEWATER  
COST RECOVERY CERTIFICATE AND AGREEMENT

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, and recreation specialists) to assist in the City's review of an application for development review coming before the Plan and Architectural Review Commission, Board of Zoning Appeals, and/or Common Council. In fact, most applications require some level of review by the City's planning consultant. City of Whitewater staff shall retain sole discretion in determining when and to what extent it is necessary to involve a professional consultant in the review of an application.

The submittal of an application or petition for development review by an applicant shall be construed as an agreement to pay for such professional review services associated with the application or petition. The City may apply the charges for these services to the applicant and/or property owner in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees or the specified percentage thereof. Development review fees that are assigned to the applicant, but that are not actually paid, may then be imposed by the City as a special charge on the affected property.

**Section A: Background Information**

----- To be filled out by the Applicant/Property Owner -----

**Applicant's Information:**

Name of Applicant: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

**Project Information:**

Name/Description of Development: \_\_\_\_\_

Address of Development Site: \_\_\_\_\_

Tax Key Number(s) of Site: \_\_\_\_\_

**Property Owner Information (if different from applicant):**

Name of Property Owner: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

**Section B: Applicant/Property Owner Cost Obligations**

----- To be filled out by the City's Neighborhood Services Director -----

Under this agreement, the applicant shall be responsible for the costs indicated below. In the event the applicant fails to pay such costs, the responsibility shall pass to the property owner, if different. Costs may exceed those agreed to herein only by mutual agreement of the applicant, property owner, and City. If and when the City believes that actual costs incurred will exceed those listed below, for reasons not anticipated at the time of application or under the control of the City administration or consultants, the Neighborhood Services Director or his agent shall notify the applicant and property owner for their approval to exceed such initially agreed costs. If the applicant and property owner do not approve such additional costs, the City may, as permitted by law, consider the application withdrawn and/or suspend or terminate further review and consideration of the development application. In such case, the applicant and property owner shall be responsible for all consultant costs incurred up until that time.

- A. Application Fee.....\$ \_\_\_\_\_
- B. Expected Planning Consultant Review Cost .....\$ \_\_\_\_\_
- C. Total Cost Expected of Applicant (A+B).....\$ \_\_\_\_\_
- D. 25% of Total Cost, Due at Time of Application.....\$ \_\_\_\_\_
- E. Project Likely to Incur Additional Engineering or Other Consultant Review Costs?  Yes  No

The balance of the applicant's costs, not due at time of application, shall be payable upon applicant receipt of one or more itemized invoices from the City. If the application fee plus actual planning and engineering consultant review costs end up being less than the 25% charged to the applicant at the time of application, the City shall refund the difference to the applicant.

**Section C: Agreement Execution**

----- To be filled out by the Applicant and Property Owner -----

The undersigned applicant and property owner agree to reimburse the City for all costs directly or indirectly associated with the consideration of the applicant's proposal as indicated in this agreement, with 25% of such costs payable at the time of application and the remainder of such costs payable upon receipt of one or more invoices from the City following the execution of development review services associated with the application.

\_\_\_\_\_  
Signature of Applicant/Petitioner

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Printed Name of Applicant/Petitioner

\_\_\_\_\_  
Printed Name of Property Owner (if different)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

## City of Whitewater Typical City Planning Consultant Development Review Costs

The City often utilizes assistance from a planning consultant to analyze requests for land development approvals against City plans and ordinances and assist the City's Plan and Architectural Review Commission and City Council on decision making. Because it is the applicant who is generating the need for the service, the City's policy is to assign most consultant costs associated with such review to the applicant, as opposed to asking general taxpayer to cover these costs.

The development review costs provided below represent the planning consultant's range of costs associated with each particular type of development review. This usually involves some initial analysis of the application well before the public meeting date, communication with the applicant at that time if there are key issues to resolve before the meeting, further analysis and preparation of a written report the week before the meeting, meeting attendance, and sometimes minor follow-up after the meeting. Costs vary depending on a wide range of factors, including the type of application, completeness and clarity of the development application, the size and complexity of the proposed development, the degree of cooperation from the applicant for further information, and the level of community interest. The City has a guide called "Tips for Minimizing Your Development Review Costs" with information on how the applicant can help control costs.

Type of Development Review Being Requested	Planning Consultant Review Cost Range
<b>Minor Site/Building Plan</b> (e.g., minor addition to building, parking lot expansion, small apartment, downtown building alterations)	
When land use is a permitted use in the zoning district, and for minor downtown building alterations	Up to \$600
When use also requires a conditional use permit, and for major downtown building alterations	\$900 to \$1,500
<b>Major Site/Building Plan</b> (e.g., new gas station/convenience store, new restaurant, supermarket, larger apartments, industrial building)	
When land use is a permitted use in the zoning district	\$700 to \$2,000
When land use also requires a conditional use permit	\$1,600 to \$12,000
<b>Conditional Use Permit with no Site Plan Review</b> (e.g., home occupation, sale of liquor request, substitution of use in existing building)	\$200 to \$600
<b>Rezoning</b>	
To a standard (not PCD) zoning district	\$400 to \$2,000
To Planned Community Development zoning district, assuming complete GDP & SIP application submitted at same time	\$2,100 to \$12,000
<b>Land Division</b>	
Certified Survey Map	Up to \$300
Preliminary Subdivision Plat	\$1,500 to \$3,000
Final Plat (does not include any development agreement time)	\$500 to \$1,500
<b>Annexation</b>	\$200 to \$400
Note on Potential Additional Review Costs: The City also retains a separate engineering consultant, who is typically involved in larger projects requiring stormwater management plans, major utility work, or complex parking or road access plans. Engineering costs are not included above, but will also be assigned to the development review applicant. The consultant planner and engineer closely coordinate their reviews to control costs.	

