



**CITY OF WHITEWATER  
 COMMON COUNCIL AGENDA**  
 Common Council Meeting  
**Tuesday, December 1, 2015 - 6:30 p.m.**  
**City of Whitewater Municipal Building Community Room**  
**312 W. Whitewater St., Whitewater, WI 53190**

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

**CONSENT AGENDA:**

CA-A	Approval of Common Council Minutes of 11/17/15.	P. 1
CA-B	Approval of Payment of City Invoices processed through 11/24/15.	n/a
CA-C	Acknowledgement of Receipt and Filing of the Following: *Irvin L. Young Memorial Library Board Minutes of 10/19/15. *Cable TV Minutes of October 14, 2014. * Police and Fire Commission Minutes of 5/21/15 and 7/28/15. *Plan and Architectural Review Commission Minutes of 9/14/15 and 10/12/15.	P. 7
CA-D	Expedited Approval of the Following Items, per City Staff Recommendation: C-4	n/a

**STAFF REPORTS: None.**

**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	Adoption of 2016 Salary Resolution. (City Manager Request).	P. 31
R-2	Authorizing City to apply for Department of Natural Resources grant to conduct dredging feasibility study. (Parks and Recreation Director Request).	P. 37
R-3	Vacating portion of E. Main Court. (Property East of Provisur, which is located at 1116 E. Main St.). (City Attorney Request).	P. 39

**ORDINANCES – First Reading - None.**

O-1	Amending Chapter 19.19 relating to R-2A Zoning District. (City Attorney Request/Councilmember Grady Request).	P. 40
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**ORDINANCES – Second Reading - None.**

**CONSIDERATIONS:**

C-1	Appointment of Alan Lockett as citizen member to Birge Fountain Committee. (City Manager Request).	P. 42
C-2	Discussion and possible direction regarding water rate increase. (Finance Director Request).	P. 43
C-3	Approval of 2016 Janitorial Contract with Diversified Building Maintenance. (Parks and Recreation Director Request).	P. 53

*C-4	Approval of request for closure of portion of Main Street, from 6:00 a.m. to 4:00 p.m., on September 10, 2016 for the Main Street Festival. (City Manager Request).	P. 57
C-5	Councilmember Requests for Future Agenda Items.	n/a
C-6	<b><u>EXECUTIVE SESSION.</u></b> Adjourn to Closed Session, NOT TO RECONVENE, pursuant to Chapter 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: Negotiation of Whitewater Aquatic Center Agreement.	n/a

**Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk at least 72 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.**

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

November 17, 2015

The regular meeting of the Common Council was called to order by Council President Patrick Singer. MEMBERS PRESENT: Wellnitz, Langnes, Grady, Binnie, Abbott (a/k/a Goettl), Singer, Kidd. MEMBERS ABSENT: None. LEGAL COUNSEL PRESENT: McDonell.

It was moved by Abbott and seconded by Binnie to approve the Council Minutes of 10/27/15 and 11/3/15 and to acknowledge receipt and filing of the following: Report of Manually-Issued Checks for October, 2015; Financial Reports for October, 2015; Zoning Code Meeting Minutes of 9/29/15, 10/14/15 and 11/3/15; Landmarks Commission Minutes of 10/1/2015; Parks and Recreation Board Minutes of 10/19/2015. AYES: Wellnitz, Langnes, Grady, Binnie, Abbott (a/k/a Goettl), Singer, Kidd. NOES: None. ABSENT: None.

**PAYMENT OF INVOICES.** It was moved by Abbott and seconded by Binnie to approve payment of city invoices in the total sum of \$130,212.44. AYES: Wellnitz, Langnes, Grady, Binnie, Abbott (a/k/a Goettl), Singer, Kidd. NOES: None. ABSENT: None.

**STAFF REPORTS.** A Proclamation thanking Tami Brodnicki for her contributions to the City of Whitewater during her term as Downtown Whitewater, Inc. Director was presented.

**CITIZEN COMMENTS:** None.

**PUBLIC HEARING RELATING TO 2016 CITY OF WHITEWATER BUDGETS.** Council President Singer opened the hearing relating to the proposed 2016 City of Whitewater budgets. City Manager Clapper presented detailed information relating to the budget.

**RESOLUTION ADOPTING 2016 CITY OF WHITEWATER BUDGETS.**

**Resolution Adopting 2016 City of Whitewater Budgets.**

**WHEREAS**, the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, has considered the detailed estimates of the money which will be required for the ensuing year for local, county, and state purposes; and

**WHEREAS**, the Common Council considered said estimates and those estimates have been submitted to a Public Hearing to be held on November 17, 2015, as required by § 65.90 of the Wisconsin Statutes;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, that there is hereby levied upon all taxable property in said City, the following amounts for the ensuing year:

FOR THE PURPOSES, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN:

**\$3,143,775**

**BE IT FURTHER RESOLVED** by the Common Council of the City of Whitewater that there is hereby appropriated out of the receipts of the City of Whitewater for 2016, including monies received from the general property tax levy, to the various purposes set forth in the budget for the purposes stated herein, the following amounts:

<b>EXPENDITURES-</b>	<b>Fund</b>	<b>REVENUES-</b>	<b>Fund</b>
General Government	1,570,822	General Revenues	6,633,323
Public Safety	4,058,837	Unrestricted Revenue	-
Public Works	998,368	Property Tax	<u>3,143,775</u>
Culture/Recreation	1,191,939	<b>TOTAL</b>	<b><u><u>9,777,098</u></u></b>
Conserv/Development	282,121		
Debt Service	597,725		
Sinking Funds	423,216		
Solid Waste/Recycling	396,070		
Capital Projects	160,000		
Fund Balance-Reserve	-		
Contingencies	98,000		
<b>TOTAL</b>	<b><u><u>9,777,098</u></u></b>		

**BE IT FURTHER RESOLVED** that the following *Utility Budgets* were authorized for 2016:

Wastewater Utility	<b>15,833,423</b>
Water Utility	<b>2,531,601</b>
Stormwater Utility	<b>1,332,512</b>

**BE IT FURTHER RESOLVED** that the *2016 tax increments* have been calculated to be as follows:

TID #4	<b>1,671,722</b>
TID #5	-
TID #6	<b>56,911</b>
TID #7	-
TID #8	<b>163</b>
TID #9-	
<b>TOTAL</b>	<b><u><u>1,728,796</u></u></b>

**BE IT FURTHER RESOLVED**, that the tax levy increases for tax increment districts as calculated are added to the various tax levies for all taxing jurisdictions, except 'State', as follows:

	<u>Walworth County</u>	<u>Jefferson</u>	<u>Total</u>
County	240,922	112,131	353,053
City	293,006	139,562	432,568
Unified School	594,901	283,358	878,259
Technical College	41,728	23,188	64,916
<b>TOTAL</b>	<b><u>1,170,557</u></b>	<b><u>558,239</u></b>	<b><u>1,728,796</u></b>

**BE IT FURTHER RESOLVED**, the expenditures for marketing expenses, land purchase, construction costs, professional services, and debt service have also been calculated to total the following for the 2016 budget:

TID #4	<b>2,468,861</b>
TID #5	<b>150</b>
TID #6	<b>53,148</b>
TID #7	<b>150</b>
TID #8	<b>150</b>
TID #9	<b>150</b>
<b>TOTAL</b>	<b><u>2,522,609</u></b>

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Whitewater that the Finance Director /City Treasurer is authorized to transfer sufficient funds from the City General Fund, if necessary, to the TID accounts to cover the expenditures not covered by the tax increments, and that an interest rate shall be added to the amount due the General Fund at the rate of one percent (1%) per annum for all funds owed the General Fund.

Resolution introduced by Councilmember Binnie, who moved its adoption. Seconded by Councilmember Abbott. AYES: Wellnitz, Langnes, Grady, Binnie Abbott, Singer, Kidd. NOES: None. ABSENT: None. ADOPTED: November 17, 2015.

Cameron L. Clapper, City Manager

Michele R Smith, City Clerk

**FIRST AND SECOND READING OF ORDINANCE AMENDING ZONING MAP, REZONING PROPERTY ON E. MAIN STREET TO M-1, GENERAL MANUFACTURING.** It is necessary to rezone the property east of the Provisur business (formerly known as Weiler's), 1116 E. Main Street, for development purposes for DP Electronics.

**AMENDING THE CITY OF WHITEWATER ZONING MAP  
AND ZONING CLASSIFICATION OF CERTAIN PROPERTY  
IN THE CITY OF WHITEWATER  
(Lot 1 of CSM 4442 AND EAST MAIN COURT)**

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do, pursuant to Municipal Code section 19.69, hereby amend the zoning classification of the below-described property as set forth herein.

SECTION 1. Pursuant to Whitewater Municipal Code 19.69, the below-described property is hereby rezoned from 19.38 Whitewater University Technology Park District to 19.36 M-1 General Manufacturing District:

Lot 1 of CSM 4442 Tax ID No. /A444 20001 and the adjacent East Main Court

SECTION 2. The official zoning map of the City of Whitewater is hereby amended to show the above action.

SECTION 3. This ordinance shall take effect upon passage and publication as provided by law.

Ordinance introduced by Councilmember Abbott, who moved its adoption. Seconded by Councilmember Binnie. AYES: Wellnitz, Langnes, Grady, Binnie, Abbott, Singer, Kidd. NOES: None. ABSENT: None.

It was then moved by Abbott and seconded by Binnie to waive the requirement for a second reading of the ordinance. AYES: Wellnitz, Langnes, Grady, Binnie, Abbott, Singer, Kidd. NOES: None. ABSENT: None. ADOPTED: November 17, 2015.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

**AUTHORIZATION FOR WELL REPAIRS TO WELL NO. 6.** It was moved by Binnie and seconded by Abbott to approve an agreement with Sabel Mechanical of Fond du Lac, Wisconsin in the sum of \$42,886, for completion of well repairs to Well No. 6. AYES: Wellnitz, Langnes, Grady, Binnie, Abbott, Singer, Kidd. NOES: None. ABSENT: None.

**PUBLIC ARTS COMMITTEE.** Councilmember Binnie requested that City staff begin the process of filling the committee created by the recently adopted Public Arts Ordinance. Further information will be coming to a future council meeting.

**CITY FINANCIAL REPORT (THIRD QUARTER, 2015).** Finance Director Saubert provided detailed information regarding the City's finances for the third quarter of the year. Councilmember Binnie thanked Saubert for the very detailed information provided.

**EMS SLEEPING QUARTERS.** As was mentioned at a previous council meeting, it is necessary to provide sleeping quarters for Emergency Medical Service personnel (Rescue Squad), to allow them to be on premises and have the ability to respond to emergencies faster. City staff has been working with Fire Department Representatives and architects from Design

Alliance of Fort Atkinson to review possible sites in the municipal building basement to establish sleeping quarters. The site chosen is the current fitness center. The plan calls for a hallway to be constructed that provides access to both male and female sleeping quarters. The current storage area will be reconfigured to provide an improved fitness area for all staff. Estimated cost will be \$20,520. It was moved by Abbott and seconded by Binnie to approve the concept of the remodeling, to allow for the creation of emergency medical staff sleeping quarters. AYES: Wellnitz, Langnes, Grady, Binnie, Abbott, Singer, Kidd. NOES: None. ABSENT: None.

**STRAND ASSOCIATES TASK ORDER – STORMWATER PLAN.** It was moved by Abbott and seconded by Binnie to approve a Task Order with Strand Associates, for completion of a Total Maximum Daily Load (TMDL) Stormwater Plan. The project is identified in the City's 2016 Capital Improvement Plan. The agreement has a not-to-exceed fee of \$121,000. It was moved by Abbott and seconded by Binnie to approve the Strand Associates Task Order relating to completion of a stormwater plan. AYES: Wellnitz, Langnes, Grady, Binnie, Abbott, Singer, Kidd. NOES: None. ABSENT: None.

**PURCHASE OF SNOW PLOW TRUCK.** It was moved by Abbott and seconded by Binnie to approve the purchase of a snow plow truck from Lakeside International of Janesville, in the sum of \$89,975. The plow will be funded via the 2016 capital improvement plan. The expense for the truck will not be incurred until January, 2016. AYES: Wellnitz, Langnes, Grady, Binnie, Abbott, Singer, Kidd. NOES: None. ABSENT: None.

