

CITY OF WHITEWATER
COMMON COUNCIL AGENDA
 Common Council Meeting
Tuesday, October 18, 2011 – 6:30 p.m.
 City of Whitewater Municipal Building Community Room
 312 W. Whitewater Street Whitewater, Wisconsin

<p> Amended Agenda as of 10/14 at 2:45 p.m. changing C-8 to R-8 and reading as follows: “Resolution Approving the Purchase of 305 James Street (Storm Water Utility)”. </p>

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

CONSENT AGENDA:

CA-A	Approval of Payment of Invoices Processed through 10/13/2011.
CA-B	Acknowledgment of Receipt and Filing of the Following: *Whitewater University Tech Park Minutes of 09/14/2011. *Park and Recreation Minutes of 9/12/2011. *Plan Commission Minutes of 09/12/2011.
CA-C	Expedited approval of the following items, per city staff recommendation: None

REPORTS:

City Manager	1) Special Olympics Award for Freeze Fest: 2) Innovation Center Update.
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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	Resolution Urging the Wisconsin Department of Transportation to Expedite the U.S. Highway 12 Environmental Impact Study (City Manager Request).
R-2	Amendment to 2011 Salary Resolution reflecting the creation of a Police Captain position and the elimination of a Police Lieutenant position (Police Chief and Police Commission Request).

ORDINANCES: First Reading - NONE

ORDINANCES: Second Reading- NONE

CONSIDERATIONS:

C-1	Purchase of Tri-Caster Production Switcher for Whitewater CATV (Cable Coordinator Request).
C-2	Rejection of Train Depot Restoration Bids / Authorization to Re-Bid (City Manager Request).
C-3	Appointment of Council Members to CDA Study Committee.

C-4	Notice of Exemption from County Tax for Library Services for the Year 2012 (Library Director's Request).
C-5	<p>2012 Operating Budget Presentation</p> <p>REVENUES – GENERAL FUND - (100)</p> <p>TRANSFERS – GENERAL FUND - (59220, 59230, 59240)</p> <p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Legislative Support - (51100) • Contingencies - (51100) • Municipal Court - (51200) • Legal - (51300) • General Administration - (51400) <p>INFORMATION TECHNOLOGY - (51450)</p> <p>FINANCE</p> <ul style="list-style-type: none"> • Financial Administration - (51500) • Insurance / Risk Management - (51540) <p>PUBLIC WORKS</p> <ul style="list-style-type: none"> • Solid Waste/Recycling Fund - (230) • DPW/Engineering – (53100) • Shop/Fleet Operations – (53230) • Street Maintenance – (53300) • Snow & Ice – (53320) • Street Lights – (53420) • Sidewalks – (53430) <p>PARKS AND RECREATION – GENERAL BUILDINGS</p> <ul style="list-style-type: none"> • General Buildings & Plant – (51600) • Young Library Building – (55111) • Community Based – Coop Projects – (55130) • Park Administration – (55200) • Recreation Administration – (55210) • Park Maintenance – (53270) • Recreation Programs – (55300) • Senior Citizens Program – (55310) • Celebrations – (55320)
C-6	Request for future Agenda Items.
C-7	<p>ADJOURN TO CLOSED SESSION, to reconvene in approximately 15 minutes from time of adjournment, pursuant to Wisconsin Statutes 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.” Item to be Discussed: 1) Purchase of property at 305 James Street.</p> <p style="text-align: center;">READJOURN TO OPEN SESSION.</p>
R-8	Resolution Approving the Purchase of 305 James Street (Storm Water Utility).
C-9	ADJOURNMENT.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk at least 24 hours prior to the meeting.

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: October 13, 2011

RE: **Comments on October 18, 2011 Council Agenda Items**

The following are my comments on Common Council agenda items scheduled for consideration on October 18th.

- 1) **Resolution urging the Wisconsin Department of Transportation to expedite the U.S. Highway 12 Environmental Impact Study.** Since the late 1960's there have been plans to expand Highway 12 to four lanes from its current terminus just north of the city of Elkhorn to Whitewater. This extension has been included on various highway jurisdictional planning maps since that time and this planned route was reconfirmed on the recently adopted Walworth County Jurisdictional Highway System Plan.

The Walworth County Board of Supervisors is considering a resolution which would urge the Wisconsin Department of Transportation to proceed as quickly as possible with an environmental impact study (EIS) of this U.S. Highway 12 extension between Elkhorn and Whitewater. It is important that the city of Whitewater join with the county as well as local citizen groups in advocating for the completion of the EIS. In Elkhorn, there is a group called the "Red Line" (taken from the red line on the map that designates this highway extension) that is pushing for the EIS as well as the Greater Whitewater organization headed by Jeff Knight locally. The recommendation is to adopt this resolution and ask the Wisconsin Department of Transportation to expedite this EIS study and get it on the docket as soon as possible.

- 2) **Amendment to 2011 Salary Resolution reflecting the creation of a Police Captain position and the elimination of a Police Lieutenant position.** Both Police Chief Otterbacher and the Police Commission are requesting that a Police Captain position be created and that the elimination of a Police Lieutenant position occur. Please reference the 2012 proposed budget "Police Department Section" for more detailed information on this proposed reorganization. I support the reorganization because it will create operational savings and result in having one additional police officer out on the street and less administrative personnel within the department.
- 3) **Purchase of Tri-Caster production Switcher for Whitewater CATV.** Recommend approval.
- 4) **Rejection of Train Depot Restoration Bids/Authorization to Re-bid.** Unfortunately, the bids that we received for the train depot restoration were significantly over the architect's estimates. As such, we need to formally reject the bids received and reduce the scope of the

project somewhat (we are currently working with the Whitewater Historical Society to do this) with the need then for the Council to reauthorize the re-bidding of this project for January of 2012.

- 5) **Appointment of Council Members to CDA Study Committee.** The Council needs to formally appoint two members to the CDA Study Committee. There will also be two members from the Tech Park Board and two members from the CDA for this study committee.
- 6) **Closed Session Item.** There is a closed session item to discuss the purchase of property at 305 James Street for the stormwater utility. Earlier this year the city borrowed \$85,000 for the eventual purchase of this particular property which, combined with the adjacent lot owned by the City, would provide for a future stormwater detention facility. We will be presenting the specifics of this purchase (we have received an accepted offer of \$78,000 for this property) during the closed session, with the possibility of approval of the offer in open session following.

If you have any questions regarding any of these agenda items in advance of the meeting please feel free to contact me.

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
3 RIVERS BILLING						
5410	3 RIVERS BILLING	1401	AMBULANCE/SEPT SVC	10/18/2011	2,528.96	100-46230-52
Total 3 RIVERS BILLING:					2,528.96	
A T & T						
1710	A T & T	1710-101811	ARMORY/PHONE	10/18/2011	28.43	100-51600-225
Total A T & T:					28.43	
ABENDROTH WATER COND						
502	ABENDROTH WATER COND	502-101811	WASTEWATER/LAB SUPPLIES	10/18/2011	274.06	620-62870-340
502	ABENDROTH WATER COND	502-101811	WASTEWATER/OPERATING SU	10/18/2011	132.74	620-62840-340
Total ABENDROTH WATER COND:					406.80	
ADVANTAGE SAFETY PLUS						
4998	ADVANTAGE SAFETY PLUS	3437	WATER/BLDG MAINTENANCE	10/18/2011	28.95	610-61935-350
Total ADVANTAGE SAFETY PLUS:					28.95	
AIRGAS NORTH CENTRAL						
4760	AIRGAS NORTH CENTRAL	105649736	STREET/OPERATING SUPPLIE	10/18/2011	48.18	100-53230-352
Total AIRGAS NORTH CENTRAL:					48.18	
AMERICAN MILLWORK & HARDWARE INC						
1841	AMERICAN MILLWORK & HARD	011834	STREET/VESTS	10/18/2011	187.50	100-53300-354
Total AMERICAN MILLWORK & HARDWARE INC:					187.50	
ANICH LUMBER & HARDWAR CO, AJ						
1601	ANICH LUMBER & HARDWAR C	17294	STORMWATER/SUPPLIES	10/18/2011	266.01	630-63440-350
1601	ANICH LUMBER & HARDWAR C	35036S	STORMWATER/SUPPLIES	10/18/2011	821.18	630-63440-350
Total ANICH LUMBER & HARDWAR CO, AJ:					1,087.19	
AT&T LONG DISTANCE						
4746	AT&T LONG DISTANCE	4746-101811	SAFETY BDLG/PHONE	10/18/2011	27.50	100-51600-225
4746	AT&T LONG DISTANCE	4746-101811	LIBRARY/PHONE	10/18/2011	16.91	100-55110-225
4746	AT&T LONG DISTANCE	4746-101811	STREET/PHONES	10/18/2011	20.81	100-53230-241
4746	AT&T LONG DISTANCE	4746-101811	WASTEWATER/PHONES	10/18/2011	20.49	620-62820-225
4746	AT&T LONG DISTANCE	4746-101811	WATER/PHONES	10/18/2011	3.80	610-61921-310
Total AT&T LONG DISTANCE:					89.51	
BALESTRIERI ENVIORNMENTAL & DEV CORP						
5650	BALESTRIERI ENVIORNMENTA	7906-01	STORMWATER/INSPECTION FE	10/18/2011	1,500.00	630-63440-810
Total BALESTRIERI ENVIORNMENTAL & DEV CORP:					1,500.00	
BENDLIN FIRE EQUIP INC						
159	BENDLIN FIRE EQUIP INC	69980	FIRE/OPERATING SUPPLIES	10/18/2011	486.00	100-52200-340