## Tips for Minimizing Your Development Review Costs: A Guide for Applicants

The City of Whitewater assigns its consultant costs associated with reviewing development proposals to the applicant requesting development approval. These costs can vary based on a number of factors. Many of these factors can at least be partially controlled by the applicant for development review. The City recognizes that we are in a time when the need to control costs is at the forefront of everyone's minds. The following guide is intended to assist applicants for City development approvals understand what they can do to manage and minimize the costs associated with review of their applications. The tips included in this guide will almost always result in a less costly and quicker review of an application.

1. Meet with Neighborhoods Services Department before submitting an application: If you are planning on submitting an application for development review, one of the first things you should do is have a discussion with the City's Neighborhood Services Department. This can be accomplished either by dropping by the Neighborhood Services Department counter at City Hall, or by making an appointment with the Neighborhood Services Director. Before you make significant investments in your project, the Department can help you understand the feasibility of your proposal, what City plans and ordinances will apply, what type of review process will be required, and how to prepare a complete application.
2. Submit a complete and thorough application: One of the most important things you can do to make your review process less costly to you is to submit a complete, thorough, and well-organized application in accordance with City ordinance requirements. The City has checklists to help you make sure your application is complete. To help you prepare an application that has the right level of detail and information, assume that the people reviewing the application have never seen your property before, have no prior understanding of what you are proposing, and don't necessarily understand the reasons for your request.
3. For more complex or technical types of projects, strongly consider working with an experienced professional to help prepare your plans: Experienced professional engineers, land planners, architects, surveyors and landscape architects should be quite familiar with standard development review processes and expectations. They are also generally capable of preparing high-quality plans that will ultimately require less time (i.e., less cost for you) for the City's planning and engineering consultants to review, saving you money in the long run. Any project that includes significant site grading, stormwater management, or utility work; significant landscaping; or significant building remodeling or expansion generally requires professionals in the associated fields to help out.
4. For simpler projects, submit thorough, legible, and accurate plans: For less complicated proposals, it is certainly acceptable to prepare plans yourself rather than paying to have them prepared by a professional. However, keep in mind that even though the project may be less complex, the City's staff and planning consultant still need to ensure that your proposal meets all City requirements. Therefore, such plans must be prepared with care. Regardless of the complexity, all site, building, and floor plans should:
  - a. Be drawn to a recognized scale and indicate what the scale is (e.g., 1 inch = 40 feet).
  - b. Include titles and dates on all submitted documents in case pieces of your application get separated.
  - c. Include clear and legible labels that identify streets, existing and proposed buildings, parking areas, and other site improvements.
  - d. Indicate what the property and improvements look like today versus what is being proposed for the future.

- e. Accurately represent and label the dimensions of all lot lines, setbacks, pavement/parking areas, building heights, and any other pertinent project features.
  - f. Indicate the colors and materials of all existing and proposed site/building improvements. Including color photos with your application is one inexpensive and accurate way to show the current condition of the site. Color catalog pages can be included to show the appearance of proposed signs, light fixtures, fences, retaining walls, landscaping features, building materials, or other similar improvements.
5. Submit your application well in advance of the Plan and Architectural Review Commission meeting: The City normally requires that a complete application be submitted four weeks in advance of the Commission meeting when it will be considered. For simple submittals not requiring a public hearing, this may be reduced to two weeks in advance. The further in advance you can submit your application, the better for you and everyone involved in reviewing the project. Additional review time may give the City's planning consultant and staff an opportunity to communicate with you about potential issues with your project or application and allow you time to efficiently address those issues before the Plan and Architectural Review Commission meeting. Be sure to provide reliable contact information on your application form and be available to respond to such questions or requests in a timely manner.
6. For more complex projects, submit your project for conceptual review: A conceptual review can be accomplished in several ways depending on the nature of your project and your desired outcomes.
- a. Preliminary plans may be submitted to City staff and the planning consultant for a quick, informal review. This will allow you to gauge initial reactions to your proposal and help you identify key issues;
  - b. You may request a sit-down meeting with the Neighborhood Services Director and/or planning consultant to review and more thoroughly discuss your proposal; and/or
  - c. You can ask to be placed on a Plan and Architectural Review Commission meeting agenda to present and discuss preliminary plans with the Commission and gauge its reaction before formally submitting your development review application.

Overall, conceptual reviews almost always save time, money, stress, and frustration in the long run for everyone involved. For this reason, the City will absorb up to \$200 in consultant review costs for conceptual review of each project.

7. Hold a neighborhood meeting for larger and potentially more controversial projects: If you believe your project falls into one or both of these two categories (City staff can help you decide), one way to help the formal development review process go more smoothly is to host a meeting for the surrounding neighbors and any other interested members of the community. This would happen before any Plan and Architectural Review Commission meeting and often before you even submit a formal development review application.

A neighborhood meeting will give you an opportunity to describe your proposal, respond to questions and concerns, and generally address issues in an environment that is less formal and potentially less emotional than a Plan and Architectural Review Commission meeting. Neighborhood meetings can help you build support for your project, understand others' perspectives on your proposals, clarify misunderstandings, and modify the project and alleviate public concerns before the Plan and Architectural Review Commission meetings. Please notify the City Neighborhood Services Director of your neighborhood meeting date, time, and place; make sure all neighbors are fully aware (City staff can provide you a mailing list at no charge); and document the outcomes of the meeting to include with your application.