**PLANNING SERVICES CONTRACT.** It was moved by Binnie and seconded by Abbott to approve a two-year contract with Vandewalle Associates for 2016-2017 planning services. Fees will be charged on an hourly basis based on services provided. Councilmember Binnie requested that the language on the agreement be corrected. (Because the City is bound by open records law, the fees and information set forth in the agreement cannot be considered confidential). AYES: Wellnitz, Langnes, Grady, Binnie, Abbott, Singer, Kidd. NOES: None. ABSENT: None.

**CLOSURE OF MAIN STREET FOR CHRISTMAS PARADE.** It was moved by Abbott and seconded by Binnie to approve the closure of Main Street, from Whiton, thence to the corner of Whitewater and Main, then turn on Whitewater to its intersection with Fourth. The parade will be held on December 5, 2015 at 6:00 p.m. AYES: Wellnitz, Langnes, Grady, Binnie, Abbott, Singer, Kidd. NOES: None. ABSENT: None.

**COUNCILMEMBER REQUESTS FOR FUTURE AGENDA ITEMS.** Councilmember Kidd requested that discussion regarding impervious surface regulations be discussed at the December 1<sup>st</sup> meeting. Abbott also indicated that she is in the process of changing her name, and effective with the December 15, 2015 meeting, her last name will be Goettl. Councilmember Grady requested that the proposed amendments to the R-2A zoning district be discussed at the next meeting.

**ADJOURNMENT**. It was moved by Abbott and seconded by Langnes to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Michele R. Smith, City Clerk

*Mission Statement: The Irvin L. Young Memorial Library will foster a sense of community and be a center for resources, information, and creativity for all people in the Whitewater area.*

1. Call to Order by President Hartwick at 6:30 pm
  - a. Present: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
  - b. Absent: Diebolt-Brown
  - c. Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer
2. Monthly Reports
  - a. Approval of minutes of the September 21, 2015 regular meeting
    - i. MSC Hartwick/Caldwell to approve minutes for the September 21, 2015 regular meeting
    - ii. Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
    - iii. Nays: None
  - b. Acknowledgment of receipt of financial reports for August 2015
    - i. MSC Hartwick/Grady to acknowledge receipt of financial reports for August 2015
    - ii. Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
    - iii. Nays: None
  - c. Acknowledgment of receipt of financial report of special revenue fund receipts for September 2015
    - i. MSC Hartwick/Winship to acknowledge receipt of financial reports of special revenue for
      1. September 2015
    - ii. Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
    - iii. Nays: None
  - d. Approval of payment of invoices for September 2015
    - i. MSC Hartwick/Caldwell to approve payment of invoices September 2015
    - ii. Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
    - iii. Nays: None
  - e. Diebolt-Brown arrived at 6:36 pm.
  - f. Acknowledgment of receipt of statistical reports for September 2015
    - i. MSC Hartwick/Grady to acknowledge receipt of statistical reports for September 2015
    - ii. Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
    - iii. Nays: None

- g. Acknowledgment of receipt of treasurer's reports for September 2015
  - i. MSC Hartwick/Winship to acknowledge receipt of treasurer's reports for September 2015
  - ii. Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Pepler, Winship
  - iii. Nays: None
  
- 3. Hearing of Citizen Comments
  - a. No comments made
  
- 4. Old Business
  - a. Council and Community Communications ~ Discussion
    - i. Lunsford will be at the Council meeting tomorrow as the library budget will be presented
    - ii. Friends of the Library proclamation will be made at the meeting also
  
- 5. New Business
  - a. 2016 Budget ~ Action
    - i. Question about the Library board spending and budget line item discrepancy, due to the City approximating
  
    - ii. MSC Helmick/Grady to approve the 2016 budget as presented  
(roll call)Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Pepler, Winship  
Nays: None
  
  - b. Proof of mailing address policy change ~ Action
    - i. MSC Helmick/Winship to change the mailing address policy as presented  
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Pepler, Winship  
Nays: None
  
  - c. Review of Collection Development policy ~ Action
    - i. Various revisions made from staff suggestions
    - ii. Questions about historical items that should be housed at the Historical Society
  
    - iii. MSC Pepler/Hartwick to approve changes to the Collection Development Policy  
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Pepler, Winship  
Nays: None
  
  - d. Records Retention Policy revision ~ Action
    - i. Have always had a records retention policy, but was constantly being updated.
    - ii. Summary of policy changes given.
  
    - iii. MSC Pepler/Winship to adopt the state record retention policy as replacement for library's
      - 1. retention policy  
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Pepler, Winship  
Nays: None

- e. Why Wisconsin Needs Libraries More than Ever webinar ~ Discussion
  - i. Hartwick presented her summary of the webinar she attended.
  - ii. Focus was on the “rebranding” and repositioning of public libraries
  - iii. Stress was placed on the language we use to talk about people and programs in the library
  
- f. Board engagement with the Friends of the Library ~ Discussion
  - i. Hartwick met with Jim Leaver, president of the Friends group
  - ii. Friends board hasn’t met for a couple years.
  - iii. Suggestions made for some more communications to the public about the role the Friends group plays in the Library.
  - iv. Questions asked about membership level/clarification
  - v. Offered to have one board member act as a liaison between Board and the Friends. Helmick volunteered.
  - vi. Board members have agreed to all join the Friends group.
  - vii. Discussion about possible ways of involving new people as volunteers and encouraging enrollment in the group.
  - viii. Proclamation to be read at Council meeting on Tues, Oct 20
  
- g. Library events outside the library ~ Discussion
  - i. Winship reviewed some original ideas for outreach/community involvement events
  - ii. Possibilities and locations were discussed
  - iii. Winship will have a proposal before the next meeting, and discussion and possible action will be taken then.
  
- h. Review of *Trustees Essentials* Chapter 14 ~ Discussion
  - i. Winship led a discussion about Open Meeting Laws in relation to the Board
  - ii. Discussion about open meeting, voting, closed sessions, “walking quorums”, etc.
  
- 6. Staff & Board Reports
  - a. Director’s Report
    - I. ADMINISTRATION
      - a. Five work requests were entered in September:
        - i. Bringing a box of magazine boxes from the basement for sale by the Friends of the Library.
        - ii. Putting the Little Free Library back up after it was vandalized.
        - iii. Taking down the non-functioning atomic clocks.
        - iv. Hanging up four framed items around the library.
        - v. The family restroom toilet was clogged again.
      - b. The overhanging branch has been removed from 409 W Center St.
    - II. BUDGET
      - a. The budget is completed and will be presented at the Common Council meeting of Tuesday, October 20, 2015.
    - III. PERSONNEL

- a. Diane, Susan Willmann, and I attended circulation training on Polaris at the Waukesha Public Library on September 30 and October 1. Diane, Susan Kay Johnson, and I attended cataloging training on Polaris at the Waukesha Public Library on October 6 and 7.

#### IV. LIBRARY COLLECTION

- a. Three new carts were added to the children's area to showcase specific materials relating to classes and events.

#### V. PUBLIC AND COMMUNITY RELATIONS

- a. Diane, Deana, and I all took turns signing people up for library cards at the Tuesday City Market on September 22 and 29. We were there for the whole market from 3 pm – 7 pm.

#### VI. LIBRARY BOARD RELATIONS

- a. None.

#### VII. LIAISON RESPONSIBILITY WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I attended the City's Safety and Wellness Action Group meeting on Tuesday, October 6.
- b. I attended the Whitewater Leads meeting on Tuesday, October 6.
- c. I will be attending the Jefferson County Library Council meeting in Fort Atkinson on Thursday, October 15.
- d. I will be attending the Alliance of Public Libraries meeting in Waukesha on Friday, October 16.

#### VIII. PROFESSIONAL DEVELOPMENT

- a. None.

#### a) Adult Services Report

1. Maker Monday met on September 21<sup>st</sup> with 12 in attendance. We had some new people and a nice mix of ages. Each month we seem to be getting more middle schoolers attending which is great. The project for September was to create a terrarium, a Minion, or a spooky monster using a recycled baby food jar. The projects involving paint seem to be very popular. I also had card making supplies on hand for those who wanted to make a card.
2. I had to cancel the Antique Appraisal program scheduled for September 23<sup>rd</sup> with Mark Moran, due to lack of interest. I will reschedule the program for early spring. It appears September is not the ideal month to plan programs. Many of our programs were poorly attended this month.
3. The kick-off event for The Big Read will be held here at the library on Saturday, November 7<sup>th</sup>. The book is My Antonia by Willa Cather. We will have pioneer based demonstrations with representatives from Old World Wisconsin and local artisans. Local chef, Tyler Salisbery, will host a lecture-style cooking demonstration and tasting. The kick-off runs from 10:00 a.m. until 2:00 p.m. There will be free books, bookmarks, bracelets, and temporary tattoos for the young readers. The book chosen for the younger readers is Little

House on the Prairie by Laura Ingalls Wilder. Both titles are available in English and Spanish, and there are a few large print copies of My Antonia available for our patrons.

4. Thanks to the Friends of the Library and the success of their book sale, we have purchased two new kits for the Maker Space and for Deana and I to use in programming. One is a newer 3-D drawing pen called CreoPop which uses cool ink instead of hot plastic to create 3-D objects, so it will be much safer to use. The second kit, Circuit Scribe, utilizes a silver conductive ink pen and a number of interactive modules that turn doodles drawn on paper into circuits.
5. We have also purchased a MINC machine (with library funds) for the Maker Space, which bonds foil to paper. Since we own several button maker machines, we plan to create some sparkly, vibrant pins for staff to wear to promote Bridges, our new library system.

b) Youth Educational Services Report

1. LEGO Engineering Club: Our first LEGO Engineering Club meeting kicked off with 13 participants. The challenge was to use LEGOs to build a musical instrument. Some participants accepted the challenge and some made creations entirely of their own imagination.
2. Evil Genius Club: Sadly we had no participants for our Evil Genius Club. I have placed samples of projects in the teen area along with a flyer and posted pictures of the project on our Facebook page in the hopes of generating more interest.
3. Teen Advisory Board: We had three participants at our Teen Advisory Board meeting. At our first meeting we discussed potential names for the group, how they wanted to structure the board, and guidelines for participation.
4. SCAECY Workshop: On Saturday, September 19<sup>th</sup>, I attended a workshop hosted by the South Central Association for the Education of Young Children. The first session focused on the affects of adverse childhood experience on brain development and the second session discussed how to use diverse books in children's programs.
5. Play & Read: The play groups facilitated by our AmeriCorps volunteers began this month. We currently have four children participating. The AmeriCorps members are planning other activities, such as a drive-in movie night, in order to boost awareness of their project.
6. Star Wars Reads Day: We had nine children participate in Star Wars Reads Day-three of them in costume! Participants played Master Yoda Says and LEGO Star Wars Bingo. They also participated in a Star Wars scavenger hunt and made their own lightsabers.

c) Board member reports

1. Board Development committee needs to add a third member to continue its work. Jim Winship will be serving as the new member.

7. Board member requests for future agenda items

1. Discussion of revitalization of Friends group
2. Discussion of Library events outside of library
3. Discussion of publicizing the requirements for getting a library card.

8. Confirmation of next meeting on November 16, 2015, 6:30 pm

9. Adjourn to closed session, NOT TO RECONVENE, 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.
  - a) Item to be discussed: Library building expansion project investors

MSC Grady/ Pepler to adjourn into closed session. Roll call vote:

Diebolt-Brown, aye

Caldwell, aye

Grady, aye

Hartwick, aye

Helmick, aye

Pepler, aye

Winship, aye

Meeting was CLOSED to the public at 7:45 pm

Lunsford and Jaroch remained in session with Board permission.