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
159	BENDLIN FIRE EQUIP INC	69980	CRASH CREW/OPERATING SU	10/18/2011	514.12	100-52210-340
Total BENDLIN FIRE EQUIP INC:					1,000.12	
BLODGETT GARDEN CENTER						
475	BLODGETT GARDEN CENTER	18754	PARKS/MAINTENANCE SUPPLI	10/18/2011	73.58	100-53270-295
Total BLODGETT GARDEN CENTER:					73.58	
BURNS INDUSTRIAL SUPPLY						
28	BURNS INDUSTRIAL SUPPLY	413958	STREET/REPAIR PARTS	10/18/2011	83.31	100-53230-352
28	BURNS INDUSTRIAL SUPPLY	418525	WASTEWATER/EXHAUST FAN	10/18/2011	52.15	620-62850-357
Total BURNS INDUSTRIAL SUPPLY:					135.46	
CLEAN MATS						
1033	CLEAN MATS	25502	STREET/SHOP SUPPLIES	10/18/2011	85.09	100-53230-340
1033	CLEAN MATS	25732	STREET/SHOP SUPPLIES	10/18/2011	53.64	100-53230-340
1033	CLEAN MATS	26231	INNOVATION CTR/SUPPLIES	10/18/2011	48.50	920-56500-245
Total CLEAN MATS:					187.23	
DALEE WATER CONDITIONING						
208	DALEE WATER CONDITIONING	208-101811	RESCUE/OPERATING SUPPLIE	10/18/2011	11.60	100-52300-340
Total DALEE WATER CONDITIONING:					11.50	
DECKER SUPPLY CO INC						
33	DECKER SUPPLY CO INC	870106	STREET/POPULATION SIGNS	10/18/2011	129.31	100-53300-354
Total DECKER SUPPLY CO INC:					129.31	
DIAMOND VOGEL						
6369	DIAMOND VOGEL	255109151	BIRGE FOUNTAIN/REPAIRS	10/18/2011	309.48	452-57500-820
6369	DIAMOND VOGEL	255109177	BIRGE FOUNTAIN/REPAIRS	10/18/2011	128.45	452-57500-820
6369	DIAMOND VOGEL	255109361	BIRGE FOUNTAIN/REPARIS	10/18/2011	267.32	452-57500-820
6369	DIAMOND VOGEL	255109842	BIRGE FOUNTAIN/CREDIT	10/18/2011	245.10	452-57500-820
Total DIAMOND VOGEL:					460.15	
DLK ENTERPRISES INC						
3644	DLK ENTERPRISES INC	SHERWIN IND	ST REPAIRS/CRACK FILLER RE	10/18/2011	68.27	280-57500-820
Total DLK ENTERPRISES INC:					68.27	
DOUGLAS, DENNIS						
6194	DOUGLAS, DENNIS	BA2110	STREET/TUBE CASE	10/18/2011	217.20	100-53230-352
Total DOUGLAS, DENNIS:					217.20	
EAGLE ENGRAVING						
3467	EAGLE ENGRAVING	2011-1974	FIRE/OPERATING SUPPLIES	10/18/2011	20.80	100-52200-340
Total EAGLE ENGRAVING:					20.80	
EMERGENCY MEDICAL PRODUCTS INC						
115	EMERGENCY MEDICAL PRODU	1406360	RESCUE/OPERATING SUPPLIE	10/18/2011	584.54	100-52300-340

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total EMERGENCY MEDICAL PRODUCTS INC:					584.54	
EPPSTEIN UHEN ARCHITECTS INC						
5549	EPPSTEIN UHEN ARCHITECTS	58243	INNOVATION CTR/LAB BUILD	10/18/2011	3,378.11	440-57663-848
Total EPPSTEIN UHEN ARCHITECTS INC:					3,378.11	
FIRE-RESCUE SUPPLY LLC						
3886	FIRE-RESCUE SUPPLY LLC	3682	FIRE/UNIFORMS	10/18/2011	8,140.00	100-52200-810
Total FIRE-RESCUE SUPPLY LLC:					8,140.00	
FIRST SUPPLY						
205	FIRST SUPPLY	480229-00	WASTEWATER/MEZZANINE BOI	10/18/2011	406.12	620-82850-357
Total FIRST SUPPLY:					406.12	
FLORAL VILLA						
302	FLORAL VILLA	011545	GEN ADMN/ALLEN	10/18/2011	23.00	100-51400-310
302	FLORAL VILLA	011545	CDA/ALLEN	10/18/2011	23.00	900-56500-341
Total FLORAL VILLA:					46.00	
FORT HEALTHCARE EAP						
3437	FORT HEALTHCARE EAP	3437-101811	CABLE/EMPLOYEE ASSISTANC	10/18/2011	5.25	200-55110-153
3437	FORT HEALTHCARE EAP	3437-101811	CDA/EMPLOYEE ASSISTANCE	10/18/2011	5.25	900-56500-151
3437	FORT HEALTHCARE EAP	3437-101811	GEN ADMN/EMPLOYEE ASSIST	10/18/2011	26.25	100-51400-153
3437	FORT HEALTHCARE EAP	3437-101811	FINANCE/EMPLOYEE ASSISTA	10/18/2011	26.25	100-51500-153
3437	FORT HEALTHCARE EAP	3437-101811	DPW/EMPLOYEE ASSISTANCE	10/18/2011	10.50	100-53100-153
3437	FORT HEALTHCARE EAP	3437-101811	DISPATCH/EMPLOYEE ASSIST	10/18/2011	42.00	100-52600-153
3437	FORT HEALTHCARE EAP	3437-101811	COURT/EMPLOYEE ASSISTAN	10/18/2011	5.25	100-51200-153
3437	FORT HEALTHCARE EAP	3437-101811	GEN BLDG/EMPLOYEE ASSIST	10/18/2011	10.50	100-51600-153
3437	FORT HEALTHCARE EAP	3437-101811	POLICE ADMN/EMPLOYEE ASSI	10/18/2011	26.25	100-52100-153
3437	FORT HEALTHCARE EAP	3437-101811	POLICE PATROL/EMPLOYEE A	10/18/2011	89.25	100-52110-153
3437	FORT HEALTHCARE EAP	3437-101811	POLICE INV/EMPLOYEE ASSIST	10/18/2011	21.00	100-52120-153
3437	FORT HEALTHCARE EAP	3437-101811	NEIGHBORHOOD SVC/EMPLOY	10/18/2011	5.25	100-52400-153
3437	FORT HEALTHCARE EAP	3437-101811	PARKS/EMPLOYEE ASSISTANC	10/18/2011	10.50	100-53270-153
3437	FORT HEALTHCARE EAP	3437-101811	STREET/EMPLOYEE ASSISTAN	10/18/2011	47.25	100-53300-153
3437	FORT HEALTHCARE EAP	3437-101811	LIBRARY/EMPLOYEE ASSISTA	10/18/2011	68.25	100-55110-153
3437	FORT HEALTHCARE EAP	3437-101811	REC/EMPLOYEE ASSISTANCE	10/18/2011	10.50	100-55210-153
3437	FORT HEALTHCARE EAP	3437-101811	SENIORS/EMPLOYEE ASSISTA	10/18/2011	5.25	100-55310-153
3437	FORT HEALTHCARE EAP	3437-101811	WATER/EMPLOYEE ASSISTAN	10/18/2011	21.00	610-61926-150
3437	FORT HEALTHCARE EAP	3437-101811	WASTEWATER/EMPLOYEE ASS	10/18/2011	57.75	620-62820-120
Total FORT HEALTHCARE EAP :					493.50	
FRANK BROS INC						
1438	FRANK BROS INC	50316	WATER/PRAIRIE ST	10/18/2011	434.40	610-61651-350
Total FRANK BROS INC:					434.40	
GATEWAY TECHNICAL COLLEGE						
341	GATEWAY TECHNICAL COLLE	15554	FIRE/Ryan TRNG	10/18/2011	25.20	100-52200-154
Total GATEWAY TECHNICAL COLLEGE:					25.20	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
GEN COMMUNICATIONS INC						
119	GEN COMMUNICATIONS INC	916213	RESCUE/VHF ANTENNA	10/18/2011	14.00	100-52300-242
Total GEN COMMUNICATIONS INC:					14.00	
GMA PRINTING INC						
1920	GMA PRINTING INC	1920-101811	WATER/OFFICE SUPPLIES	10/18/2011	65.98	610-61921-310
1920	GMA PRINTING INC	R038903	RESCUE/OPERATING SUPPLIE	10/18/2011	468.48	100-52300-340
Total GMA PRINTING INC:					534.46	
GREAT LAKES TV SEAL INC						
4752	GREAT LAKES TV SEAL INC	14742	WASTEWATER/SEWER TELEVI	10/18/2011	4,793.84	620-62830-295
Total GREAT LAKES TV SEAL INC:					4,793.84	
H & H FIRE PROTECTION LLC						
120	H & H FIRE PROTECTION LLC	7626	FIRE/OPERATING SUPPLIES	10/18/2011	47.25	100-52200-340
Total H & H FIRE PROTECTION LLC:					47.25	
HACH CO						
211	HACH CO	7426214	WASTEWATER/PH PROBE	10/18/2011	387.95	620-62870-340
Total HACH CO:					387.95	
HD SUPPLY WATERWORKS LTD						
2459	HD SUPPLY WATERWORKS LT	3724507	WATER/SUPPLIES	10/18/2011	383.80	610-61654-350
2459	HD SUPPLY WATERWORKS LT	3724537	WATER/SUPPLIES	10/18/2011	233.70	610-61654-350
2459	HD SUPPLY WATERWORKS LT	3724565	WATER/SUPPLIES	10/18/2011	264.00	610-61654-350
2459	HD SUPPLY WATERWORKS LT	3726435	WATER/SUPPLIES	10/18/2011	1,148.00	610-61654-350
2459	HD SUPPLY WATERWORKS LT	3726435	WATER/SUPPLIES	10/18/2011	663.80	610-61651-350
2459	HD SUPPLY WATERWORKS LT	3812304	WATER/SUPPLIES	10/18/2011	893.50	610-61651-350
Total HD SUPPLY WATERWORKS LTD:					3,586.80	
IBD LLC						
1859	IBD LLC	110115922	STREET/BATTERIES	10/18/2011	110.95	100-53230-352
1859	IBD LLC	159065	STREET/BATTERIES	10/18/2011	209.90	100-53230-352
Total IBD LLC:					320.85	
JOHN DEERE FINANCIAL						
6276	JOHN DEERE FINANCIAL	IW07008	WASTEWATER/LAND APP DISC	10/18/2011	60.14	620-62890-357
6276	JOHN DEERE FINANCIAL	IW07109	WASTEWATER/FORD MOWER	10/18/2011	71.28	620-62860-357
6276	JOHN DEERE FINANCIAL	IW07124	WASTEWATER/STALLION	10/18/2011	72.00	620-62890-357
Total JOHN DEERE FINANCIAL:					203.42	
JOHNS DISPOSAL SERVICE INC						
42	JOHNS DISPOSAL SERVICE IN	39278	RECYCLE/EXTRA PICK UP	10/18/2011	75.00	230-53600-219
42	JOHNS DISPOSAL SERVICE IN	39308	CITY/BULK	10/18/2011	3,795.00	230-53600-219
42	JOHNS DISPOSAL SERVICE IN	39308	CITY/RECYCLING	10/18/2011	5,945.50	230-53600-295
42	JOHNS DISPOSAL SERVICE IN	39308	CITY/REFUSE	10/18/2011	19,101.50	230-53600-219
Total JOHNS DISPOSAL SERVICE INC:					28,917.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
KB SHARPENING SERVICES INC						
110	KB SHARPENING SERVICES IN	62987	PARKS/LAWN MOWER BLADES	10/18/2011	16.00	100-53270-242
110	KB SHARPENING SERVICES IN	63100	PARKS/LAWN MOWER BLADES	10/18/2011	28.00	100-53270-242
Total KB SHARPENING SERVICES INC:					44.00	
KETTERHAGEN MOTORS INC						
111	KETTERHAGEN MOTORS INC	C86327	POLICE PATROL/VEHICLE MTN	10/18/2011	663.77	100-52110-241
111	KETTERHAGEN MOTORS INC	T841	WASTEWATER/CAR #21 HEADL	10/18/2011	408.86	620-62840-351
Total KETTERHAGEN MOTORS INC:					1,072.63	
KRIZSAN'S TREE SERVICE						
394	KRIZSAN'S TREE SERVICE	5811	NORTH ST/TREE REMOVAL	10/18/2011	300.00	450-57500-855
394	KRIZSAN'S TREE SERVICE	5824	MAIN & WHITTON/TREE REMO	10/18/2011	250.00	450-57500-840
Total KRIZSAN'S TREE SERVICE:					550.00	
LAKESIDE INTERNATIONAL TRUCKS						
3670	LAKESIDE INTERNATIONAL TR	100166	STREET/REPAIR PARTS	10/18/2011	545.72	100-53230-352
3670	LAKESIDE INTERNATIONAL TR	100320	STREET/REPAIR PARTS	10/18/2011	10.46	100-53230-352
Total LAKESIDE INTERNATIONAL TRUCKS:					556.18	
LINCOLN CONTRACTORS SUPP INC						
165	LINCOLN CONTRACTORS SUP	8375970	STREET/REPAIR PARTS	10/18/2011	208.39	100-53300-354
Total LINCOLN CONTRACTORS SUPP INC:					208.39	
LYCON INC						
55	LYCON INC	0685045-IN	FIVE POINTS/COLORED CONC	10/18/2011	1,764.00	446-57663-840
55	LYCON INC	0685046-IN	FIVE POINTS/PICK UP	10/18/2011	44.00	446-57663-840
55	LYCON INC	0687342-IN	STREET/JEFFERSON ST	10/18/2011	611.50	100-53430-820
Total LYCON INC:					2,419.50	
MEYER'S AUTO SUPPLY						
176	MEYER'S AUTO SUPPLY	101813	FIRE/EQUIPMENT REPAIRS	10/18/2011	68.50	100-52200-242
Total MEYER'S AUTO SUPPLY:					68.50	
MIDSTATE EQUIPMENT-JANESVILLE						
1470	MIDSTATE EQUIPMENT-JANES	J22886	STREET/VEHICLE REPAIR PAR	10/18/2011	3,184.67	100-53230-352
Total MIDSTATE EQUIPMENT-JANESVILLE:					3,184.67	
MILLER-BRADFORD & RISBERG INC						
2823	MILLER-BRADFORD & RISBER	IT55574	STREET/SWITCH PUSH	10/18/2011	99.99	100-53230-352
2823	MILLER-BRADFORD & RISBER	WM21440	STREET/REPAIR PARTS	10/18/2011	1,670.71	100-53230-352
Total MILLER-BRADFORD & RISBERG INC:					1,770.70	
MILPORT ENTERPRISES INC						
1408	MILPORT ENTERPRISES INC	212571	WATER/CHEMICALS	10/18/2011	1,732.00	610-61630-341
1408	MILPORT ENTERPRISES INC	213265	WATER/CHEMICALS	10/18/2011	1,523.00	610-61630-341
1408	MILPORT ENTERPRISES INC	213753	WATER/CHEMICALS	10/18/2011	443.00	610-61630-341
1408	MILPORT ENTERPRISES INC	213928	WASTEWATER/CHEMICALS	10/18/2011	5,612.79	620-62840-341

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total MILPORT ENTERPRISES INC:					9,310.79	
MILWAUKEE RUBBER PRODUCTS						
910	MILWAUKEE RUBBER PRODUC	0038447-IN	WASTEWATER/VACUUM INDUC	10/18/2011	229.00	620-62830-355
Total MILWAUKEE RUBBER PRODUCTS:					229.00	
MMC LLC						
6342	MMC LLC	43417416.002	REINSPECTION FEE/REFUND	10/18/2011	100.00	100-45145-53
Total MMC LLC:					100.00	
MORGAN BIRGE & ASSOCIATES INC						
4591	MORGAN BIRGE & ASSOCIATE	MC0038454	GEN BLDG/PHONE	10/18/2011	345.00	100-51600-225
Total MORGAN BIRGE & ASSOCIATES INC:					345.00	
MZIS						
5997	MZIS	193	NEIGHBORHOOD SVC/INSPEC	10/18/2011	1,296.67	100-52400-219
5997	MZIS	194	INNOVATION CTR/INSPECTION	10/18/2011	110.00	920-56500-515
Total MZIS:					1,406.67	
NCL OF WISCONSIN INC						
369	NCL OF WISCONSIN INC	293092	WASTEWATER/LAB SUPPLIES	10/18/2011	1,116.50	620-62870-340
Total NCL OF WISCONSIN INC:					1,116.50	
NORTH AMERICAN MECHANICAL INC						
5887	NORTH AMERICAN MECHANIC	76107	INNOVATION CTR/HVAC PREV	10/18/2011	2,100.00	920-56500-243
Total NORTH AMERICAN MECHANICAL INC:					2,100.00	
NORTH WOODS SUPERIOR CHEMICAL						
1947	NORTH WOODS SUPERIOR CH	71801	WASTEWATER/JANITORIAL SU	10/18/2011	116.94	620-62840-340
Total NORTH WOODS SUPERIOR CHEMICAL:					116.94	
NORTHERN LAKE SERVICE INC						
1335	NORTHERN LAKE SERVICE INC	202908	WATER/SAMPLES	10/18/2011	25.00	610-81630-340
1335	NORTHERN LAKE SERVICE INC	204141	WATER/SAMPLES	10/18/2011	160.00	610-81630-340
1335	NORTHERN LAKE SERVICE INC	204323	WATER/SAMPLES	10/18/2011	9.00	610-81630-340
Total NORTHERN LAKE SERVICE INC:					194.00	
NORTHERN POWER PRODUCTS INC						
6370	NORTHERN POWER PRODUCT	213218	STREET/CAMSHAFTS	10/18/2011	80.82	100-53230-352
Total NORTHERN POWER PRODUCTS INC:					80.82	
OFFICE DEPOT						
4146	OFFICE DEPOT	578401068001	RESCUE/OPERATING SUPPLIE	10/18/2011	147.90	100-52300-340
Total OFFICE DEPOT:					147.90	
PBBS EQUIPMENT CORP						
1910	PBBS EQUIPMENT CORP	95115	WASTEWATER/BOILER 2 REPAI	10/18/2011	507.00	620-62850-242

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total PBBS EQUIPMENT CORP:					507.00	
PETERSON, CARL						
811	PETERSON, CARL	HP	RESCUE/REIMBURSE FOR PRI	10/18/2011	249.99	100-52300-810
Total PETERSON, CARL:					249.99	
PMI						
5492	PMI	0315980	RESCUE/OPERATING SUPPLIE	10/18/2011	973.48	100-52300-340
5492	PMI	0316724	RESCUE/OPERATING SUPPLIE	10/18/2011	12.80	100-52300-340
5492	PMI	0317654	RESCUE/OPERATING SUPPLIE	10/18/2011	18.95	100-52300-340
Total PMI:					1,005.23	
QUILL CORPORATION						
445	QUILL CORPORATION	6214773	STREET/CARD STOCK	10/18/2011	21.58	100-53300-310
Total QUILL CORPORATION:					21.58	
R & R INSURANCE SERVICES INC						
1492	R & R INSURANCE SERVICES I	1084007	GEN/AUTO LIABILITY	10/18/2011	3,314.50	100-51540-512
1492	R & R INSURANCE SERVICES I	1084007	GEN/LIABILITY INSURANCE	10/18/2011	2,628.75	100-51540-513
1492	R & R INSURANCE SERVICES I	1084007	GEN/POLICE PROFESSIONAL	10/18/2011	1,310.00	100-51540-514
1492	R & R INSURANCE SERVICES I	1084007	GEN/PUBLIC OFFICE LIABILITY	10/18/2011	1,003.50	100-51540-512
1492	R & R INSURANCE SERVICES I	1084007	CABLE/AUTO LIABILITY	10/18/2011	54.00	200-55110-341
1492	R & R INSURANCE SERVICES I	1084007	STORMWATER/GEN LIABILITY	10/18/2011	175.25	630-63300-519
1492	R & R INSURANCE SERVICES I	1084007	STORMWATER/PUBLIC OFFICE	10/18/2011	66.90	630-63300-519
1492	R & R INSURANCE SERVICES I	1084007	STORMWATER/AUTO LIABILITY	10/18/2011	5.00	630-63300-519
1492	R & R INSURANCE SERVICES I	1084007	WATER/GEN LIABILITY	10/18/2011	350.50	610-61924-510
1492	R & R INSURANCE SERVICES I	1084007	WATER/PUBLIC OFFICE LIABILI	10/18/2011	133.80	610-61924-510
1492	R & R INSURANCE SERVICES I	1084007	WATER/AUTO LIABILITY DAMA	10/18/2011	105.50	610-61924-510
1492	R & R INSURANCE SERVICES I	1084007	WASTEWATER/GEN LIABILITY	10/18/2011	350.50	620-62810-519
1492	R & R INSURANCE SERVICES I	1084007	WASTEWATER/PUBLIC OFFICE	10/18/2011	133.80	620-62810-519
1492	R & R INSURANCE SERVICES I	1084007	WASTEWATER/AUTO LIABILITY	10/18/2011	117.00	620-62810-519
1492	R & R INSURANCE SERVICES I	1084007	WASTEWATER/SEWER BACKU	10/18/2011	1,082.00	620-62810-519
Total R & R INSURANCE SERVICES INC:					10,831.00	
REWALD ELECTRIC CO INC						
5908	REWALD ELECTRIC CO INC	2790	WASTEWATER/PRELIMINARY B	10/18/2011	84.78	620-62850-357
Total REWALD ELECTRIC CO INC:					84.78	
SCHOPEN'S AUTOMOTIVE SVC LLC						
137	SCHOPEN'S AUTOMOTIVE SVC	37228	VEHICLE REMOVAL/STREET S	10/18/2011	300.00	280-57500-820
Total SCHOPEN'S AUTOMOTIVE SVC LLC:					300.00	
SCHWAAB INC						
142	SCHWAAB INC	B53342	FINANCE/STAMPS	10/18/2011	43.20	100-51500-310
Total SCHWAAB INC:					43.20	
SENTRY OF WHITEWATER, DANIELS						
2	SENTRY OF WHITEWATER, DA	001000030833	RESCUE/OPERATING SUPPLIE	10/18/2011	139.08	100-52300-340
2	SENTRY OF WHITEWATER, DA	001000700918	RESCUE/OPERATING SUPPLIE	10/18/2011	29.61	100-52300-340
2	SENTRY OF WHITEWATER, DA	001005042050	RESCUE/OPERATING SUPPLIE	10/18/2011	46.26	100-52300-340