Meeting was adjourned at 8:29 pm

Respectfully submitted,

Cory Pepler  
Secretary



Whitewater Community TV (WWTV)  
P.O. Box 178  
Whitewater, WI 53190  
Email: [aluckett@whitewater-wi.gov](mailto:aluckett@whitewater-wi.gov)  
Telephone (262) 473-8564

## CABLE TV COMMITTEE - MINUTES

October 14, 2014

Whitewater Community TV

402 W. Main St.

Whitewater WI 53190

- I. **Call to order.** Called to order at 6:36 p.m.  
**Roll Call.** Board members present Kathy Ross, Wayne Williams, Ken Kienbaum, and Lynn Binnie. Staff present Alan Luckett and Zachary Popke. Tom Hapka arrived at 6:48 p.m.
- II. **Nomination of Officers: Chair, Vice-Chair and Secretary.** Wayne nominated Ken Kienbaum Chair, 2<sup>nd</sup> by Kathy Ross (all were in favor). Kathy Ross nominated Wayne Williams Vice-Chair, 2<sup>nd</sup> by Lynn Binnie (all were in favor).
- III. **Approval of Minutes from October 23, 2013.** Wayne Williams moved to approve the minutes, Lynn Binnie seconded (all were in favor).
- IV. **Manager Report**
  - a. **Video Taping Calendar Review.** Alan Luckett presented the calendar. He reported that there were less events recorded in the school district. The extra time has been spent on archiving videos. The videos are stored on DVD and hard drive. These hard drives have been backed up, with one copy in the studio and another stored at city hall. Lynn Binnie had asked if there was a way that chapter marks could be added to on-line video. Alan responded that the feature was not available through Vimeo (the current service used for on-line videos), He said it was possible through other, more expensive providers. A difference of \$10 for Vimeo or \$300 through PEG Central.  
*Tom Hapka arrived at 6:48 p.m.*
  - b. **Seniors in the Park: Park Bench Show.** Alan reported that there were fewer episodes recorded for the year. He said they are looking for more ideas for episodes that pertain to senior's interests. He acknowledged the good work of Deb Weberpal and volunteer host, Skip Grover.
  - c. **Wisconsin Community Media (WCM) update.** Alan reported that he is a board member, and recently nominated chairman, of the WCM. He has annually produced of video portion of the annual Spring Video Festival at the WCM Spring Conference. WWTV was presented with several awards at the Video Festival. Employee, Cameron Boydston had received an Award of Achievement for his production of the "Happy Holly Days Electric Parade" which was co-hosted with WWTV Cable Committee board member, Wayne Williams, and the Director for Rice Lake

Community TV and past employee of WWTV, Ryan VanLanduyt. Alan Lockett's public service announcement (PSA) "Leaves in the Streets? Noooo!!!" received an award of excellence. Alan reported on the summer meeting of the WCM, which had discussed program sharing through cloud storage services. He reported that he will be speaking on "How to Improve Video Production" at the WCM upcoming Fall Conference.

- d. **Wisconsin Advocates for Music Education (WAME) update.** Alan reported that he serves on the WAME board as a volunteer, since he was awarded "Community Service Award" by the organization. This board includes music teachers, students, music vendors, and Community Service Award recipients. The group discusses how to advocate music with elected officials at the state level.
- e. **Other City Related Media Manager Operations.** Alan reported that he would like to use Wisconsin Surplus for the sale of equipment. He felt he would get a better price through this group. Lynn asked if there was a way of tracking the viewership of programs. Alan indicated that internet based content could be tracked. He stated that several people contacted him regarding WWTV not be available through Charter. After inquiring with Charter, Alan had found that loose cable connections inside and outside of homes can cause the channel to be lost due to conflict with radio frequencies. Inclement weather can cause issues with these connections as well. Alan said that Charter has been trying to remedy this issue all over the city. Lynn Binnie said he has had to refresh his cable box to regain some channels. Lynn heard that Charter was charging people for home visits related to bad cable boxes. Alan shared contact information for complaints at the state level. He said that he has been working with the Charter government relations representative, trying to remedy issues while avoiding unwanted fees. Alan gave the history of the Statewide Cable Franchise Agreement and how it relates to customer service. He also mentioned the University of Wisconsin Whitewater's switch from Charter cable TV to satellite service. UWW felt that Charter was cost prohibitive. Kathy Ross was interested in Streaming of the channel on the internet. Alan said he would have to work with the IT manager to set up that service at city hall. Lynn was concerned that the TV channel would be "shooting ourselves in the foot" if they were streaming. Lynn said he has Charter at his home because of the WWTV channel. Wayne Williams said that smart TV technology will drive people away from Cable TV in the near future, and that WWTV should be concerned with loss of franchise fees. Alan commented on a bill Tammy Baldwin is supporting, called the "Cable Access Preservation Act" (CAP Act). The bill positively addresses funding for channels like WWTV.

*Employee, Peter Sobolewski arrived at 7:15 p.m.*

- V. **Franchise Agreement & Fee review.** 2013 Franchise Fees were \$97,872.04. Alan said that the Franchise Fees are based on Cable TV service and does not include phone and internet. The first two quarter Franchise Fees for 2014 were discussed. First quarter was \$25,811.99, and the second quarter was \$24,477.85. Alan reported that municipalities that are tied to the Statewide Franchise Agreement have no power of the termination or renewal of an existing cable service provider, that agreement is with the State of Wisconsin. Alan's revenue projection for Franchise Fees in 2014 was \$100,000.

**VI. 2015 Budget and Goals Discussion and Action.** Alan presented the proposed budget and future goals. He reported that the budget operates off of Franchise Fees and the difference is made up from fund balance. This fund balance is needed to offset the \$22,000 of the annual budget that is a transfer to the general fund (a fee that was created when the city was in a recession/deficit). Kathy Ross asked if that \$22,000 were a real amount. Alan said it offsets the rent, utilities, and managing payroll. Subscriptions and dues were increased for the proposed budget for Adobe Creative Cloud subscription which would allow WWTV to access all Adobe production programs. Capital was reviewed. Wayne Williams made a motion to approve the budget, 2<sup>nd</sup> was made by Kathy Ross. All were in favor.

**VII. Schedule Future Meetings and Topics.** Wayne Williams requested a future topic on promoting the channel. Promotion to include Facebook.

**VIII. Adjournment.** Lynn Binnie moved to adjourn at 8:35 pm, 2<sup>nd</sup> was made by Wayne Williams, all were in favor.

Submitted by  
R. Alan Lockett  
Community TV/Media Services Manager  
Whitewater Community TV  
Digital 990



## Police and Fire Commission Meeting Minutes – May 21, 2015

ABSTRACT / SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE POLICE COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN

Video and audio of this meeting can be viewed on the City of Whitewater web site at <http://www.whitewater-wi.gov/multimedia/police-fire-commission>

- I. Call to Order, Roll Call – Support Services Manager Kathy Boyd called the meeting to order at 6:30 pm.

Members present: Jan Bilgen, Dr. Mark McPhail, Dennis Knopp, and Dave Haberman

Members absent: Craig Stauffer

Also present: Chief Lisa Otterbacher and Support Service Manager Kathy Boyd.

- II. Oath of Office – Boyd conducted the oath of office
- III. Election of Commission President, Vice President & Secretary – Boyd asked for nominations for the chair of the Police and Fire Commission. Knopp nominated Bilgen with a second from Haberman. Boyd asked two more times if there were any other nominations. The motion passed.

AYES: Dr. McPhail, Knopp, Haberman

NOES: None

ABSTAINED: Bilgen

ABSENT: Stauffer

Boyd turned the meeting over to Bilgen who then asked for nominations for the vice chair of the Police and Fire Commission. Dr. McPhail nominated Haberman with a second from Bilgen. Bilgen asked two more times if there were any other nominations. The motion passed.

AYES: Bilgen Dr. McPhail, Knopp

NOES: None

ABSTAINED: Haberman

ABSENT: Stauffer

Bilgen then asked for nominations for the secretary of the Police and Fire Commission. Knopp nominated Dr. McPhail with a second from Haberman. Dr. McPhail declined the nomination because he is leaving in August. He mentioned that he could accept the nomination at this time, but would have to resign because after August he will no longer be living in Whitewater. Bilgen stated that it would be permitted to elect Dr. McPhail now and then elect someone else after he leaves. Dr. McPhail accepted the nomination. Bilgen asked two more times if there were any other nominations. The motion passed.

AYES: Bilgen, Knopp, Haberman

NOES: None

ABSTAINED: Dr. McPhail

ABSENT: Stauffer

- IV. Code of Conduct, Responsibilities and Expectations, Complaint Process, Hiring Process – Bilgen wanted everyone to be reminded that they are held accountable per the code of ethics (Code of Conduct) along with Responsibilities and Expectations, Complaint Process, Hiring Process. The Commissioners can have paper copies, but they are also available on the web site along with the state provided handbook for Police and Fire commission.

- V. Approval of Minutes of February 19, 2015 - On a motion by Dr. McPhail with a second by Knopp the minutes were approved by unanimous voice vote.
- AYES: Bilgen-Craggs, Dr. McPhail, Knopp, Haberman  
NOES: None  
ABSENT: Stauffer
- VI. Citizen Comments – There were no citizen comments
- VII. Old Business – There was no old business
- VIII. New Business
- A. Informational Item – Status Update to PFC Concerning Citizen Complaint Against Chief Of Police Made to Common Council - City Attorney Recommends the Substance of the Complaint Not be Discussed, Procedural Plan May Be Discussed – Bilgen stated that the city manager notified her of the complaint after a city council meeting. A citizen had presented a petition and Bilgen contacted the individual concerning the process. The city manager and Bilgen contacted the Wisconsin Department of Criminal Investigation (DCI) as they did not want any agency with connections to the Whitewater Police Department. Bilgen heard back from Special Agent in Charge Cal Bundy and read his email message stating that DCI was declining because it is not part of their mission; it is more of a policy or internal investigation, being outside the realm of a criminal investigation. Bilgen then contacted the Dane County Sheriff's Office and talked to a lieutenant who stated that they would not be able to offer any investigative services, but suggested hiring a third party attorney to do the investigation. Bilgen share with both agencies included links to the common council meeting when the complaint took place (<http://www.whitewater-wi.gov/multimedia/common-council-meetings/2894-common-council-meeting-05-05-2015>, links to the city's web site, and contact information for Chief Otterbacher, City Manager Clapper, City Clerk Smith and Bilgen. Bilgen stated that another sheriff's department could be contacted, too. The next step would be to confer with the city attorney on how to proceed. Bilgen stated that the Commission will meet to determine how to proceed. Dr. McPhail asked if the complaint should have come to the Police and Fire Commission. Bilgen stated if the complaint is against a member of the command staff officer then the commission president confers with the city manager and the investigation can be forwarded to DCI or another agency. Dr. McPhail asked if it was local policy (Whitewater PFC) or in the handbook. Bilgen stated it is in the Whitewater PFC policy. Bilgen stated if a complaint is against a non-command staff officer then the investigation would be done internally (within the police department.)
- B. Chief of Police Report
1. Personnel Update – Patrol, Dispatch, and Community Service Officer – Chief Otterbacher shared the following personnel information: Officer Nick Borchardt started solo patrol on March 13<sup>th</sup>, Officer Justin Stuppy will graduate from the academy on May 8<sup>th</sup> and start field training on May 11<sup>th</sup>, Dispatcher Holly Brown will be solo on May 14<sup>th</sup> and Community Service Officer Jeff Edmonds was hired and his start day will be May 26<sup>th</sup>.
  2. Narcan Deployment – Chief Otterbacher stated that the department and rescue have had four Narcan deployments within two weeks, two within twelve hours. Walworth County DA Dan Necci will be hosting a Heroin Summit at the Delavan-Darien High School and there was a similar event at UW-Whitewater last fall.
  3. Changes to the Drug Drop Box – Chief Otterbacher indicated that in 2013 there was 189 pounds of drugs collected from the drug drop box, in 2014 362 pounds and so far in

2015 123 pounds. There are changes coming to the Department of Justice program, with destruction being more restrictive. Citizens will be asked to bring drugs to the municipal building in the containers, place drugs in baggies and into the drop box, and take their containers home. Chief Otterbacher stated that it is illegal to travel with drugs in a baggie. Chief Otterbacher indicated that there will be new signage. Chief Otterbacher stated that Walgreens had a burglary and no money was taken, just drugs. Dr. McPhail asked if there will be a recycling container available. Chief Otterbacher said that there are concerns with private information being left on containers so it would be best to not have the containers left here.

4. Completed Whitewater Police Department 2014 Accomplishments/2015 Management Plan – The Commissioners received by email (can be found on the city of Whitewater website, [www.whitewater-wi.gov/Police/Publications](http://www.whitewater-wi.gov/Police/Publications)). Chief Otterbacher asked if there were questions. Bilgen stated that she appreciated the summary and getting it ahead of time.
- IX. Future Commission Meeting Dates – Possible future dates, June 4<sup>th</sup> at 6:00 pm and the regularly scheduled meeting would be August 20, 2015 at 6:30 pm.
  - X. Future Agenda Items – Chief Otterbacher asked for any June meeting that the reaccreditation onsite be added to the agenda. Knopp asked if would be for more information and will there be a closed session. Bilgen stated that she would defer to legal counsel on whether there would be closed session.
  - XI. Adjournment - On a motion by Dr. McPhail with a second by Knopp the Commissioners unanimously voted to adjourn.