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
2	SENTRY OF WHITEWATER, DA	003000130852	RESCUE/OPERATING SUPPLIE	10/18/2011	85.41	100-52300-340
2	SENTRY OF WHITEWATER, DA	003003101628	RESCUE/OPERATING SUPPLIE	10/18/2011	52.26	100-52300-340
2	SENTRY OF WHITEWATER, DA	007002421628	RESCUE/OPERATING SUPPLIE	10/18/2011	56.75	100-52300-340
Total SENTRY OF WHITEWATER, DANIELS:					409.37	
SHERWIN INDUSTRIES INC						
471	SHERWIN INDUSTRIES INC	WW82411	STREET/STREET PAINTING	10/18/2011	482.83	100-53300-354
Total SHERWIN INDUSTRIES INC:					482.83	
SOUTHERN LAKES NEWSPAPERS						
1844	SOUTHERN LAKES NEWSPAPE	1844-101811	COUNCIL/MINUTES	10/18/2011	396.20	100-51100-320
1844	SOUTHERN LAKES NEWSPAPE	1844-101811	COUNCIL/136 WHITON LANDMA	10/18/2011	20.24	100-51100-320
1844	SOUTHERN LAKES NEWSPAPE	1844-101811	PLANNING/AGENDA	10/18/2011	50.30	100-56300-212
1844	SOUTHERN LAKES NEWSPAPE	1844-101811	PLANNING/EG BUSINESS GRO	10/18/2011	25.05	100-56300-212
1844	SOUTHERN LAKES NEWSPAPE	1844-101811	PLANNING/BLACK SHEEP	10/18/2011	26.25	100-56300-212
1844	SOUTHERN LAKES NEWSPAPE	1844-101811	PLANNING/TRIPP LAKE CONDO	10/18/2011	26.25	100-56300-212
1844	SOUTHERN LAKES NEWSPAPE	1844-101811	PLANNING/SIGMA	10/18/2011	23.85	100-56300-212
1844	SOUTHERN LAKES NEWSPAPE	1844-101811	CABLE/CAMERA OPERATOR A	10/18/2011	150.00	200-55110-310
Total SOUTHERN LAKES NEWSPAPERS:					718.14	
SPRINT						
5963	SPRINT	172835739-01	RESCUE/PHONE	10/18/2011	101.98	100-52300-340
Total SPRINT:					101.98	
THOMPSON, NICK J						
6375	THOMPSON, NICK J	REFUND	BEV OP/LICENSE FEE	10/18/2011	10.00	100-44122-51
Total THOMPSON, NICK J:					10.00	
USA BLUE BOOK						
1062	USA BLUE BOOK	472630	WATER/SUPPLIES	10/18/2011	26.95	610-61630-350
1062	USA BLUE BOOK	487413	WATER/SUPPLIES	10/18/2011	453.83	610-61630-350
1062	USA BLUE BOOK	495363	WASTEWATER/VACUUM HOSE	10/18/2011	45.31	620-62830-355
Total USA BLUE BOOK:					526.09	
UW WHITEWATER						
8	UW WHITEWATER	15520	PARKS/SUPPLIES	10/18/2011	76.36	100-53270-295
8	UW WHITEWATER	15520	WASTEWATER/JANITORIAL SU	10/18/2011	125.60	620-62840-340
8	UW WHITEWATER	15520	GEN BLDG/MAINTENANCE SUP	10/18/2011	172.83	100-51600-355
8	UW WHITEWATER	15520	PARKS/SUPPLIES	10/18/2011	12.10	100-53270-359
Total UW WHITEWATER:					386.89	
V & H INC						
4153	V & H INC	587460	STREET/REPAIR PARTS	10/18/2011	177.24	100-53230-352
4153	V & H INC	591938	STREET/REPAIR PARTS	10/18/2011	155.11	100-53230-352
4153	V & H INC	591945	STREET/REPAIR PARTS	10/18/2011	107.11	100-53230-352
Total V & H INC:					439.46	
VANDEWALLE & ASSOCIATES						
27	VANDEWALLE & ASSOCIATES	201109050	PLANNING/SEPT SVC	10/18/2011	5,043.43	100-56300-219

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total VANDEWALLE & ASSOCIATES:					5,043.43	
VEOLIA ENVIRONMENTAL SERVICES						
255	VEOLIA ENVIRONMENTAL SER	123377639	WASTEWATER/CLEANSWEEP	10/18/2011	57.52	620-62820-219
255	VEOLIA ENVIRONMENTAL SER	123377639	WATER/CLEANSWEEP	10/18/2011	57.51	610-61923-210
Total VEOLIA ENVIRONMENTAL SERVICES:					115.03	
VERIZON WIRELESS						
5368	VERIZON WIRELESS	2634672903	CDA/CELL PHONE	10/18/2011	24.25	900-56500-225
5368	VERIZON WIRELESS	2634672903	ENGINEER/CELL PHONE	10/18/2011	84.97	100-53100-225
5368	VERIZON WIRELESS	2634672903	DPW/CELL PHONE	10/18/2011	33.49	100-53100-225
5368	VERIZON WIRELESS	2634672903	EM GOV/CELL PHONE	10/18/2011	1.08	100-52500-225
5368	VERIZON WIRELESS	2634672903	CITY MGR/CELL PHONE	10/18/2011	40.61	100-51400-225
5368	VERIZON WIRELESS	2634672903	CITY CLERK/LAP TOP	10/18/2011	39.99	100-51600-225
5368	VERIZON WIRELESS	2634672903	CITY CLERK/CELL PHONE	10/18/2011	16.81	100-51400-225
5368	VERIZON WIRELESS	2634672903	IT/NEIGHBORHOOD SVC TABL	10/18/2011	329.96	100-51450-245
5368	VERIZON WIRELESS	2634672903	NEIGHBORHOOD SVC/SOFTWA	10/18/2011	119.97	100-51450-244
5368	VERIZON WIRELESS	2634672903	SQUAD/LAPTOPS	10/18/2011	199.95	100-51450-244
5368	VERIZON WIRELESS	2634672903	LIBRARY/CELL PHONE	10/18/2011	12.62	100-55110-225
5368	VERIZON WIRELESS	2634672903	REC/CELL PHONE	10/18/2011	106.61	100-55210-225
5368	VERIZON WIRELESS	2634672903	PLANNING/CELL PHONE	10/18/2011	18.55	100-56300-225
5368	VERIZON WIRELESS	2634672903	NEIGHBORHOOD SVC/CELL PH	10/18/2011	20.30	100-52400-225
5368	VERIZON WIRELESS	2634672903	SHOP/CELL PHONE	10/18/2011	101.12	100-53230-241
5368	VERIZON WIRELESS	2634672903	WASTEWATER/CELL PHONE	10/18/2011	1.70	620-62820-225
5368	VERIZON WIRELESS	2634672903	WATER/CELL PHONE	10/18/2011	6.70	610-61921-310
5368	VERIZON WIRELESS	2634672903	SENIORS/CELL PHONE	10/18/2011	3.82	100-55310-225
5368	VERIZON WIRELESS	2634672903	POLICE ADMN/CELL PHONE	10/18/2011	236.17	100-52100-225
5368	VERIZON WIRELESS	2634672903	FIRE/CELL PHONE	10/18/2011	168.22	100-52200-225
5368	VERIZON WIRELESS	2634672903	RESCUE/CELL PHONE	10/18/2011	11.26	100-52300-225
Total VERIZON WIRELESS:					1,578.15	
WASSEL HARVEY & SCHUK LLP						
241	WASSEL HARVEY & SCHUK LL	77081	COURT/PROFESSIONAL SVC	10/18/2011	270.00	100-51200-219
Total WASSEL HARVEY & SCHUK LLP:					270.00	
WATER WELL SOLUTIONS SVC GROUP						
4323	WATER WELL SOLUTIONS SVC	11-05-123	WATER/AURORA MODEL 413 R	10/18/2011	7,284.50	610-61620-350
4323	WATER WELL SOLUTIONS SVC	11-08-113	WATER/PUMP #6 REPAIRS	10/18/2011	8,228.00	610-61620-350
Total WATER WELL SOLUTIONS SVC GROUP:					15,512.50	
WAUSAU EQUIPMENT CO INC						
387	WAUSAU EQUIPMENT CO INC	146641	STREET/VEHICLE REPAIRS	10/18/2011	450.00	100-53230-352
Total WAUSAU EQUIPMENT CO INC:					450.00	
WE ENERGIES						
2708	WE ENERGIES	3156049	STREET LIGHTS/WISCONSIN S	10/18/2011	601.69	100-53420-820
Total WE ENERGIES:					601.69	
WELDERS SUPPLY CO BELOIT INC						
49	WELDERS SUPPLY CO BELOIT	130729	RESCUE/CYLINDER RENTAL	10/18/2011	62.15	100-52300-340
49	WELDERS SUPPLY CO BELOIT	487405	RESCUE/OXYGEN	10/18/2011	55.14	100-52300-340

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total WELDERS SUPPLY CO BELOIT INC:					117.29	
WHITEWATER FIRE DEPT						
284	WHITEWATER FIRE DEPT	FUEL REIMBU	FIRE/10/16/11	10/18/2011	30.00	100-52200-154
284	WHITEWATER FIRE DEPT	FUEL REIMBU	FIRE/9/12/11	10/18/2011	5.00	100-52200-154
Total WHITEWATER FIRE DEPT:					35.00	
WI STATE LABORATORY OF HYGIENE						
1899	WI STATE LABORATORY OF HY	4967781	WATER/FLUORIDE TEST	10/18/2011	114.00	610-61630-340
Total WI STATE LABORATORY OF HYGIENE:					114.00	
Grand Totals:					125,499.40	

Dated: October 13, 2011Finance Director: [Signature]

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Whitewater University Technology Park Board
Whitewater Innovation Center
1221 Innovation Drive
Whitewater, WI 53190
Minutes for September 14, 2011

1. Call to Order.

The meeting was called to order at 8:05 a.m. by President Telfer. Members present: Jeff Knight, Peter Zaballos, Kevin Brunner, Richard Telfer, Ronald Gayhart, Jim Stewart and John Chenoweth. Absent: None. Others present: Gary Lengyel, Denise Ehlen and Mike Van den Bosch. Neil Day of JC Cullen attended the meeting briefly to give a report.

2. Approval of Minutes from August 16, 2011 Meeting.

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

3. Report from CESA 2 Director Gary Albrecht.

Director Gary Albrecht was unable to attend the meeting.

4. Report from Interim Innovation Manager Gary Lengyel.

Lengyel reported on various building related issues; he noted that the IT wiring and port activation for the Blackthorne Suite is now active; he distributed a conference room usage and collected fees report and also reviewed the WhitewaterTechPark.org website updates.

5. Lab Build-Out Update.

Brunner indicated that the general contractor, Magill Construction, is on target to complete the lab space on the first floor by the first week of October. There have been several minor change orders but nothing over \$2,000. Brunner also indicated that we will be working with Magill on installation of a door between Suites 225 and 223 to accommodate Blackthorne's additional leasing of Suite 223.

6. Budget Update.

Telfer indicated there was no budget update at this time, however, at a future meeting the 2012 budget should be presented for consideration by the Board.

7. VAI (Network) Training.

Ehlen indicated that she would be giving a brief tutorial on how to access the VAI Network after the meeting.

8. Review/Approval of August Financial Report.

Brunner indicated that the report still had not been completed by the City Finance Department, however, it will be distributed electronically to the Board next meeting. Our goal in the future is to produce this report for consideration at each monthly Board meeting.

9. Update from the Tenancy and Entrepreneurship Committee.

Ehlen reported that the Policies and Procedures Manual was still being completed and that progress was being made on a number of other items by the committee, however, there was nothing for Board action this month.