AYES: Bilgen, Dr. McPhail, Knopp, Haberman

NOES: None

ABSENT: Stauffer

The Commissioners adjourned at 6:52 pm.

Respectfully submitted,



Kathy Boyd  
Support Services Manager



## Police and Fire Commission Meeting Minutes – July 28, 2015

ABSTRACT / SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE POLICE COMMISSION OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN

Video and audio of this meeting can be viewed on the City of Whitewater web site at <http://www.whitewater-wi.gov/multimedia/police-fire-commission>

- I. Call to Order, Roll Call – Commission President Jan Bilgen called the meeting to order at 6:30 pm.

Members present: Jan Bilgen, Dennis Knopp, and Dave Haberman

Members absent: Dr. Mark McPhail, Craig Stauffer

Also present: City Attorney Wallace McDonell, Chief Lisa Otterbacher and Support Service Manager Kathy Boyd.

- II. New Business

- A. Oath of Office for Police and Fire Commissioner/Common Council Representative Stauffer – Bilgen stated that this is canceled due to Representative Stauffer not being present.

- B. Review of Attorney Findings Regarding Complaint Against Chief Lisa Otterbacher – Bilgen distributed the report from Attorney Wassel to the Commissioners, Boyd, and City Attorney McDonell. Bilgen read the report into the official record (see attached report.)

- C. Commission Action on Complaint Against Chief Lisa Otterbacher – Bilgen stated that there were a couple ways they could handle this issue. She stated that it would be more appropriated for someone other than her to make the motion. The Commission could move to accept the report from Attorney Wassel and concur with the findings. Bilgen stated that the Commissioners could check with the City Attorney McDonell. Attorney McDonell stated that it would be in order. Haberman made a motion to accept the report as it was read with a second by Knopp. Bilgen asked if there was any discussion and there was none. The motion passed by unanimous voice vote.

AYES: Bilgen, Knopp, Haberman

NOES: None

ABSTAINED:

ABSENT: Dr. McPhail, Stauffer

Bilgen stated that typically a letter is sent to anyone who brings forth a complaint. Bilgen stated that she worked with City Attorney McDonell on drafting two versions of a letter addressed to the public and the Common Council. She stated that Mr. Kraayvanger (complainant) would receive a copy even though he formally withdrew his concern. Bilgen stated that the next step would be to request that the issue be added to Common Council agenda. Bilgen asked for input from the Commissioners or the City Attorney on the draft letters. Attorney McDonell recommended a small change to the letter. Bilgen stated that she copied the letters for the press release adding web site information for the media. Attorney McDonell recommended a couple of changes to the press release based on whether it would be released immediately or after the Common Council meeting. Bilgen stated that after the letter is revised it will be sent to the Common Council, a copy to Mr. Kraayvanger and the press release will be available after the Police and Fire Commission meeting or the next day. Bilgen stated that she will ask that it be placed on the next Common Council agenda, if allowed.

III. Future Meeting Date

A. Thursday, August 20, 2015 at 6:30 pm. There will be a closed session to interview a candidate

IV. Future Agenda Items – Knopp asked if the Commission will be looking at a new hire or a promotion. Bilgen stated that it will be a promotion to detective.

V. Adjournment – Bilgen asked for a motion to adjourn. Haberman asked if the Commission could back up a minute. Haberman stated that he personally knows about urban myths and things that develop and he wanted to give credit to Bilgen’s role along with the police department and the city going forward with the investigation. Haberman stated that unfortunately tax payer dollars were used to do it. Haberman stated that it needed to be done since some of the allegations have been rehashed more than once. Haberman stated that he was happy that it has been investigated thoroughly, cleared up and everyone can move on. Bilgen thanked Haberman then asked if someone wanted to make a motion to adjourn. Knopp made the motion with a second by Bilgen and the Commissioners unanimously voted to adjourn.

AYES: Bilgen, Knopp, Haberman

NOES: None

ABSENT: Dr. McPhail, Stauffer

The Commissioners adjourned at 6:50 pm.

Respectfully submitted,



Kathy Boyd  
Support Services Manager

CITY OF WHITEWATER  
PLAN AND ARCHITECTURAL REVIEW COMMISSION  
Whitewater Municipal Building Community Room  
September 14, 2015

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

**Call to order and roll call.**

Chairperson Meyer called the meeting of the Plan and Architectural Review Commission to order at 6:30 p.m.

Present: Greg Meyer, Bruce Parker, Lynn Binnie, Daniel Comfort, Kristine Zaballos, Sherry Stanek, John Tanis (Alternate). Absent: Tom Hinspater. Others: Wallace McDonell (City Attorney), Chris Munz-Pritchard (City Planner).

**Hearing of Citizen Comments.** There were no comments.

**Approval of the Plan Commission Minutes.** Moved by Binnie and seconded by Comfort to approve the minutes of June 8, 2015 and July 13, 2015, and August 10, 2015. Aye: Binnie, Comfort, Parker, Zaballos, Stanek, Tanis, Meyer. No: None. Motion approved.

**Public hearing for a Conditional Use Permit (tavern and other places selling alcohol by the drink) for Gus' Pizza Palace LLC., George Christon, (Agent), to serve beer and wine by the bottle or glass at 135-139 W. Main Street (for a Class "B" Beer License and a Class "C" Wine License).** Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that this is a conditional use permit request for Gus' Pizza. Gus' Pizza is moving to a new location. This is a transfer of the conditional use to serve beer and wine by the glass (the existing Class "B" Beer License and Class "C" Wine License) to the new location at 135-139 W. Main Street.

Ken Kienbaum, Whitewater citizen, sees no problem with the move. Gus' Pizza has been in business here for 40 years.

Chairperson Meyer closed the public hearing.

Moved by Tanis and seconded by Stanek to approve the conditional use permit for the sale of beer and wine by the bottle or glass at 135-139 W. Main Street for Gus' Pizza LLC., George Christon, (Agent). Aye: Tanis, Stanek, Binnie, Zaballos, Parker, Comfort, Meyer. No: None. Motion approved.

**Public hearing for an amendment to the Conditional Use Permit for minor changes to the Specific Implementation Plan for Fairhaven Corporation/Prairie Village Development at Burr Oak Trail/County U and Fremont Street.** Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that this is a request to amend their conditional use permit to vary their proposal by adding a grounds building and a community center/outdoor activity space. She recommended that: 1. Any utilities located outside of the roadway need to have easements added; The Grounds Building and Community Center must follow the same architectural integrity and landscaping as the Planned Development (PD) approved in 2007.; The lot line on the Westerly edge of the property will need to be moved to accommodate future buildings on N. Acorn Ridge.; Any other conditions identified by City Staff or the Plan Commission.

Paul Kuening, Executive Director for Fairhaven Corp., explained that they have been able to expand with the improvement of the economy. They should have only three lots available by the end of the year.

Chairperson Meyer closed the public hearing.

The Plan Commission voiced concerns about adjusting the west lot line; and asked about the outdoor activity space.

City Planner Munz-Pritchard stated they would need to adjust the west lot line to accommodate homes to be located on the west side of N. Acorn Ridge. She has told Fairhaven that they could go ahead and prepare a certified survey map for that change.

Paul Kuening stated that the outdoor activity space is for a garden, bocce ball, horse shoe, and a bench enclosed area. He stated that the existing community center is using a future residence. It will become another housing unit when the transfer takes place.

Moved by Comfort and seconded by Tanis to approve the minor changes to the Specific Implementation Plan for Fairhaven Corporation/Prairie Village Development. Aye: Comfort, Tanis, Parker, Zaballos, Stanek, Meyer. Binnie Abstained. No: None. Motion approved.

**Public hearing for a Conditional Use Permit for an addition to the building at 617 E. Milwaukee Street (“Beer Here”) for John Cordio.** Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that the existing structure is a non-conforming structure. John Cordio wants to expand his building to the west. Expansion of a non-conforming building comes to the Plan Commission. Munz-Pritchard explained that she did not have the applicant submit building plans because she did not want to make him go to that expense if it were not possible for him to build. He will be coming back to the Plan Commission at a later date for the conditional use permit to expand his liquor license area.

Ken Kienbaum, Whitewater citizen, felt there should be no problem with building the addition. It is a good business with a lot of clientele and the addition would be good for that area.

John Cordio, owner, explained that the main reason he wants to expand is to compete with other businesses in the area. He is looking at adding a grill and fryer. On the west end, he would like to add a screen area. Safety is the main reason. He will be adding a kitchen area and expanding seating. The posted seating for the existing building is 49 people.

Pete Weston, Architect, explained that the addition was the most effective way to expand the business. The existing building is 1500 sq. ft.; a big part of it is the old storage garage. The addition will increase the building size to 2300 sq. ft. The net seating for the new building will be 60 people.

Chairperson Meyer closed the public hearing.

Moved by Binnie and seconded by Comfort to approve the conditional use permit for 617 E. Milwaukee Street with the findings suggested by the City Planner. The floor plan is to be approved by the City Planner.

Plan Commission Member Parker expressed concern about not seeing a floor plan and elevation plans. Plan Commission Member Binnie stated that it only needed to come to the Plan Commission because of the setback. Otherwise it is a permitted use. City Planner Chris Munz-Pritchard stated that when the applicant comes back for his conditional use permit to expand the area to serve alcohol, she will provide the plans.

Roll call for motion.

Ayes: Binnie, Comfort, Parker, Zaballos, Stanek, Tanis, Meyer. No: None. Motion approved.

**Public hearing and make recommendation to the City Council concerning amendments to Chapter 19.19 R-2A Residential Increased Occupancy Overlay Zoning District in the Zoning Ordinance of the City of Whitewater to provide that when bedrooms are being added as part of interior remodeling or external addition, common space (square footage excluding basements, bedrooms, bathrooms, halls, and closets) must exceed 75 square feet per allowed unrelated resident.** Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard suggested that a permit be needed for the building inspector to verify the status of the building prior to the Plan Commission meeting, so it can be verified for discussion at the meeting. Munz-Pritchard also added an example of how to calculate the 75 sq. ft of common space underneath each section, so everyone is figuring it the same way. The example of 604 W. High Street where they wanted to change the den/dining room into a bedroom went to the City Council to receive guidance.

Councilperson Chris Grady, 318 W. North St., explained that the ordinance was for those houses in the R-2A area that had more than 3 bedrooms to allow 1 unrelated person per bedroom. Now people are adding bedrooms to have more people in the homes. If you are adding bedrooms how much living space do you need per person in order to make a quality living place for student rentals. Councilperson Grady proposed amendments to Chapter 19.19 R-2A Residential Increased Occupancy Overlay District.

Richard Helmick, Boone Ct. resident, explained that the neighborhood in general does not support a lot of traffic. There is a need for a traffic study where streets cross Center Street (S. Prairie St. and Boone Ct.). Wanted to bring that to the attention of the Plan Commission to make sure they go forward with that recommendation. Wholesale remodeling to add bedrooms, if this change in the ordinance can in any way slow that down, he is all for it.

Chairperson Meyer closed the public hearing.

Plan Commission Members voiced concerns of: having a traffic study makes sense; shouldn't it be done prior to approval of more R-2A properties; there were hours of discussion on the R-2A overlay; it was to allow the older, larger homes with more bedrooms to be able to rent to the number of persons for which they had bedrooms; the requests for R-2A zoning have morphed to allow things that were not intended; we need a standard to go by; what about "existing" bedrooms?; it is hard to regulate what is considered a bedroom or not a bedroom; there should be a kitchen and common space.

City Planner Chris Munz-Pritchard stated that the traffic study would be warranted in that area. It would determine if 4 way stops are needed.

City Attorney McDonell read the code 19.09.064 for requirements for bedrooms. The Municipal Code and State Code require bedrooms to be at least 10' by 10' for one person. We need to make sure there is enough living space for the number of existing bedrooms – at least 75 sq. ft. McDonell stated that the Plan Commission could recommend to City Council to be approved with the changes as discussed at this meeting or request to have the document brought back to the Plan Commission to see the final document.

Chris Munz-Pritchard clarified that the Plan Commission wanted to keep the language for the 75 sq. ft. and how to calculate it; a reference to the bedroom definition; and to have the building inspector make an inspection and verify bedrooms etc. prior to being presented to Plan Commission. Munz-Pritchard will send the finished document to the Plan Commission.