10. Conceal and Carry Law and the Innovation Center.

Telfer asked what action the City Council might have taken on the possible banning of concealed weapons in municipal buildings. Brunner and Stewart indicated that the Council had adopted an initial resolution that would prohibit concealed carry of weapons in all municipal buildings with adoption scheduled for later in September. Since the Innovation Center is owned by the Community Development Authority, an arm of the City, the Technology Park Board does not need to take action on this issue.

11. Discuss Possible Northwestern Traffic Institute (2012) Police Staff and Command Training Use of Innovation Center.

Brunner indicated that he had received a request from Interim City Police Chief Otterbacher and UW-Whitewater Police Chief Kiederlen to possibly host the Northwestern Traffic Institute, which is a police staff and command training program at the Innovation Center next year. This is a ten week intensive course that is geared toward command level police personnel and each class typically has between 30 and 40 participants. The Institute is held at various locations around the Midwest. There are three local police command staff members, two at the City and one at the University, who would like to attend this coming year. Typically, in exchange for hosting, the tuition is waived for the host agency. The primary interest in this request is for the City and University Personnel to be able to attend without having to pay the \$3,000 per individual tuition charge. After discussion, it was moved by Gayhart and seconded by Zaballos to approve the periodic use of suites for educational purposes. Working out the details for hosting the Northwestern Traffic Institute was left to Brunner and Lengyel. Approved.

12. Review of Department of Commerce Visit.

Telfer indicated that he was pleased that Deputy Undersecretary of Commerce Tom Guevara, Chicago Regional EDA Director Jeannette Tomayo and members of their respective staffs visited the Innovation Center late last month. The Department of Commerce officials seemed pleased by what Whitewater has done with the Innovation Center and the future plans for the Technology Park.

13. Convene to Closed Session.

It was then moved by Gayhart and seconded by Chenoweth to convene to closed executive session pursuant to Wisconsin State Statute Statute 19.85(1)(c) to consider employment, promotion, compensation, performance evaluation data over any public employee over which the governmental body has jurisdiction or exercises responsibility. Ayes: Knight, Zaballos, Brunner, Telfer, Gayhart, Stewart, Chenoweth. Noes: None. Absent: None. The Board convened into Closed Executive Session at 8:45 a.m.

During the Closed Executive Session the Innovation Manager position search and screen process was reviewed as well as a review of potential candidates. Also, lease of Suite 223 by Blackthorne Capital was reviewed.

It was moved by Gayhart, seconded by Zaballos to convene to open session. Ayes: Knight, Zaballos, Brunner, Telfer, Gayhart, Stewart, Chenoweth. Noes: None. Absent: None. Meeting was reconvened to open session at 9:27 a.m.

14. Future Agenda Items.

It was requested that at a future meeting of the Board the following items be reviewed:

- 1) Invitation to Robert W Baird to review bonding requirements for the financing of the Innovation Center and Technology Park construction;
- 2) review of MOU between the City, CDA

and University for the operation of the Technology Park and Innovation Center; 3) Discuss marketing plan for Technology Park, and 4) Review terms of Board members and corporation bylaws.

15. Future Meetings.

It was noted that the next meeting of the Board will take place on September 14th.

16. Adjournment.

It was then moved by Zaballos, seconded by Gayhart to adjourn. The meeting adjourned at 9:32 a.m.

Respectfully Submitted,

Kevin Brunner, Secretary

**City of Whitewater
Parks and Recreation Board
Monday, September 12, 2011 - 4:00pm
Cravath Lakefront Room - 2nd Floor, City Municipal Building
312 W. Whitewater St. Whitewater, WI 53190**

MINUTES

Call to Order and Roll Call

Brandon Knedler, Rick Daniels, Jen Kaina, Nate Jaeger, and Ken Kidd Absent: Javonni Butler (excused) and Kim Gosh.

Staff: Matt Amundson, Michelle Dujardin, Deb Weberpal, Michele Smith and Sam Peterson

Guests: Bruce Parker

Consent Agenda Approval of Parks and Recreation Board minutes of August 1, 2011, Receipt and acknowledgement of Urban Forestry Commission minutes of May 10, 2011 and June 21, 2011, Expedited approval of the following items, per staff recommendations: Approval of request by Whitewater Fiber Guild to be included as partner organization in Facility Reservation Policy

Kidd moved to accept the consent agenda. Second by Daniels. Ayes: Kaina, Jager, Daniels, Knedler and Kidd. Noes: None. Abstain: None. Absent: Butler and Gosh. 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:

- Youth Football started off strong with 10 tackle teams and 3 flag teams. Punt, Pass, and Kick is scheduled for Sept 24th at Perkins Stadium
- Bicycle & Pedestrian Master Plan RFP is currently on the city website and are due back Oct 3rd
- Multi-Use Trail Extension is moving along, no timeline for project has been set
- Prohibiting Weapons in City Building's first reading has been approved by council, second reading scheduled for September 27th.

Recreation & Community Events Programmer:

- Pork In The Park is scheduled for Saturday, October 1st. The partnership with Downtown Whitewater Inc, the University, and Work for Whitewater's Wellness has been wonderful and the event is hoping for a great one day of success.
- Take off your training wheels is a new program starting Sunday, October 2nd. It will be the first time cycling is being offered as a program through the recreation department. Jen Kaina and UW Rec Sports have partnered to make this class available to the public.

Senior Coordinator

- Wisconsin Association of Senior Centers Conference is being chaired by Deb and will take place September 22nd- 24th.
- Global Gala event is scheduled for Thursday, October 13th.

Appointment of Parks and Recreation Board member to Plan Commission

Daniels moved to wait until board was fully seated before appointing the position. Second by Kidd. Ayes: Kaina, Jager, Daniels, Knedler and Kidd. Noes: None. Abstain: None. Absent: Butler and Gosh. Motion passed

Discussion and direction related to car parking area on Starin Road.

Amundson referred to the letter included in the packet and photo of location. The board directed Amundson to follow up with concerned community member and encourage use of other available parking locations to access trail.

Daniels left meeting (4:45pm)

Discussion and direction on multi-use trail naming.

Amundson introduced topic and suggestion from Dr. Kidd that we take a look at naming for our trail system.

Kidd commented on the beauty of the trails and the need for signage and naming. Bruce Parker asked about land easements and donations regarding naming under the current policy. Kidd moved to include Trails as part of the Park Naming Policy and directs staff to reach out for names. Second by Kaina. Ayes: Kaina, Jager, Knedler and Kidd. Noes: None. Abstain: None. Absent: Butler, Daniels and Gosh. Motion passed

Discussion and direction related to Fort Health Care request to partner on programming opportunities

Amundson introduced topic that Forth Health Care has been contacting local Parks and Recreation Departments in an effort to co-promote their EDGE Training program. Kaina- Are we committed to marketing in everything? Knedler-Are other communities doing it? Kidd moved to work with Fort Health Care on co-promoting their EDGE Training under staff discretion on promotion location and without taking kick back offered from Fort Health Care. Promotion within the Parks & Recreation brochure will follow price guidelines. Second by Knedler. Ayes: Kaina, Jager, Knedler and Kidd. Noes: None. Abstain: None. Absent: Butler, Daniels and Gosh. Motion passed

Update, discussion and further direction regarding scoreboard replacement at Starin Park

Amundson referred to memo on installation of Starin Park South Diamond replacement scoreboard and new addition of North Diamond scoreboard financially supported by sponsors. Kidd moved to accept the North Diamond scoreboard sponsors with the understanding that sponsors know what they are purchasing. Second by Jager. Ayes: Kaina, Jager, Knedler and Kidd. Noes: None. Abstain: None. Absent: Butler, Daniels and Gosh. Motion passed

Presentation of 2011 Summer Recreation Program Financial Report

Amundson presented 2011 Summer Recreation Program Financial Report

Discussion and direction related to 2012 Parks & Recreation Budget (Entire 2012 budget will be presented at October meeting for approval)

- **Direction related to implementation of non-resident recreation programs**

Amundson introduced the topic and definition of non-resident and resident in regards to payments for programs. Amundson suggested four options to the board; 1. Continue as is with no charge, 2. Charge Non-resident fees to anyone outside WWUSLD boundary, 3. Charge Non-resident fees to anyone outside City Limits, and 4. Charge Non-resident fees to anyone outside City Limits, however, if the recreation program uses School District facilities (basketball, baseball, softball, flag football) only charge non-resident fees to those who live outside WWUSD.

The Parks and Recreation Board directed Amundson to bring back real numbers of what revenue would be brought in from people outside the school district and what expenses would be to put this system into place.

- **Direction regarding 2012 park improvement projects**

Amundson asked the board to prioritize projects for possible funding in 2012. Projects listed by the board include; Minneiska Park Playground, Starin Park North Diamond Improvements, and Relocation of Bark Park.

- **Direction related to 2012 Department Staffing**

Amundson presented 2012 department staffing budget. All city departments have been asked to reduce their budgets by 4%. Presented budget changes include; Deb Weberpal moving full time, adjusted due to retirement one full time building maintenance position, and adjustment of additional hours for building maintenance position. The board requested information regarding figures on the creation of a graduate assistant position with UW-Whitewater.

Request for future agenda items

Treyton Kilar field of dreams

Adjourn

6:50 pm. Affirmed by voice vote.

Next meeting October 3, 4:00 pm.

Respectfully submitted,

Michelle Dujardin

Michelle Dujardin

CITY OF WHITEWATER
PLAN AND ARCHITECTURAL REVIEW COMMISSION
Whitewater, WI 53190
September 12, 2011

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

Call to order and roll call.

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

Present: Torres, Binnie, Coburn, Dalee, Meyer, Henry (alternate)

Absent: Miller

Vacant Seat: Knedler

Others: Wallace McDonell (City Attorney), Mary Nimm (Interim Manager, Neighborhood Services), Scott Harrington (Vandewalle – City Planning)

Hearing of Citizen Comments

No formal Plan Commission action will be taken during this meeting ON CITIZEN COMMENTS 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.

Approval of the minutes of August 8, 2011

Moved by Binnie and seconded by Coburn to approve the Plan Commission minutes of August 8, 2011. Motion approved by unanimous voice vote.

Hold a public hearing for consideration of an amendment to the conditional use to allow for additions of a screen porch, three season room or an awning to be installed over the existing patios at the Village of Tripp (a/k/a Trippe) Lake Condos at 400 S. Rice Street for the Village of Tripp Lake Condo Association.

Interim Manager Nimm explained that the Village of Tripp Lake Condo Association is requesting the change of their Conditional Use allow for a screen porch, three season room or awning over the existing 10x16 patio at the Village of Tripp Lake Condos. The conditional use approval will allow for any of the condo owners to apply for a permit to install one of the three per City Planning department approval.

There were no comments from the public regarding the requested change to the Conditional Use. Chairperson Torres closed the Public Hearing.