Moved by Binnie and seconded by Zaballos to recommend the change to 19.19 to the City Council with the suggested revisions which would include: changing "permit" to reference that an inspection must be requested; elaborate exactly what the inspector will be looking for; add in the reference to the definition of bedroom and an example of how the building is calculated. Ayes: Binnie, Zaballos, Comfort, Parker, Stanek, Tanis, Meyer. No: None. Motion approved.

**Continuation of the public hearing for a Conditional Use Permit, in an R-2A Overlay Zoning District, to allow for 6 unrelated persons to live in the house located at 531 W. Center Street for RLA Properties LLC. (Randall Aschbrenner). (The current property owners are Gordon and Jill Backman).** Chairperson Meyer announced the continuation of the public hearing for consideration of the Conditional Use for 6 unrelated persons to live in the house at 531 W. Center St.

City Planner Chris Munz-Pritchard explained that the City Council has approved the R-2A Zoning contingent upon the Plan Commission approving the conditional use permit. Her recommendations included that the parking requirements need to be met; parking stalls and driveway are to be hard surfaced with concrete or asphalt; the Wisconsin Rental Weatherization Certification needs to be met; an inspection shall be done by the City Building Inspector to confirm the existing 5 bedrooms. Any conversion of an existing room into a bedroom will require a building permit.

There was a long discussion about the parking, impervious surface and the ordinance and how it should be interpreted.

Plan Commission Member Binnie stated his displeasure with the applicant who clearly misstated the number of bedrooms in the house at the last meeting. It was found out at Council, thus the creation of a proposed ordinance to amend the R-2A Zoning Ordinance to include common space. The truth is important. OK with the six bedrooms and six occupants. Binnie thinks the parking cannot be decided at this meeting.

Randall Aschbrenner, the applicant, explained that he wanted the number of parking stalls to match the number of unrelated persons living in the home. The discrepancy in the number of bedrooms was his fault. He had a two unit approved 18 months ago with the same type of plans. He has done 35 to 45% more work on this one.

Ken Kienbaum, Whitewater citizen, would like to see the parking settled for the applicant. The concrete around the house needs to be reduced. The City should change the ordinance as far as parking on the street, especially in a residential area.

Richard Helmick, Boone Ct. resident, was concerned about increasing density in this area. What constitutes a lodging house?

City Planner Chris Munz-Pritchard stated that all R-2A rezoning properties must have the rental weatherization done within two years of the granting of the R-2A Residential Overlay Zoning. City Attorney McDonell stated that this requirement runs with the land and not the owner of the property. If there is a sale, the time line for the weatherization requirement is still the same.

Chairperson Meyer closed the public hearing.

Moved by Binnie and seconded by Comfort to approve the conditional use permit for 531 W. Center Street to allow for 6 unrelated persons to live in the house subject to the City Planner recommendations and contingent upon being able to have six parking stalls installed to code. (Subject to the parking being no more than 6 stalls, but also being in compliance with City Code as interpreted by the City Attorney, City Planner and Building Inspector.) Aye: Binnie, Comfort, Parker, Zaballos, Stanek, Tanis, Meyer. No: None. Motion approved.

**Continuation the Public hearing and make recommendation to the City Council for consideration of a change in the District Zoning Map for the following parcel to enact an ordinance to impose the R-2A Residential Overlay District Zoning classification under**

**Chapter 19.19 of the Zoning Ordinance of the City of Whitewater for 228 S. Church Street, (Tax ID# CL 00116) for Randall Aschbrenner. (The owner of the property is Clarence J. Koslowski.)**

**Continuation of Public hearing for a Conditional Use Permit, in an R-2A Overlay Zoning District, to allow for 6 unrelated persons to live in the house located at 228 S. Church Street for RLA Properites LLC. (Randall Aschbrenner). (The current property owner is Clarence J. Koslowski.)** Chairperson Meyer announced the continuation of opened the public hearing for both the consideration of the R-2A Overlay Zoning and consideration of the Conditional Use for 6 unrelated persons to live in the house at 228 S. Church St.

City Planner Chris Munz-Pritchard explained that this is an existing single family. The applicant is proposing a change to the District Zoning Map for R-2A (Residential Overlay) Zoning District and a conditional use permit request to increase the non-related persons from 3 to 6. The applicant plans to remodel the second floor. If it is unable to be rehabbed, he would like to replace the existing structure. Parking stalls are required to be hard surfaced with concrete or asphalt. Within two years, the owner shall provide certification that the property meets the requirements of the Wisconsin Rental Weatherization Program or a statement by a state-certified rental weatherization inspection that states that it meets the State of Wisconsin rental unit efficiency standard. An inspection by the City Building Inspector will be required to confirm the existing 5 bedrooms. Any conversion of an existing room into a bedroom will require a building permit. The proposal will also be subject to any other conditions identified by City Staff or the Plan Commission.

Plan Commission Members voiced concerns of: the types of plans submitted for the proposal. The existing footprint of the house and the plans don't match, and would like to postpone this item until decent plans are submitted. No elevation plans were submitted. Full floor and site plans and elevation plans for the building need to be submitted. If Plan Commission does not consider any new construction, has there been enough submitted for remodeling?; the contingency is for 5 unrelated persons and not six?

City Planner Chris Munz-Pritchard stated that she met with the applicant. If the structure is staying the same on the interior with upgrades for code reasons, detailed plans may not be necessary. If the applicant will be adjusting walls etc, we will need detailed plans. We also need to know the parking to determine the impervious surface.

Randall Aschbrenner stated that he would submit a revised plan with new parking. He will reduce the driveway approach to 12' in width. He will use the existing envelope. He will remodel, start over from every room. Ashbrenner stated that the L shaped driveway reduces the impervious surface. He plans to have stall 1 and stall 4 be for compact cars only. If he remodels, he plans to move walls around.

Ken Kienbaum, Whitewater citizen, stated that he was okay with redoing the inside of the house, but not the outside of the house. He felt it would deteriorate the value of the neighboring homes.

Chairperson Meyer closed the public hearing.

Plan Commission Member Binnie confirmed that the bedrooms do not exist as shown on the plan submittal. Plan Commission is to determine whether this home is appropriate housing for five unrelated persons.

Moved by Parker and seconded by Meyer to postpone items 9 and 10 so the applicant can come back with detailed plans showing complete removal and replacement with floor plans, elevation plans and site plan or plans showing the complete remodeling of the home with the existing footprint and any alterations to the exterior of the building. The parking off S. Franklin Street is to be 100% on site and meet the ordinance requirements. Aye: Parker, Meyer, Comfort, Stanek, Tanis. No: Binnie, Zaballos. Motion approved.

### **Information Items:**

Chris Munz-Pritchard noted that the joint meeting of the CDA, Plan Commission and the City Council scheduled for Wednesday night had been cancelled.

- a. Possible future agenda items.  
Plan Commission Member Parker asked for lawn parking to be put on a future agenda. He wanted to know who was enforcing and if the property owners are notified. Parker was also concerned about the sidewalk cafés that extend into the sidewalk so far that there is not the four foot clearance required for pedestrians to get past the business.
- b. Next regular Plan Commission Meeting – October 12, 2015.

Moved by Comfort and seconded by Stanek to adjourn. The motion was approved by unanimous voice vote. The meeting adjourned at approximately 9:10 p.m.

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Chairperson Greg Meyer

CITY OF WHITEWATER  
PLAN AND ARCHITECTURAL REVIEW COMMISSION  
Whitewater Municipal Building Community Room  
October 12, 2015

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

**Call to order and roll call.**

Chairperson Meyer called the meeting of the Plan and Architectural Review Commission to order at 6:30 p.m.

Present: Greg Meyer, Bruce Parker, Lynn Binnie, Tom Hinspater, Sherry Stanek, Kristine Zaballos, Harry Devitt (Alternate). Absent: Daniel Comfort. Others: Wallace McDonell (City Attorney), Chris Munz-Pritchard (City Planner).

**Hearing of Citizen Comments.** There were no comments.

**Approval of the Plan Commission Minutes.** The minutes of September 14, 2015 were not available for review.

**Public hearing for a conditional use permit for an awning sign with 12 inch lettering at 141A W. Whitewater Street, in a B-2 (Community Business) Zoning District for Linda Platner.** Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that the City ordinance allows for 8 inch lettering on an awning sign. The lettering could be greater if approved by a conditional use permit.

Linda Platner explained that the sign company suggested that in order to really pop, the lettering needed to be bigger than the (10 inch) Wisconsin Dairy Supply sign on the building.

Plan Commission Member Binnie stated that 12 inches seems rather large, but there is definitely larger lettering on signs in the downtown area. Why does the ordinance have a maximum of 8 inch lettering on an awning?

City Attorney McDonell didn't know why the larger lettering would require a conditional use, but thought there had been some rationale behind it. They could research that.

Moved by Binnie and seconded by Zaballos to approve the conditional use permit to allow an awning sign with 12 inch lettering at 141A W. Whitewater Street. Aye: Binnie, Zaballos, Parker, Stanek, Hinspater, Devitt, Meyer. No: None. Motion Approved.

**Public hearing for a Conditional Use Permit for the conversion of a single family home into a duplex at 281 N. Tratt Street, in an R-3 (Multi-family Residence) Zoning District.**

Chairperson Meyer opened the public hearing.

City Planner Chris Munz-Pritchard explained that the footprint of the building is not changing. The main area of conversion is taking place in the existing basement with the addition of the second unit which includes five bedrooms, two baths, a kitchen and living room. The first floor unit will have an additional bedroom added making it four bedrooms, two baths. Munz-Pritchard is asking for a documented easement for the additional parking. Every bedroom must have a door, egress window and closet. Munz-Pritchard is asking the approval be pending approval of State requirements for fire code.

There was no public comment.

Chairperson Meyer closed the public hearing.

Plan Commission Members voiced concerns of: Off-site parking being shared by 3 properties; State requires egress windows.

City Planner Chris Munz-Pritchard stated that her recommendation asked for verification that the stalls are not allocated for other properties. Parking is to be within 600 feet of the property. She also wants the windows verified by the building and fire inspectors.

Moved by Stanek and seconded by Parker to approve the conditional use permit for the conversion of a single family home into a duplex at 281 N. Tratt Street, in an R-3 (Multi-family Residence) Zoning District with the City Planner's recommendations. Aye: Stanek, Parker, Binnie, Zaballos, Hinspater, Devitt, Meyer. No: None. Motion approved.

**Discuss the R-2A application process.** City Planner Chris Munz-Pritchard explained that she has updated the R-2A application. She removed the duplication in the application and added a section for the Building Inspector to verify the application. This should make sure that the issues have been taken care of prior to going to the Plan Commission.

Plan Commission Members appreciated the time put into the new application. It will ensure the Plan Commission will have the complete information.

**Information Items:**

- a. Possible future agenda items.

Plan Commission Member Stanek stated that Karen Coburn had asked her to remind the Plan Commission of the importance of trees and landscaping plans. There is a need for certain species of trees.

City Planner Chris Munz-Pritchard explained that the landscape plans of a project are now being sent to the Urban Forestry Commission for their review and recommendations.

b. Next regular Plan Commission Meeting – November 9, 2015.

Moved by Stanek and seconded by Devitt to adjourn. The motion was approved by unanimous voice vote. The meeting adjourned at approximately 6:55 p.m.

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Chairperson Greg Meyer

**City of Whitewater**  
2016 Salary Resolution

WHEREAS, the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, set forth the wage and salary schedule for employees for 2016, 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 ranges and numbers of employees in the 2016 Wage and Salary Schedule 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 January 1, 2016.