In a memo to the Commission, City Planning Consultant Mark Roffers made his recommendation, pending comments received at the Public Hearing, to approve both the conditional use permit and site plan submittal for the screen room, three-season porch, and retractable awning options for any unit within the Tripp Lake Condominium development, subject to the following conditions:

1. The options shall be as approved by the Plan and Architectural Review Commission on September 12, 2011. The three-season room and screen room options are substantially similar in appearance.
2. Subsequent installation of either of the three options on any of the condominium units shall require approval of the condominium association, if required by condominium documents, and a building permit, if required by the City Building Code.
3. All previous conditions of conditional use permit approval for the Tripp Lake Condominium "planned residential development" shall remain in effect.

Meyer questioned the measurements and dimensions of the screened porch height noting the need to create more of a pitch to prevent snow load issues.

Coburn questioned drainage.

McDonnell noted that change in the Conditional Use would give the Condo Association general approvals to allow each owner to apply for permits with staff review of each permit application.

Coburn commented that the additions to the condos will improve the living quality.

Harrington noted that each of the condos will typically deal with individual permits. Review of the applications will include structural components including snow load. He also noted that the back of the screen room unit is located under the existing eave with slope to front. Lastly he noted that there is room to drop the pitch as needed without impacting the end product.

Binnie moved approval subject to the conditions presented by Roffers. Dalee seconded. Motion approved by unanimous roll-call vote.

Hold a public hearing for the consideration of a conditional use permit for E G Business Group Inc., Hale Evans, agent, to serve beer and liquor by the bottle or glass at 214 W. Whitewater Street.

Interim Manager Nimm explained that Hale Evans would like a Class B Beer and Liquor license to serve Beer and Liquor by the glass at 214 W Whitewater Street (Hawk's Nest). The property is zoned B-2 with no changes to zoning and currently is used as a bar. No food shall be served and no person under the age of 21 shall be allowed to enter.

There were no comments from the public regarding the requested change to the Conditional Use. Chairperson Torres closed the Public Hearing.

In a memo to the Commission, City Planning Consultant Scott Harrington made his recommendation, pending comments received at the Public Hearing, to recommend that the Plan and Architectural Review Commission approve the conditional use permit for the Hawk's Nest bar, 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. The business shall operate in accordance with the applicant's email correspondence. This includes the prohibition of persons under the age of 21 at all times. Further, the business may open earlier than 3:00 pm (but no earlier than 6:00 am) a maximum of four times per calendar year.
3. Maximum occupancy shall be limited to that determined by the fire department. In addition, the establishment shall remain in compliance with all applicable fire code requirements at all times.
4. All signage shall comply with the City's sign ordinance. In addition, backlit, plastic signage shall be prohibited. City staff shall review and approve of all new and replacement signage prior to installation.

Coburn questioned the hours, asked for an explanation as to when and why Mr. Evans wished to be open at 6am and noted the Planning Consultant's recommendations be that 6am opening be permitted for no more than 4 times per calendar year.

Clint Evans introduced himself as managing Hawk's Nest and stated that he would like the hours of 6am to 2am hours for special occasions and to open early on Saturday's and Sunday's for football games. Evans also noted the desire to open at 6am for the occasions of St Patrick's Day and Homecoming and that he wouldn't be open at 6am for more than 4 occasions.

Henry questioned why open early and what hours on Sundays.

Evans requested that they be able to open at 10am or 11am for football on weekends, both Saturday and Sunday.

Binnie noted that the current license allows the business to open at 3pm and the Commission will have to consider other hours.

McDonnell informed the Commission that it is important to keep in mind that there is a difference between 'open and close hours' and the service of alcohol hours which are governed by the state. He noted that the Commission can regulate general hours of operation.

Harrington noted that the hours of operation is narrative the previous owner provided for the same establishment and they listed hours of operation were roughly 3pm-2am. Harrington forwarded that narrative to the new owners. They responded with requesting the opening time at 6am (relative to St Patrick's Day).

Evans restated that the request is to be open Sa-Su at 10am and M-F at 3pm-2am/2:30am

Binnie stated that he not in favor of opening at 6am for more than the one day, St Patrick's Day.

Binnie moved approval with the recommendations of Planning Consultant except recommendation #2 be changed to indicate not opening earlier than 3pm Monday thru Friday, no earlier than 10am Saturday and Sunday, and opening on St Patrick's day no earlier than 6am. Coburn seconded.

Motion approved by unanimous roll-call vote.

Hold a public hearing for consideration of a conditional use permit and plan approval for Fine Food Culture LLC., Tyler Sailsbery, member, to serve beer by the bottle or glass at 206/210 W. Whitewater Street (The Black Sheep restaurant).

Interim Manager Nimm explained that she was approached by and has been working with Tyler Sailsbery for more than a month. Mr. Sailsbery would like to serve beer and wine by the glass at 206/210 W Whitewater Street, the Black Sheep Restaurant. Tyler Sailsbery, owner, wishes to bring fresh, local, fine dining to Whitewater. Property is zoned B-2 and proposes no zoning changes to the vacant space.

There were no comments from the public regarding the requested change to the Conditional Use. Chairperson Torres closed the Public Hearing.

In a memo to the Commission, City Planning Consultant Scott Harrington made these comments and recommendations regarding the request, pending comments received at the Public Hearing, to recommend the Plan and Architectural Review Commission approve the conditional use permit for the Black Sheep restaurant, 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. The business shall operate in accordance with the applicant's letter/operational plans included with his application, except for the proposed after-hours breakfast from midnight to 4:00 am. As an alternative, the establishment may open daily at 6:00 am for breakfast.
3. Maximum occupancy shall be as determined by the fire department and building inspector.
4. Future signage shall be consistent with that shown/described in the application materials and shall comply with the City's sign ordinance. In addition, backlit, plastic signage shall be prohibited. City staff shall review and approve of all new and replacement signage prior to installation.

Tyler Sailsbery introduced his intentions to bring good food to Whitewater. He wishes to bring local and fresh foods and offer the fine dining option. His desire to be open extended hours is to make sure the business is financially viable. Sailsbery stated that he has been operating out of the Fuzzy Pig as a method of testing his menu and business systems. He noted that he would like to apply for the sidewalk café permit and to handle potential litter concerns he previously purchased disposal containers for the building for the exterior.

Coburn questioned the menu options as well as questioned what menu options there would be for lunch and breakfast.

Sailsbery stated he will continue with a similar menu to what he's currently serving, but will try to adapt the lunch menu. He wishes to keep fine dining and noted it will be hard to serve

breakfast during standard breakfast hours under the fine dining notion. He wants to perhaps offer food at bar-time, a traditional breakfast food in the early morning hours.

Binnie stated that the applicant needs to deal with the concerns of the early morning hours and that he has minimal concern over litter and noise and that the Commission has allowed others to serve during those hours.

Coburn questioned the sign as illustrated in the application and stated that she would like to see a nicer sign.

Sailsbery stated that he likes the logo and his goal with the quality of the sign is to represent the interior and quality of the building and business.

Henry stated that she likes the initiative, is not in favor of the late night crowd, but that she recognizes the additional income potential.

Binnie motioned to approve the Conditional Use Permit with recommendations of the planner (Harrington) of except that #2 shall read “including” the afterhours breakfast but with the understanding that the approval of the afterhours breakfast could be revisited if there are issues with noise and litter.” Meyer seconded.

Motion approved by unanimous roll-call vote.

Review and action on the proposed minor change to the previously approved Mulberry Glen Planned Community Development project to allow new signage for the Dean Clinic at 1305 W. Main Street for Graphic House Inc.

Interim Manager Nimm explained the request is a minor change to the previously approved sign plans associated with Mulberry Glen Planned Community Development. The Dean Clinic is requesting to replace the existing monument sign and window sign to reflect the current business practice. The property is zoned as PCD and there are no proposed changes to the zoning. Neighbors to the Development are Sentry Foods and the Westsider gas station.

In a memo to the Planning Commission, City Planning consultant Mark Roffers recommended the Plan and Architectural Review Commission approve the proposed minor change to the previously approved Mulberry Glen PCD-SIP for the clinic at 1305 West Main Street, subject to the following conditions:

1. The signage shall be in accordance with the sign plan dated 6-23-11.
2. The applicant shall obtain a sign permit prior to construction of the new monument sign.
3. Aside from existing and proposed window signs, there shall be no signs mounted to the building.
4. Existing vegetation around the base of the monument sign shall either be maintained “as-is” or replaced if damaged during sign installation.

5. Internal sign lighting shall meet the City's exterior lighting standards within Section 19.57 of the zoning ordinance.
6. All 2002 conditions associated with the clinic's PCD-SIP plan approval shall remain in effect.

Coburn noted that the Development may have to take/shear the bushes down considerably to see the address as shown at the bottom of the sign.

Binnie motioned to approve the request to replace existing monument sign and window sign to reflect the current business practice, the Dean Clinic, at the Mulberry Glen Planned Community Development. Henry seconded.

Motion approved by unanimous roll-call vote.

Review and action on the proposed two lot extra-territorial jurisdiction certified survey map for Mary Ellen Pope Revocable Trust, located in Section 12 along N. County Line Road in the Town of Lima.

Interim Manager Nimm explained that at the August meeting, the Commission approved a CSM for the Mary Ellen Pope Property along County Line Road. Tonight's request brings the net change as required by the County that a 15-acre remnant parcel east of County Line Road under the same ownership be included as the second lot within the CSM. The CSM is within the City's extraterritorial jurisdiction, and is outside the City's sewer service area and planned growth area.

In a memo to the Plan Commission, City Planning Consultant Mark Roffers recommends that the Plan Commission re-approve this new CSM. While well within the City's extraterritorial jurisdiction, the CSM is outside of the City's sewer service area boundary and planned growth area. (And, as a legal matter, any City expansion into the Town of Lima/Rock County would require approval by both the town and county board.) In any case, He understands that no additional development beyond what has existed here historically would occur as result of the CSM. The integrity of the area as a planned "agricultural preservation area" as represented in city, town, and county plans would be maintained. He had reviewed the new version of the CSM and recommend its approval without conditions.

Binnie motioned to approve the new version of the CSM for the proposed two lot extra-territorial jurisdiction certified survey map for Mary Ellen Pope Revocable Trust, located in Section 12 along N. County Line Road in the Town of Lima. Coburn seconded.

Motion approved by unanimous roll-call vote.

Appointment of Plan Commission member to the Steering Committee for the Zoning Code Re-Write.

Interim Manager Nimm explained that they are looking for a Planning Commission representative to serve on the Zoning Code Re-Write Steering Committee. The committee member would be looking to attend 6-8 meetings over the next 10 months, meetings that could be as short as an hour and potentially as long as ½ day meetings.

Greg Meyer questioned the time of day for of the meetings and noted that he would serve and

participate if the meetings might be scheduled at 5pm and later.

Binnie motioned to appoint Greg Meyer to serve as the Planning Commission Representative to the Steering Committee for the Zoning Code re-write. Coburn seconded.

Motion approved by unanimous roll-call vote.

Passenger Train Depot Restoration Update.

Nimm explained that the Train Depot restoration exterior changes include:
re-point and clean of the brick and stone masonry,
rehab of the wood windows,
re-paint exterior painted areas,
install roof venting,
re-create and install historic roof cresting.

The mandatory pre-bid meeting was on September 8th and the sealed bids are due September 19th and shall be opened at 2:00PM.

Coburn asked if, when tuck-pointing the brick and stone if there was the possibility to tint the mortar so that it blended with the old mortar.

Possible future agenda items.

Nimm invited the Commission to the CDA meeting on September 26, 2011 at 5:30. Nimm noted that there will be a discussion on the vacant parcels at the end of North Jefferson Street.

Next regular Plan Commission meeting- October 10, 2011.

Moved by Meyer and seconded by Dalee to adjourn at 6:45 PM. Motion was approved by unanimous voice vote.

Chairperson Gregory Torres

RESOLUTION
URGING THE WISCONSIN DEPARTMENT OF TRANSPORTATION
TO PROCEED AS QUICKLY AS POSSIBLE WITH THE U.S. HIGHWAY 12
ENVIRONMENTAL IMPACT STUDY

WHEREAS, PURSUANT TO Resolution No. 09-05/11, the Walworth County Board accepted the recommendation of the Walworth County Jurisdictional Highway Committee to maintain the U.S. Highway 12 bypass route around the Lauderdale Lakes area (“Highway 12 Bypass Route”), endorsing the Jurisdictional Highway System Plan for Walworth County: 2035 (SEWRPC Planning Report No. 15, 2nd Edition); and,

WHEREAS, the Bypass Route was officially mapped in 1967 but has yet to be constructed; and,

WHEREAS, the Bypass Route is important for the safety and convenience of the traveling public; and,

WHEREAS, construction of the Bypass Route is critical to the economy of City of Whitewater and its Business and University Technology Parks as well as the growth and development of the University of Wisconsin-Whitewater; and,

WHEREAS, the next step in the process is for the Wisconsin Department of Transportation to conduct an environmental impact study;

NOW, THEREFORE, BE IT RESOLVED that the Whitewater Common Council hereby urges the Wisconsin Department of Transportation to proceed as quickly as possible with the environmental impact study of the Bypass Route.

BE IT FURTHER RESOLVED that the City Clerk forward a copy of this resolution to Governor Scott Walker, Secretary of Transportation Mark Gottlieb, State Senator Timothy Cullen and State Representative Evan Wynn.

Resolution introduced by Councilmember _____, who moved its adoption. Seconded by Councilmember _____.

AYES:
NOES:
ABSENT:
DATE:

Kevin M. Brunner, City Manager

Michele R. Smith, City Clerk

Highway 12 Executive Summary

Objective: Complete Highway 12 Environmental Impact Statement (EIS) as soon as possible.

Highway 12 Project Information:

The Southeastern Wisconsin Regional Planning Committee (SWERPC) states that the extension of USH 12 is a functional improvement issue that needs to be addressed. Segments of USH 12 are approaching design capacity. This long-planned extension, which was originally placed in the Walworth County Jurisdictional Highway System Plan that was approved in 1973, needs to be addressed.

The Walworth County Jurisdictional Highway Planning Committee in conjunction with SWERPC recommends that the long-planned extension of USH 12 freeway between the Cities of Elkhorn and Whitewater occur and that the Wisconsin Department of Transportation (WisDOT) conduct as soon as possible the necessary preliminary engineering and environmental impact statement of the USH 12 corridor between the Cities of Elkhorn and Whitewater.

Further information about this project can be found in the SEWRPC document "A Jurisdictional Highway System Plan for Walworth Couth: 2035" Planning Report No. 15 (2nd Edition). See page 89 or use the following link to view the PDF online:

http://www.sewrpc.org/SEWRPCFiles/Transportation/Files/JHSP-walworth/Walworth_JHSP_2035.pdf

Project Progress to Date:

- SEWRPC Recommendation
- Project Adopted by the Walworth County Jurisdictional Highway Planning Committee

Project Next Steps:

- Project Approval From: Walworth County Board, Walworth County Municipalities
- Project Briefing with Representatives from the area: Senator Tim Cullen, Senator Neal Kedzie, Representative Tyler August, Representative Stephen Nass, and Representative Evan Wynn.
- Meeting with Secretary Mark Gottlieb and staff at the Wisconsin Department of Transportation (WisDOT)
- Meeting with Governor Scott Walker and staff at the Governor's Office
- Project Adoption/Recommendation by the Transportation Projects Commission (TPC)
- Continued work with the TPC to secure funding for the extension when competitive funding becomes available and the project warrants construction.

TPC Information:

The TPC is a public/private commission that reviews and makes recommendations regarding major highway projects in Wisconsin. Along with the Governor, the commission includes five state senators, five Assembly representatives and three citizen members. The Secretary

of the Department of Transportation serves as a non-voting member. Current members include: Senator Dave Hansen, Senator Jim Holperin, Senator Frank Lasee, Senator Mary Lazich, Senator Joe Leibham, Representative Mike Endsley, Representative Paul Farrow, Representative Jerry Petrowski, Representative Fred Clark, Representative John Steinbrink, Thomas Carlsen (Citizen Member), Barbara Fleisner (Citizen Member), Michael Ryan (Citizen Member), Governor Scott Walker, and Secretary Mark Gottlieb (Nonvoting Member). The TPC seeks to: Approve potential major highway projects for environmental study. Recommend potential projects for enumeration after environmental study. Monitor ongoing project costs.

The TPC has approved an EIS for the bypass of USH 12 in Ft. Atkinson.

**CITY OF WHITEWATER
2011 SALARY RESOLUTION
AMENDMENT #5**

WHEREAS, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, sets forth the wage and salary schedule for employees for 2011, in which wages are established.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that the following amendments to the ranges and numbers of employees in Schedule II of the 2011 Wage and Salary Schedule as previously amended on September 27, 2011 are hereby adopted pursuant to Wisconsin Statutes; and

BE IT FURTHER RESOLVED that the contents of this resolution shall supersede such previously adopted schedules where the subject matter between the two shall be in conflict, and the changes contained herein shall be effective beginning October 18, 2011.

**SCHEDULE II
PROFESSIONAL AND TECHNICAL EMPLOYEE PAY PLAN**

Pay Grade	# of Positions	Classification Titles	Pay Grade	# of Positions	Classification Titles
A*	3/4	Senior Coordinator (Part-time)	F	1	City Clerk
	2	Administrative Assistant II - Records Technician	G	1	Neighborhood Services Manager
	2	Administrative Assistant II - General Admin	H		
	0	Administrative Assistant II - Utilities (Part-time)	I	1	Assistant to City Manager
B*	1	Accounting Technician II - Payroll & Accounts Payable		1	Chief Information Officer
	1	Accounting Technician II - Utilities		1	Water Superintendent
	1	Administrative Assistant I - Neighborhood Services		J	1
	1	Clerk of Courts	1		Parks & Recreation Director
C		1	Wastewater Treatment Plant Superintendent		
D	1	Finance Support Services Manager	K	1	Lieutenant - Field Services
	1	Support Services Manager	L	1	Captain
E	1	Community TV/Media Services Manager		1	Finance Director
	1	CDA Coordinator		1	Public Works Director
	1	Recreation & Community Events Programmer			

*Non-Exempt Positions

Resolution introduced by Councilmember _____, who moved its adoption. Seconded by Councilmember _____.

AYES:

NOES:

ABSENT:

ADOPTED:

Kevin M. Brunner, City Manager

Michele R. Smith, City Clerk



MEMORANDUM

TO: City Manager & Common Council
FROM: Cameron Clapper
SUBJECT: Proposed 2011 Salary Resolution Amendment #5
DATE: 10/13/2011

The following modifications have been made to Schedule I of the 2011 Salary Resolution. Staff is requesting the approval of these changes as 2011 Salary Resolution Amendment #5. A draft resolution is included with this memo.

1. The position of Lieutenant – Administrative Services under Pay Grade K has been removed from Schedule II.
2. The position of Captain has been added to Schedule II under Pay Grade L.

These changes would be effective October 18, 2011.

SCHEDULE II PROFESSIONAL AND TECHNICAL EMPLOYEE PAY PLAN

Pay Grade	# of Positions	Classification Titles	Pay Grade	# of Positions	Classification Titles	
A*	3/4	Senior Coordinator (Part-time)	F	1	City Clerk	
	2	Administrative Assistant II - Records Technician	G	1	Neighborhood Services Manager	
	2	Administrative Assistant II - General Admin	H			
	0	Administrative Assistant II - Utilities (Part-time)	I	1	Assistant to City Manager	
B*	1	Accounting Technician II - Payroll & Accounts Payable			1	Chief Information Officer
	1	Accounting Technician II - Utilities		1	Water Superintendent	
	1	Administrative Assistant I - Neighborhood Services	J	1	Streets, Parks & Forestry Superintendent	
	1	Clerk of Courts			1	Parks & Recreation Director
C			1	Wastewater Treatment Plant Superintendent		
D	1	Finance Support Services Manager	K	1	Lieutenant - Field Services	
	1	Support Services Manager	L	1	Captain	
E	1	Community TV/Media Services Manager			1	Finance Director
	1	CDA Coordinator			1	Public Works Director
	1	Recreation & Community Events Programmer				

*Non-Exempt Positions



MEMO

TO: Common Council, Kevin Brunner and Doug Saubert
FROM: R. Alan Lockett, Community TV/Media Services Manager
SUBJECT: Capital Purchase of TriCaster 300
DATE: 10/13/2011

Common Council, Kevin Brunner, and Doug Saubert:

The Cable Commission recently met and reviewed our current budget for this fiscal year, and also approved our 2012 budget. During the budget review process, we realized that there are available funds within the 2011 budget to amend our budget for the purchase of a vital piece of equipment.

The Cable Commission recommends that the Common Council approve for purchase a TriCaster 300, at the price of \$14,995. The TriCaster 300 is a compact, portable, digital production switcher that is used for recording, broadcasting, and streaming of live recorded events. The unit provides screen titling, interfaces with computers for recording presentations, allows playback of stored video files, and supports a three-camera recording setup. The TriCaster is an upgrade to our current equipment, and would not only replace equipment that has begun to fail, but also weighs one-tenth of the weight of our current setup.

Owning a Tricaster 300 provides us with several benefits, including the ability to streamline the presentation recording process by having the ability to directly link the presentation data to the recording unit, improve the quality of recordings by allowing a three-camera angle and screen tilting, and most importantly reduce the number of staff hours needed to move equipment to events due to the portability of the unit. In fact, if we had owned a Tricaster 300 in 2010 to support mobile recordings, we would have saved 180 staff hours. An audit of our year to date reveals an upward trend in savings — we would have saved 200 staff hours in 2011.

Quotes were obtained from two sources: Full Compass and Roscor. Both prices were identical—\$14,995.

In an environment of experiencing declining funds and frozen budgets, while we also continue to see increases in the demand for our services, the Cable Commission has unanimously agreed that purchasing this piece of equipment is an opportunity that should be taken.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "R. Alan Lockett". The signature is stylized and somewhat cursive.