**Schedule I**

**Administrative Positions**

Position	# of Positions	Effective	Salary
City Manager	1	01/01/2016	93,636.00
Chief of Police	1	01/01/2016	91,419.95
Municipal Judge	1	01/01/2016	20,571.34
City Attorney	1	01/01/2016	55,200.04

**Schedule II**

**Administrative Positions**

**Effective 01/01/2016**

Pay Grade	# of Positions	Classification Titles	Pay Grade	# of Positions	Classification Titles
A	3/4	Senior Coordinator (Part-Time)	E	1	Community TV/Media Services Manager
	2	Administrative Assistant II - Records Technician		1	Recreation & Community Events Programmer
	1	Recreation Program Coordinator		1	Support Services Manager
	1	Administrative Assistant I - Utilities	F	1	City Clerk
B	1	Accounting Technician II - Utilities	G	0	
	1	Accounting Technician II - Payroll & Accounts Payable	H	1	Neighborhood Services Director
	1	Administrative Assistant I - Neighborhood Services	I	1	Chief Information Officer
	1	Executive Assistant	J	1	Water Superintendent
	1	Deputy Clerk		1	Streets, Parks & Forestry Superintendent
	1/2	Clerk of Court (Part-time)		1	Parks & Recreation Director
C	1	GIS Technician		1	Wastewater Treatment Plant Superintendent
D	1	Finance Support Services Manager	K	1	Assistant City Manager
	3/4	Human Resources Coordinator	L	1	Finance Director
	1	CDA - Economic Development Specialist			

**Schedule II**  
**Administrative Positions**  
**Effective 01/01/2016**

Pay Grade		Steps				
		1	2	3	4	5
A*	Hourly Wage	15.69	16.17	16.86	17.58	18.27
	2080 Hours	32,635.20	33,633.60	35,068.80	36,566.40	38,001.60
B*	Hourly Wage	16.81	17.58	18.33	19.09	19.86
	2080 Hours	34,964.80	36,566.40	38,126.40	39,707.20	41,308.80
C	Salary	37,997.67	39,724.02	41,450.63	43,178.77	44,905.38
D	Salary	41,035.72	42,901.58	44,764.81	46,630.41	48,497.84
E	Salary	45,036.56	47,083.24	49,129.65	51,177.62	53,225.30
F	Salary	48,556.79	50,763.76	52,969.68	55,178.21	57,383.86
G	Salary	52,076.76	54,444.55	56,811.02	59,175.92	61,543.71
H	Salary	55,596.99	58,122.72	60,651.06	63,175.23	65,705.12
I	Salary	59,115.92	61,803.50	64,489.53	67,176.08	69,863.66
J	Salary	62,634.59	65,481.43	68,329.83	71,175.37	74,023.51
K	Salary	66,156.12	69,162.20	72,169.87	75,174.66	78,182.30
L	Salary	69,675.06	72,841.70	76,009.90	79,175.50	82,344.75

\*Non-Exempt Positions

**Schedule III**  
**Library Positions**  
**Effective 01/01/2016**

Pay Grade	# of Positions	Classification Titles	Steps				
			1	2	3	4	5
A1*	2	Customer Service Associate	12.52	13.08	13.66	13.66	13.66
A2*	5	Customer Service Specialist	13.60	14.22	14.85	15.45	16.08
A3*	3	Technical Services Specialist	15.45	16.18	16.87	17.57	18.27
	3	Outreach Services Specialist	15.45	16.18	16.87	17.57	18.27
A4	1	Youth Educational Services Librarian	37,997.67	39,724.28	41,450.63	43,178.77	44,905.38
A5	1	Assistant Library Director	48,556.79	50,763.76	52,969.68	55,173.21	57,383.86
A6	1	Library Director	62,634.59	65,481.43	68,329.83	71,175.37	74,023.51

\*Non-Exempt Positions

**Schedule IV**  
**Whitewater Police Department Communications Center**  
**Effective 01/01/2016**

Position	# of Positions	Steps			
		1	2	3	4
Communications Coordinator	1	20.38	21.45	22.58	22.83
2080 Hours		42,390.40	44,616.00	46,966.40	47,486.40
Dispatch/Records Communications Aide	7	17.63	18.53	19.51	19.72
6 @ 1947 Hours	6	34,325.61	36,077.91	37,985.97	38,394.84
1 @ 976 Hours	1	17,206.88	18,085.28	19,041.76	19,246.72

**Schedule V**  
**Public Works Department**  
**Effective 01/01/2016**

Pay Grade	Classification Titles	Steps					
		1	2	3	4	5	6
		0-11 mos	12-23 mos	24-35 mos	36-47 mos	48-59 mos	60+ mos
A	Lab Assistant	10.20	10.42	10.65	10.88	11.11	11.34
B	Custodian/Groundskeeper	15.72	16.32	16.91	17.48	18.07	18.66
	1040 Hours	16,348.80	16,972.80	17,586.40	18,179.20	18,792.80	19,406.40
C	Laborer II	18.37	18.96	19.55	20.13	20.74	21.31
	2080 Hours	38,209.60	39,436.80	40,664.00	41,870.40	43,139.20	44,324.80
D	Building Maintenance	20.56	21.17	21.73	22.35	22.92	23.51
	2080 Hours	42,764.80	44,033.60	45,198.40	46,488.00	47,673.60	48,900.80
	1560 Hours	32,073.60	33,025.20	33,898.80	34,866.00	35,755.20	36,675.60
E	Engineering Technician	23.01	23.52	24.03	24.55	25.06	25.59
	Laborer I						
	Laborer I - Mechanic						
	Code Enforcement/Building Maintenance						
	Water Operator - no certification						
	Wastewater Operator - no certification						
	Wastewater Operator/Lab Technician - no certification						
2080 Hours	47,860.80	48,921.60	49,982.40	51,064.00	52,124.80	53,227.20	
F	Additional \$0.20 per hour above Pay Grade E upon successful completion and receipt of Grade I certification and one sub grade.						
G	Additional \$0.79 per hour above Pay Grade E upon successful completion and receipt of Grade II and Grade II sub grades required by Wisconsin Administrative Code for the City of Whitewater Wastewater Utility.						
H	Additional \$1.06 per hour above Pay Grade E upon successful completion and receipt of Grade IV and Grade IV sub grades required by Wisconsin Administrative Code for the City of Whitewater Wastewater Utility.						
I	Additional \$1.56 per hour above Pay Grade E for the position of Lab Manager/Operator.						

## Schedule VI

### Whitewater Police Department

Position	# of Positions	Effective	Hours	Hourly Wage	Salary
Captain	1	01/01/2016	2080	-	81,434.34
Lieutenant	4	01/01/2016	2008	34.46	69,195.68
Detective Lieutenant	1	01/01/2016	2080	34.46	71,676.80
Detective	2	01/01/2016	2080	33.13	68,910.40
Juvenile Officer	1	01/01/2016	2080	33.13	68,910.40
Patrol Officer I	14	01/01/2016	2008	30.06	60,360.48
Patrol Officer II		01/01/2016	2008	28.56	57,348.48
Patrol Officer III		01/01/2016	2008	27.14	54,497.12
Patrol Officer IV		01/01/2016	2008	25.62	51,444.96

Position	# of Positions	Effective	Hours	Hourly Wage	Salary
Captain	1	07/01/2016	2080	-	82,655.86
Lieutenant	4	07/01/2016	2008	34.98	70,239.84
Detective Lieutenant	1	07/01/2016	2080	34.98	72,758.40
Detective	2	07/01/2016	2080	33.63	69,950.40
Juvenile Officer	1	07/01/2016	2080	33.63	69,950.40
Patrol Officer I	14	07/01/2016	2008	30.51	61,264.08
Patrol Officer II		07/01/2016	2008	28.99	58,211.92
Patrol Officer III		07/01/2016	2008	27.55	55,320.40
Patrol Officer IV		07/01/2016	2008	26.00	52,208.00

## Schedule VII

### Fire-Rescue

01/01/2016

Position	# of Positions (Volunteer)	Hourly Wage
Fire Chief	1	19.00
Assistant Chief	3	17.00
Captain	4	14.00
Lieutenant	8	13.00
Fire-Inspector	3	15.00
Fire Members	42	12.00
Rescue Squad EMT's	45	
Non-Transport		12.00
Transport Driver		16.00
Transport Basic		17.50
Transport Intermediate		20.00
Transport Intermediate		2.00
Fire/EMS Equipment Maintenance		100.00/month stipend + add \$1.00 to regular hourly rate
Fire Apparatus/Equipment Checks		50.00/month stipend + add \$1.00 to regular hourly rate
Technical Rescue Equipment Maintenance		25.00/month stipend + add \$1.00 to regular hourly rate

**Schedule VIII  
Part-Time Employees**

<b>Position</b>	<b># of Positions</b>	<b>Effective</b>	<b>Hourly Wage</b>
Community Service Officer	2	01/01/2016	10.75
Neighborhood Services Officer	2	01/01/2016	10.75

**Schedule VIII  
Part-Time Seasonal Positions  
Effective 01/01/2016**

<b>Classification Titles</b>	<b>Steps</b>				
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Election Inspectors	10.00	10.00	10.00	10.00	10.00
Chief Election Inspectors	12.00	12.00	12.00	12.00	12.00
Cable TV Camera Operators	7.25	7.50	8.00	8.75	9.75
Activity Leaders	9.25	9.50	10.00	10.50	11.50
Program Attendants	7.25	7.50	7.75	8.00	8.25
Certified Instructors	10.00	11.00	12.00	13.00	15.00
Activity Instructors	7.75	8.00	8.25	8.50	8.75
Sports Officials	20.00	21.00	22.00	24.00	25.00
WIAA Sports Officials	35.00	35.00	35.00	35.00	35.00
Seasonal Laborer	7.25	7.50	8.00	8.75	9.75

Resolution introduced by Councilmember \_\_\_\_\_, who moved its adoption.  
Seconded by Councilmember \_\_\_\_\_.

AYES:  
NOES:  
ABSENT:  
ADOPTED:

\_\_\_\_\_  
Cameron Clapper, City Manager

\_\_\_\_\_  
Michele R Smith, City Clerk



*City of Whitewater Council Agenda Item Information Sheet*

MEETING DATE: **12/1/2015**

**ITEM:** Resolution: Authorizing city to apply for DNR grant to conduct dredging feasibility study

**PRESENTER:** Parks & Recreation Director

PREVIOUS ACTION, IF ANY: N/A

**SUMMARY OF ITEM BEING PRESENTED:** City staff has been working with the DNR and Chuck Nahn from Nahn & Associates to apply for a Large Scale planning grant from the DNR to conduct a feasibility study for dredging Cravath & Trippe Lakes. This study will provide data on available options for dredging and cost estimates for completing a dredging project. Mr. Nahn has been successful in obtaining this grant funding previously for both the City of Monona and Middleton. He also has experience in creative and innovative dredging practices that have reduced costs in his past projects.

**BUDGET IMPACT, IF ANY:** The maximum amount of a planning grant is \$25,000 from the DNR. The maximum of the City cost share would be \$8300. This amount would be funded from the current lakes management budget in the Stormwater Utility.

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY:** N/A

**STAFF RECOMMENDATION:** It is my recommendation to the Council to approve the resolution and subsequent submittal of the grant request to the DNR

**RECOMMENDED MOTION:** Approve resolution

**ATTACHMENT(S) INCLUDED (If none, please state that):**  
Resolution

**FOR MORE INFORMATION CONTACT:**

Matt Amundson

262-473-0122

[mamundson@whitewater-wi.gov](mailto:mamundson@whitewater-wi.gov)

**RESOLUTION AUTHORIZING CITY OF WHITEWATER TO APPLY FOR A  
LARGE SCALE LAKE MANAGEMENT PLANNING GRANT FROM THE  
WISCONSIN DEPARTMENT OF NATURAL RESOURCES  
WALWORTH AND JEFFERSON COUNTIES, WISCONSIN**

**WHEREAS**, the City of Whitewater is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of conducting a dredging feasibility study;

**WHEREAS**, the applicant attests to the validity and veracity of the statements and representations contained in the grant application;

**WHEREAS**, a grant agreement is requested to carry out the project; and

Now, therefore, **BE IT RESOLVED** that the Common Council of the City of Whitewater, Walworth and Jefferson Counties, has budgeted a sum sufficient to fully and satisfactorily complete the project and hereby authorized and empower the following officials or employees to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

Task	Title of Authorize Representative
Sign and submit grant application	Parks & Recreation Director
Enter into a grant agreement with the DNR	City Manager
Take necessary action to undertake, direct, and complete the approved project and bind the applicant	Parks & Recreation Director
Submit quarterly and/or final reports to the DNR to satisfy the grant agreement, as appropriate	Parks & Recreation Director
Submit reimbursement request(s) to the DNR no later than the date specified in the grant agreement	Finance Director

**BE IT FURTHER RESOLVED** that applicant will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Resolution introduced by Councilmember \_\_\_\_\_, who moved its adoption. Seconded by Councilmember \_\_\_\_\_.