R. Alan Lockett



MEMORANDUM

To: Common Council

From: Mary Nimm

Re: Historic Train Depot Restoration

The construction category of the grant award for the restoration of the Train Depot is \$362,935.00.

The City received two bids for the Train Depot Restoration.

- | | |
|------------------------------|---------------------------------|
| 1. Harmony Construction Mgt. | \$436,744 (\$73,809 over award) |
| +alternate bid roof cresting | \$ 8,400 |
| 2. Gilbank Construction | \$415,000 (\$52,065 over award) |
| +alternate bid roof cresting | \$ 25,000 |

Common Council is asked to formally reject the two bids for the Train Depot Restoration.

Upon formal rejection of the bids the next steps are:

- 1) Via e-mail to WisDOT confirm that DOT shall disregard the current no-cost time extension amendment with Isthmus as Isthmus will need to complete some additional work.

Please note that if the City does go this route, less WisDOT funds will be available for construction. In addition, with a new request to advertise, more hours will be spent by the MC and WisDOT, so that will also decrease the funds available for construction.

- 2) The City should submit a cover letter to WisDOT outlining plans and associated timeline.
- 3) Indicate the City is rejecting the current bids and the intent to redesign and re-bid as well conceptually outline what the City will be changing in order to help minimize project costs
 1. Extend construction timelines
 2. Re-bid in a more favorable bidding climate. i.e.: January
 3. Lessen the contractors pre-qualification standards
- 4) At WisDOT approval, the city shall modify its contract with Isthmus.
- 5) WisDOT approves redesign plans and bid package materials
- 6) Re-Advertise (in January, 2012)
- 7) Open Bids (in late February, 2012)
- 8) Construction starts (in March, 2012)

**NOTICE OF EXEMPTION
FROM COUNTY TAX FOR LIBRARY SERVICES
FOR THE YEAR 2012**

Wisconsin Statute 43.64(2) allows municipalities and townships to exempt themselves from the county library tax levy for Lakeshores Library System. The level of local funding is the justification for exemption.

NOTE TO CITY/VILLAGE CLERK: This form *must* be submitted to your County Clerk *before* the County Board of Supervisors sets the 2012 levy. Failure to do so will disqualify your municipality for exemption. Please note that it is your responsibility to file for exemption, not your librarian's, or the system office.

Library: _____

Library Director: _____

Municipality: _____

Municipal Clerk: _____

Amount appropriated by your municipality for
this fiscal year (2011) for operating expenses: \$ _____

Amount appropriated by your municipality for
next fiscal year (2012) for operating expenses: \$ _____

Library Director's Signature

Municipal Clerk's Signature

Date Signed

Date Signed

Please Note: *Should there be any change from the appropriation listed for 2012, the Lakeshores Library System office must be notified in writing as soon as possible.*



October 10, 2011

Dear City/Village Clerk:

Attached is the form that may be used to qualify your municipality for exemption from the county library levy for 2012. We are providing this form for your convenience. Wisconsin Statutes 43.64(2) specifies that *it is the responsibility of the city/village clerk to notify the county clerk for exemption*. Application must be made before the County Board of Supervisors meets to set the levy. Failure to notify could disqualify the city or village from exemption. Your local librarian or this office can assist you, if necessary.

The amounts listed for 2011 and 2012 appropriations must be net municipal appropriations. Contractual funds from the System (usually called "county open access funds") that are deposited in the village or city treasury should be subtracted from the library's budgeted total, since these funds reduce the local library levy required.

EXAMPLE: Operating Budget for "Anywhere Public Library"		
	2011	2012
<i>Total Budget</i>	100,000	107,000
<i>LESS funds from system retained by city general fund</i>	10,000	12,000
Anticipated Net City Appropriation	\$90,000	\$95,000

Please file your signed copy with the County Clerk. Remember, you must file before the County Board sets the 2012 tax levy, but October 31, 2011, would be preferred.

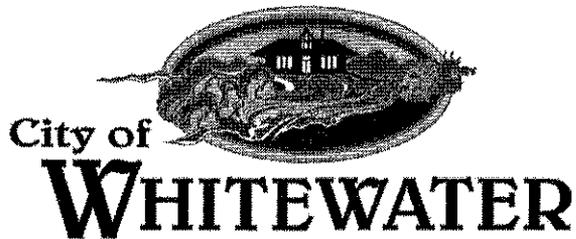
Please have one copy sent to the Lakeshores Library System Office (fax 262-514-4544 or mail to above address) and keep one copy for your records. If you have questions, please contact your county clerk, local library, or the System Office.

Sincerely,

Kristen Hewitt, Administrator
 LAKESHORES LIBRARY SYSTEM

cc: Wendy M. Christensen, Racine County Clerk
 Kimberly Bushey, Walworth County Clerk
 System Libraries
 Whitewater

Telephone: (262) 514-4500
 Fax: (262) 514-4544
 Website: www.lakeshores.lib.wi.us



TO: City Council Members and City Management Team
 FROM: Kevin Brunner, City Manager & Doug Saubert, Finance Director
 RE: **2012 Budget Timetable**
 DATE: August 1, 2011

2012 Operating Budget Schedule

Tuesday	August 16	* Council Work Session-Review Mid-Year Revenues&Expenditures, 2011 Year-End Estimates and Financial Trend Analysis
Thursday Due Back	September 1 September 8	* Distribution of Payroll Estimates. Corrected Payroll due back by Friday, Sept. 8.
Thursday	September 1	Distribution of Budget Objectives/Accomplishments Sheets and Performance Outcomes.
Tuesday	September 6	* Distribution of Expenditure Budget worksheets. Already has payroll information on worksheets. Also will have year to date and expense totals.
Late September		* Budget Listening Session
Wednesday	September 14	* Review the Expenditure Budgets with City Manager and Finance Director.
Friday	thru October 7	Review the Submitted Department Budgets Objectives/Accomplishments/Performance Outcomes. We will call and set up the time and date individually with you. If you have a preferred date and/or a conflict, please call ASAP. If you have your budget completed before the above date, please contact us so that we can perform the internal budget review earlier.
Tuesday	October 18	* Presentation of City Manager Budget to Common Council.

(cont'd)
Tuesday

October 18

- * REVIEW THE FOLLOWING BUDGETS:
Revenues-General Fund (100)
Debt Service-Revenue and Expense (300)
TID #5-Revenue and Expense (445)
TID #6-Revenue and Expense (446)
TID #7-Revenue and Expense (447)
TID #8-Revenue and Expense (448)
TID #9-Revenue and Expense (449)
Transfers-General Fund-(59220,59230,59240)

ADMINISTRATION

Legislative Support - (51100)
Contingencies - (51110)
Court - (51200)
Legal - (51300)
General Administration - (51400)

INFORMATION TECHNOLOGY - (51450)

FINANCE

Financial Administration - (51500)
Insurance/Risk Management - (51540)

SPECIAL REVENUES

27th Payroll (205)
Parking Permits (208)
Fire/Rescue Equipment Rev. Fund (210)
DPW Equipment Rev. Fund (215)
Police Vehicle Revolving Fund (216)
Government Equipment (217)
Parkland Acquisition Fund (240)
Forestry Fund (250)
Sick Leave Severance (260)
Sister City Fund (270)
Heldt Trust-Rescue (290)
Heldt Trust-Police (295)
Birge Fountain Restoration (452)
Stone Stable Restoration (471)
Multi-Use Trail Extension(466)
Rescue Squad Equip/Education (810)

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Tuesday October 25

Special Meeting

* REVIEW THE FOLLOWING BUDGETS:

PUBLIC WORKS

Solid Waste/Recycling Fund - (230)

DPW/Engineering - (53100)

Shop/Fleet Operations - (53230)

Street Maintenance - (53300)

Snow & Ice - (53320)

Street Lights - (53420)

PARKS & RECREATION

Community Based-Coop Projects - (55130)

Park Administration - (55200)

Recreation Administration - (55210)

Park Maintenance - (53270)

Recreation Programs - (55300)

Senior Citizens Program - (55310)

Celebrations - (55320)

Forestry - (56100)

PLANNING, ZONING, CODE ENFORCEMENT & BUILDINGS

General Buildings & Plant - (51600)

Building Inspection - (52400)

Sidewalks - (53430)

Young Library Building - (55111)

Planning - (56300)

SPECIAL REVENUES

Skate Park Fund (225)

Parkland Development Fund (245)

Street Repair (280)

CIP-Undesignated Capital Improvements (450)

Rock River Stormwater (820)

TOURISM & DOWNTOWN WHITEWATER BUDGET REPORTTAXI CAB GRANT - (235)STORMWATER UTILITY (630)WASTEWATER UTILITY (620)WATER UTILITY (610)ALL CAPITAL PROJECTS FUNDS

(cont'd)
Tuesday

November 1

* REVIEW THE FOLLOWING BUDGETS:

YOUNG MEMORIAL LIBRARY - (55110)

LIBRARY SPECIAL REVENUE FUND - (200)

POLICE

Administration - (52100)

Patrol - (52110)

Investigation - (52120)

Crossing Guards - (52130)

Community Service Officers - (52140)

Emergency Preparedness - (52500)

Communications/Dispatch - (52600)

FIRE/RESCUE

Fire - (52200)

Crash Crew - (52210)

Rescue Squad - (52300)

CABLE TV (200)

CDA - (900/910)

Thursday

October 27

*

Publication of Public Notice in the Whitewater Register for the Public Hearing/Adoption of the 2012 Budget on November 15th or 22nd.

Tuesday

November 8

*

Any revisions will be presented to City Council. Final Adjustments - All Budgets.

(Special Meeting If Necessary)

Tuesday

November 15

*

Public Hearing/Adoption of the 2012 Budget and Tax Levy

(or November 23, If Necessary)

Mid

December

*

Distribute the formal budget document (the final revised version) to City Council, Citizens and Department Heads and post on City Website.

Let us know if you have any questions. Don't forget to keep your individual boards/commissions informed and involved with your budget and the budget process.

**RESOLUTION APPROVING THE PURCHASE OF PROPERTY
LOCATED AT 305 JAMES STREET, WHITEWATER, WISCONSIN.**

WHEREAS, the owners of 305 James Street, Whitewater, Wisconsin, have requested that the City of Whitewater consider purchasing this property, and

WHEREAS, the acquisition of 305 James Street will allow the future use of this property and the adjacent property now owned by the City for future stormwater management purposes, and

WHEREAS, Seventy-Eight Thousand (\$78,000.00) Dollars is a fair market price for the property, and

WHEREAS, the purchase of 305 James Street is in the best interests of the citizens of the City of Whitewater and its storm water utility.

Now, therefore, **BE IT RESOLVED** that, subject to the approval of the City of Whitewater Plan and Architectural Review Commission, the City Manager and the City Clerk are hereby authorized to sign any and all documents necessary to purchase the property located at 305 James Street for the price of Seventy-Eight Thousand (\$78,000.00) Dollars.

Resolution introduced by Councilmember _____, who moved its adoption. Seconded by Councilmember _____.

AYES:

NOES:

ABSENT:

ADOPTED:

Kevin M. Brunner, City Manager

Michele R. Smith, City Clerk