AYES:

NOES:

ABSENT:

Adopted on \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Cameron Clapper, City Manager

\_\_\_\_\_  
Michele R. Smith, City Clerk

**RESOLUTION DISCONTINUING EAST MAIN COURT**

**WHEREAS**, East Main Court is a roadway in the City of Whitewater, and

**WHEREAS**, East Main Court is adjacent to Lot 1 of Certified Survey Map 4442, and

**WHEREAS**, the City intends to sell Lot 1 of Certified Survey Map 4442 to a developer who has requested that the City discontinue East Main Court to facilitate a substantial commercial development in the City of Whitewater, and

**WHEREAS**, discontinuance of East Main Court will facilitate economic development in the City of Whitewater, and

**WHEREAS**, discontinuing East Main Court is in the City of Whitewater’s best interest, and the public’s best interest requires the discontinuance of East Main Court.

Now therefore, **BE IT RESOLVED** as follows:

1. East Main Court in the City of Whitewater, as more particularly described in the attached legal description and shown on the attached map, is hereby discontinued.
2. The official map of the City of Whitewater is hereby amended to show the discontinuance of East Main Court.
3. The discontinued East Main Court property shall be attached to and become a part of Lot 1 of City of Whitewater, Walworth County, Certified Survey Map Number 4442 recorded October 5, 2012 in Volume 29 of C.S.M.’s pages 30-33 as Document Number 848249.
4. All utility easements and any easement for existing utilities are being retained by the City of Whitewater.

Resolution introduced by Councilmember \_\_\_\_\_, who moved its adoption. Seconded by Councilmember \_\_\_\_\_.

AYES:

NOES:

\_\_\_\_\_  
Cameron Clapper, City Manager

ABSENT:

\_\_\_\_\_  
Michele R. Smith, City Clerk

ADOPTED:

**AN ORDINANCE AMENDING CHAPTER 19.19 R-2A RESIDENTIAL  
INCREASED OCCUPANCY OVERLAY DISTRICT**

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

Section 1. Whitewater Municipal Code Section 19.19.010 is hereby amended to read as follows:

**19.19.010 Purpose and intent.**

The purpose and intent of the residential occupancy overlay district is to allow increased occupancy in a focused area near campus where housing structures can accommodate higher occupancy, while still providing quality housing for tenants.

Section 2. Whitewater Municipal Code Section 19.19.030 is hereby amended to read as follows:

**19.19.030 Residential occupancy overlay district permitted and conditional uses.**

Three (3) unrelated occupants are a permitted use in the R-2A overlay district with no conditional use permit required. A conditional use permit is required for four (4) or five (5) unrelated individuals. The conditional use permit shall take into consideration, among other issues, the size of the building and the original character of the building. When bedrooms are being added as part of an internal remodeling or external addition, common space (square footage excluding basements, bedrooms, bathrooms, halls, and closets) must exceed 75 square feet per allowed unrelated resident. Occupancy by more than five (5) unrelated individuals requires both a conditional use permit and one of the following:

- A. Proof that within 2 years of the granting of the zoning permit request a certification, that the property meets the requirements of the Wisconsin Rental Unit Efficiency Standards (Wis. Stat. §101.122), has been recorded (The Wisconsin Rental Weatherization Program), or
- B. Filing with the City a sworn statement by a state-certified rental weatherization inspector that the property meets the State of Wisconsin Rental Unit Efficiency Standards.

Ordinance introduced by Councilmember \_\_\_\_\_, who moved its adoption.

Seconded by Councilmember \_\_\_\_\_.

AYES:

NOES:

ABSENT:

ADOPTED:

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Cameron Clapper, City Manager

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Michele R. Smith, City Clerk

Birge  
Lockett

**CITIZEN SERVICE INFORMATION FORM**

Name (Print): Lockett Robert " Alan " Date: 10/19/2015  
Last First Middle

Home Address: 325 S. Cottage St., Whitewater, WI

Business Name: City of Whitewater TV

Business Address: \_\_\_\_\_

Telephone (Home): 262-903-3061 (Work): 262-473-8564

E-mail address: Lunchbuckett@gmail.com

How long have you lived in the City of Whitewater?: 20 Years

Which Boards, Commissions, and/or Committees interest you?

**Birge Fountain Committee**

Please give a brief overview of your background, experience, interest, or concerns in the above areas:

I had served on it before and took a two year leave. I also represent the city on the Landmarks Commission.

I maintain the security cameras on the fountain and the White Building that the

References:

1. James Allen Phone: 920-728-0626  
on Birge Fountain Committee

2. Rise Hebebrand Phone: 262-473-4510  
204 N. Queen St.  
Whitewater

Return this form to:  
City Clerk  
312 W. Whitewater Street  
Whitewater, WI 53190  
msmith@whitewater-wi.gov

  
Signature



*City of Whitewater Council Agenda Item Information Sheet*

MEETING DATE: December 1, 2015      ITEM: **Simplified Rate Case Application-Water**

PRESENTER: **Doug Saubert, Finance Director**

PREVIOUS ACTION, IF ANY:

**None, but reviewed at the October 27 & November 3 budget meetings**

SUMMARY OF ITEM BEING PRESENTED:

**The Whitewater Water Utility has qualified for a SRC rate adjustment. The effective date of the last Full rate case occurred November 22, 2011. The water utility was also granted a SRC of 3% that was effective on June 24, 2014. The SRC is an effective tool to help the water utility keep up with inflation in operating costs. The SRC cannot be contested by any water utility customer. The SRC rate adjustment would be 3%. The increase in the monthly service charge plus the volume charge on a 4000 gallon-residential customer would be 46 cents per month. The public fire protection would increase 22 cents per month. The total would be 68 cents per month increase for a 4000 gallon residential user or \$8.16 per year.**

**The utility is required to publish a notice to water customers at least 45 days before the rate adjustment takes effect. That notice would be published December 9 in the Whitewater Register.**

**I have also attached data from the University of North Carolina regarding the Whitewater Water Utility. This is a project between the PSC of Wisconsin & UNC. The data is available at [www.efc.sog.unc.edu](http://www.efc.sog.unc.edu). Basically it shows that the Whitewater Water Utility has low water rates, is very affordable to our customers, we could do more on the conservation level(this could be addressed at the next full rate case), and we should strive to move our cost recovery ratio to 1.2. On the cost recovery, the utility is currently at a 1.13 ratio. With the 3% SRC that ratio will move to 1.15. The study used our 2014 operating data provided by the PSC. I found the dashboard is very useful in simplifying complex comparisons/ratios.**

BUDGET IMPACT, IF ANY:

**The 2016 water utility budget includes \$64,305 in additional revenues based on the rate being effective on December 28, 2015. The rate, if approved, would not be effective until January 27, 2016. Thus only 92% or \$59,160 of the \$64,305 budgeted is estimated to be recognized.**

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY:

**None**

STAFF RECOMMENDATION: **Approve the 3% SRC effective on January 27, 2016**

ATTACHMENT(S) INCLUDED

**SRC application, Notice of Rate Increase, UNC-Wisconsin Residential Water Rates Dashboard**

FOR MORE INFORMATION CONTACT: **Doug Saubert, Finance Director**

**Simplified Rate Case Application - Water Class: C**  
**6520 - Whitewater Municipal Water Utility**

Public Service Commission of Wisconsin  
P.O. Box 7854  
Madison, WI 53707-7854

*(filing this form out is in accordance with Wis Stat 196.193)  
3011(11/22/2004)*

Preparer Name: **DOUG SAUBERT**

Preparer Phone Number: **262-473-1380**

Preparer Email Address: **dsaubert@whitewater-wi.gov**

Date Application will be filed with the PSC: **12/2/2015**

**Notice**

Date to be Mailed/Published: **12/9/2015**

Newspaper Name: **Whitewater Register**

Rate Effective Date: **1/27/2016**

	<b>Annual Report Information</b>	<b>Page</b>	
1	Total sales of water	W-1	\$1,669,353
2	Rate increase factor		3.0%
3	Line 1 times Line 2		\$50,081
4	Net operating income (Oper.Revenues - Oper.Expenses)	W-1	\$284,152
5	Adjusted Total Operating income (Line 3 plus Line 4)		\$334,233
6	Average net rate base Water Utility	F-23	\$6,847,819
7	Line 5 divided by Line 6		4.9%
8	<b>Test 1 - Financial Eligibility Qualifies *</b>		<b>YES</b>
9	Adjusted operating income from Line 5	Above	
10	Total Operation & Maintenance (O&M) expense (600 and 900 accounts only)	W-1	
11	Line 9 divided by Line 10		
12	<b>Test 2 - Financial Eligibility Qualifies **</b>		

\* Eligible, if line 7 is equal to or less than 5.9%

\*\* Eligible, if line 11 is equal to or less than 6.0%

**Historical Check**

<p>Effective Date of Last Full Rate Case: <b>11/22/2011</b>  Rates from last full rate case in effect for one full calendar year. <b>TRUE</b>  If Class AB, not more than 5 year since last full rate case. <b>NA</b></p> <p>Effective Date of Last SRC: <b>6/24/2014</b>  Rate from last SRC in effect for one year (12 months). <b>TRUE</b></p> <p><b>Water Meter Rates</b>  5/8" meter rate at last full rate case: <b>7.10</b>  Current 5/8" meter rate: <b>7.31</b>  If Class C or D, new cumulative rate less than 40% higher than last full rate case. <b>TRUE</b></p>
---

**Notice of Rate Increase  
Water Customer of the Whitewater Municipal Water Utility**

This is to give you notice that the Whitewater Municipal Water Utility will file an application on December 2, 2015, with the Public Service Commission of Wisconsin (PSC), for authority to increase water rates. Rates for general service will increase 3 percent. The increase is necessary to reduce the existing deficiency in present rates. The request is being made under Wis. Stat. 196.193. Rate increases granted under this statute do not require a public hearing. The effect of the increase for some selected customers is shown below. Public Fire Protection and Wholesale rates (if applicable) will also increase 3 percent.

<b>Customer Classification</b>	<b>Meter Size</b>	<b>Gallons</b>	<b>Existing Monthly Rate</b>	<b>Revised Monthly Rate</b>
Average Residential	5/8"	4,000	\$15.25	\$15.71
Large Residential	3/4"	6,000	\$19.79	\$20.39
Commercial	1"	50,000	\$106.33	\$109.67
Public Authority	1 1/2"	75,000	\$162.07	\$167.16
Industrial	2"	150,000	\$313.84	\$323.71

This rate increase will go into effect on January 27, 2016

If you have any questions about the rate increase request, call the Whitewater Municipal Water Utility at (262) 473-1380.

WHITEWATER

Rates Comparison

Characteristics

Links

Select residential monthly consumption amount



Monthly Water Bill: \$15.25

Select comparison group

All Utilities

Comparing to all utilities in the survey



Observe the effects of raising rates by: 0%

### Bill Comparison

Water Bill at 4,000 gallons



### Conservation Signal

Water Price/1,000 Gallons after 10,000 Gallons



### Cost Recovery

Water Operating Ratio incl. Deprec. (FY13)



### Affordability

Water Bills as % MHI in 2013



Edit Data

Copyright (c) 2015 Environmental Finance Center at the University of North Carolina, Chapel Hill. Data sources: Wisconsin Public Service Commission 2015 statewide residential drinking water rates survey; U.S. EPA SDWIS; U.S. Census Bureau; U.S. Geological Survey. Funding provided by a cooperative agreement with the U.S. EPA.

WHITEWATER

Rates Comparison

Characteristics

Links

Select residential monthly consumption amount

4,000 gallons

**BILL COMPARISON**

This dial shows what a residential customer is charged monthly for 4,000 gallons in their water bills, relative to what is charged by other utilities in the same comparison group (All Utilities).



Observe the effects of raising rates by: 0%

**Bill Comparison**

Water Bill at 4,000 gallons



**Conservation Signal**

Water Price/1,000 Gallons after 10,000 Gallons



**Cost Recovery**

Water Operating Ratio incl. Deprec. (FY13)



**Affordability**

Water Bills as % MHI in 2013



Edit Data

Copyright (c) 2015 Environmental Finance Center at the University of North Carolina, Chapel Hill. Data sources: Wisconsin Public Service Commission 2015 statewide residential drinking water rates survey, U.S. EPA SDWIS; U.S. Census Bureau; U.S. Geological Survey. Funding provided by a cooperative agreement with the U.S. EPA.



WHITEWATER

Rates Comparison

Characteristics

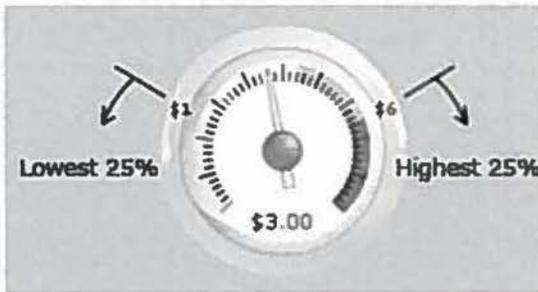
Links

Select residential monthly consumption amount

4,000 gallons  
535 cubic feet

**CONSERVATION SIGNAL**

The charge for the next 1,000 gallons beyond 10,000 gallons/month is one of several pricing signals the utility sends to their customers to encourage conservation. It mostly affects residential customers with high discretionary consumption.



Observe the effects of raising rates by:  0%

**Bill Comparison**

Water Bill at 4,000 gallons



**Cost Recovery**

Water Operating Ratio Incl. Deprec. (FY13)



Edit Data

**Conservation Signal**

Water Price/1,000 Gallons after 10,000 Gallons



**Affordability**

Water Bills as % MHI in 2013





WHITEWATER

Rates Comparison

Characteristics

Links

### Operating Revenues

Operating Expenses including Depreciation & Amortization

This operating ratio is a measure of whether the utility's rates are sufficient to cover the cost of operations and capital (in the form of depreciation). It measures operating revenues divided by operating expenses (including depreciation) in Fiscal Year 2013. A ratio of less than 1.0 could be a sign of financial concern. In general, this ratio should be higher than 1.0 in order to accommodate future capital investments.

*Cost Recovery*

Observe the effects of raising rates by:  0%

### Bill Comparison

Water Bill at 4,000 gallons



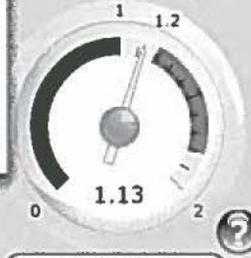
### Conservation Signal

Water Price/1,000 Gallons after 10,000 Gallons



### Cost Recovery

Water Operating Ratio incl. Deprec. (FY13)



### Affordability

Water Bills as % MHI in 2013



Edit Data



WHITEWATER

Rates Comparison

Characteristics

Links

Annual Bill (Monthly Bill times 12 Months per Year)

Annual Median Household Income

This dial shows the percentage of Median Household Income (MHI) from the U.S. Census Bureau's 5-year American Community Survey estimates for 2009-2013 MHI (in 2013 dollars) spent annually on water bills for 4,000 gallons in your community. There is no universally accepted definition of what 'affordable rates' means and other factors such as poverty rate will influence the affordability of rates. For water bills or for sewer bills (taken separately), we set the yellow range at exceeding 1.0 percent of MHI, and the red range at exceeding 1.5 percent of MHI. For combined water and sewer bills, we double these percentages. This is based upon the premise of higher rates becoming less affordable, but the colored targets are not set based on specific criteria from EPA or any other organization. For more information about percent MHI, including considerations about its assumptions, please click on the following link:

*AFFORDABILITY*

[Blog post about Percent MHI Indicator](#)

Raw Data

Annual Bills	\$183.00
Annual MHI	\$29,784

Conservation Signal  
Water Price/1,000 Gallons  
after 10,000 Gallons



Affordability

Water Bills as % MHI in  
2013



Observe the effects of raising rates by: 0%

1.13

Edit Data

WHITEWATER

Rates Comparison

**Characteristics**

Links

**Utility owner**

**WHITEWATER**

Ownership type	Municipality
Est. number of accounts	5,185
Est. service population	14,000
Operating revenue	\$1,676,024 (FY Ending 2013)
Primary County	Walworth
Primary service area	Whitewater city

	<b>Whitewater city demographics in US Census Bureau's 5-Yr American Community Survey 2013</b>	<b>Wisconsin State Average</b>
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Median Household Income	\$29,784	\$52,413
Poverty rate	36.6%	13.0%

WHITEWATER

Rates Comparison

Characteristics

Links

Select residential monthly consumption amount



Monthly Water Bill After Rate Increase: \$15.71

Select comparison group

All Utilities

**\*\*\*Caution\*\*\* Revenue impacts are highly speculative and should not be used in place of an in-depth rate study \*\*\*Caution\*\*\***

**Assumes across-the-board rate increases for all customer classes. Projected revenue impacts assume a 3 percent drop in demand for every 10 percent increase in price. Accuracy of projections decreases as the proposed rate increase gets larger.**

Observe the effects of raising rates by:  3%

### Bill Comparison

Water Bill at 4,000 gallons



### Conservation Signal

Water Price/1,000 Gallons after 10,000 Gallons



### Cost Recovery

Water Operating Ratio Incl. Deprec. (FY13)



### Affordability

Water Bills as % MHI in 2013



Edit Data



*City of Whitewater Council Agenda Item Information Sheet*

MEETING DATE: **12/1/2015**

**ITEM:** Consideration: Approval of janitorial services contract with Diversified Building Maintenance

**PRESENTER:** Parks & Recreation Director

PREVIOUS ACTION, IF ANY: N/A

**SUMMARY OF ITEM BEING PRESENTED:** The City’s contract with our current provider (K.A.S. Custom Cleaning) expires on December 31, 2015. I distributed an RFP soliciting proposals for cleaning city facilities for a 3 year contract with two additional option years. We received proposals from Jim’s Janitorial and Diversified Building Maintenance (DBM). DBM was the low cost proposal and I’ve worked with them to reduce the scope of services provided at the Starin Community Building and Cravath Lakefront Community Center to only clean on the weekends when there are rental groups. I’ve summarized the results of the RFP below.

<b>Monthly Charges</b>	<b>K.A.S. 2012-15</b>	<b>Proposals Received</b>		<b>DBM Reduced</b>	<b>Percent Increase</b>
		<b>DBM</b>	<b>Jim's</b>		
Municipal Building	\$3,280.00	\$3,800.00	\$6,066.67	\$3,800.00	16%
Innovation Center	\$750.00	\$1,302.00	\$1,408.33	\$1,302.00	74.00%
Irvin L Young Public Library	\$1,375.00	\$1,506.00	\$2,080.00	\$1,506.00	10.00%
Downtown Armory	\$840.00	\$1,193.00	\$1,473.33	\$1,193.00	42.00%
Starin Park Community Building	\$1,175.00	\$1,794.00	\$1,516.67	<b>\$956.00</b>	-19.00%
Cravath Lakefront Community Center	\$846.00	\$1,265.00	\$1,300.00	<b>\$590.00</b>	-30.00%
<b>Total</b>	<b>\$8,266.00</b>	<b>\$10,860.00</b>	<b>\$13,845.00</b>	<b>\$9,347.00</b>	<b>13.00%</b>

**BUDGET IMPACT, IF ANY:** The General Fund includes \$82,000 (Facilities) and \$20,000 (Library) for a total of \$102,000 towards janitorial services. The contract with DBM includes \$96,540 in known cost plus the additional cost of cleaning Starin & Cravath on the weekends they are used. The budget should adequately accommodate these projected services.

The Innovation Center saw the largest increase, we were extremely fortunate to have the first 3 years of cleaning this facility at a lower than market cost. I’ve spoken with Mark Johnson at the Innovation Center and we are in agreement that a reduction in cleaning services could substantially negatively impact this facility. The projected increase to the Innovation Center budget is \$6,624, to offset this increase we will need to work closely with Mark and his staff to reduce some of the maintenance costs incurred by the City at the Innovation Center in 2016 and adjust the janitorial budget in future years.

**BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY:** N/A

**STAFF RECOMMENDATION:** It is my recommendation to the Council to approve the contract with Diversified Building Maintenance. This provider has an excellent reputation in Whitewater and is the current vendor for the School District.

**RECOMMENDED MOTION:** Approve contract with DBM

ATTACHMENT(S) INCLUDED (If none, please state that):  
Contract with Diversified Building Maintenance

FOR MORE INFORMATION CONTACT:

Matt Amundson

262-473-0122

[mamundson@whitewater-wi.gov](mailto:mamundson@whitewater-wi.gov)

## **WORK AGREEMENT**

This Work Agreement (this "Agreement") is made effective as of January 1, 2016, by and between City of Whitewater and Diversified Building Maintenance. In this agreement, the party who is contracting to receive the services shall be referred to as "Owner", and the party who will be providing the services shall be referred to as "Contractor".

1. **DESCRIPTION OF SERVICES.** Beginning on January 1, 2016, Contractor will provide the following services (collectively, the "Services"): Janitor Service.
2. **PAYMENT FOR SERVICES.** Owner will pay compensation to Contractor for the Services based on:

<b>Whitewater Municipal Building</b>	- \$3,800.00 per month
<b>Whitewater Innovation Center</b>	- \$1,302.00 per month
<b>Irvin L. Young Public Library</b>	- \$1,506.00 per month
<b>Downtown Armory</b>	- \$1,193.00 per month
<b>Starin Park Community Building</b>	
Tuesday, Thursday & Saturday	- \$ 956.00 per month
Sunday per event schedule	- \$ 98.00 per time
<b>Cravath</b>	
Tuesday and Thursday	- \$ 590.00 per month
Saturday and Sunday per events schedules	- \$75.00 per time

This compensation shall be payable monthly per invoice; net 30 days.

3. **TERM/TERMINATION.** The term of these Services is January 1, 2016 to December 31, 2019, contract may not increase more than 3% in one calendar year. Upon completion of term, contract may be renewed for two additional one-year periods. Either party upon 30 days written notice to the other party may terminate this Agreement.
4. **HIRING AGREEMENT.** Diversified Building Maintenance takes great pride in hard working, dedicated employees. Therefore by accepting services from Diversified, Owner acknowledges that the Contractor has a substantial investment (including training/preparation) in its employees in order to fulfill its obligation hereunder. Owner therefore agrees that it will not employ, contract, or in any way engage any of contractor's employees during the period of services including a period of 185 days following the completion of work performed for owner by any such employee. Contractor may waive this clause in lieu of mutually agreed fee paid to the contractor for employment or engagement of Contractor's employee.

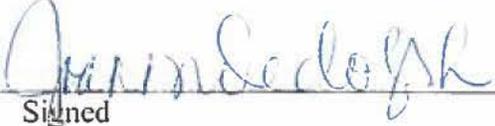
5. **SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

Party contracting services: COMPANY

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Signed	Title	Date
--------	-------	------

Service Provider: Diversified Building Maintenance

	Manager	11-18-15
Signed	Title	Date

**From:** Studio 84 [info@studio84inc.org]  
**Sent:** Tuesday, October 27, 2015 11:07 AM  
**To:** Michele Smith  
**Cc:** Cameron Clapper; Christopher McDonell  
**Subject:** Need to be on agenda  
**Attachments:** Mission.docx

Attention: Michelle Smith

cc: Cameron and Chris

RE: Street Closing for Main St. Festival 2016

DTW Inc, Chamber, Studio 84, SAA and WAA are requesting to be put on the agenda for permission of street closing for the 2016 Main St. Festival.

**Street Closing Date:** Saturday, Sept 10, 2016 (11-3 festival time)

**Street Closing Time Requested:** 6 am - 4 pm for street closing.

**Streets Requested:** 1<sup>st</sup> St. between Center and Main and Main St. between Whitewater St and 2<sup>nd</sup> St.

I understand it is pretty early for the request, but note that we need to have this final/verified approval from the council secured before the end of this year so our advertising can be set into motion. There are deadlines for our ads and we need this approval to know that our date will be firm.

Please let us know when this can be on the agenda so a representative will be present to answer any questions the Council members may have.

I've attached a file stating the Main St. Festival's mission/goals etc. Feel free to forward or print for council members if needed.

Creatively yours,

Deborah Blackwell, Main St. Festival Committee Member

Studio 84  
121 W. Center St.  
Whitewater, WI 53190  
262-473-9845  
<http://www.studio84inc.org/>  
[www.facebook.com/studio84inc](http://www.facebook.com/studio84inc)  
[info@studio84inc.org](mailto:info@studio84inc.org)

“We are the music makers and we are the dreamers of dreams.” Willy Wonka

**SPECIAL NOTE:**

You can now shop online at <http://www.smile.amazon.com/> and Amazon will donate a percentage of sale to Studio 84!