

**CITY OF WHITEWATER
COMMON COUNCIL AGENDA**
Common Council Meeting

Tuesday, September 6, 2016 - 6:30 p.m.

**AMENDED AGENDA AS OF 4:15 P.M. 9/2/2016 –
DELETION OF ITEM C-4, SPECIAL EVENTS
POLICY.**

City of Whitewater Municipal Building –Community Room (Council Chambers)
312 W. Whitewater Street, Whitewater, WI 53190

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

CONSENT AGENDA:

CA-A	Approval of Council Minutes of 7/19/2016; 8/2/16 and 8/16/16.	P. 1
CA-B	Approval of Payment of City Invoices processed through 8/2/16.	P. 105
CA-C	Acknowledgement of Receipt and Filing of the Following: *Landmarks Commission Minutes of 7-7-16.	P. 109
CA-D	Expedited Approval of the Following Items, per City Staff Recommendation: R-1, C-1, C-3	n/a

STAFF REPORTS:

Asst. City Manager	Update on Construction Projects.	P. 113
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HEARING OF CITIZEN COMMENTS. No formal Common Council Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Council discusses that particular item.

RESOLUTIONS:

*R-1	Resolution Requesting Exemption from Jefferson County Library Tax. (Library Director Request).	P. 114
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ORDINANCES – First Reading

O-1	Adopting Lock Box Ordinance. (City Manager Request).	P. 117
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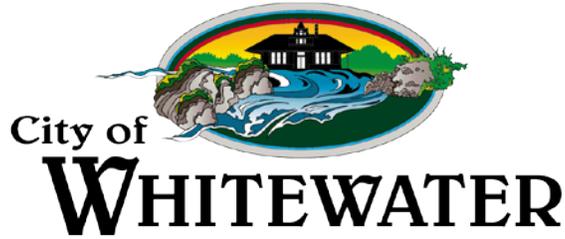
ORDINANCES – Second Reading – None.

CONSIDERATIONS:

*C-1	Approval of transfer of Class “A” Beer License from Annie’s Pantry to Pnote Enterprises LLC, Bonnie Prince, Agent, d/b/a Simply Convenient Store at 176 W. Main Street. (City Clerk Request).	P. 129
C-2	Discussion and possible direction regarding parking lot resurfacing projects and the recent asphalt run-off from downtown parking areas. (City Manager Request).	P. 132
*C-3	Approval of agreement between Downtown Whitewater, City of Whitewater, and Richard Taylor, LLC (Artist) for Art Sales and Installation Agreement. (Downtown Whitewater / Neighborhood Services Director Request).	P. 142
C-4	ITEM DELETED – SPECIAL EVENTS POLICY DISCUSSION WILL OCCUR IN FUTURE	P. 144
C-5	Request for feedback on proposed Private Party policy. (Asst. City Manager Request).	P. 181
C-6	Approval of Request for Proposals for City engineering services, and authorization to obtain proposals. (Asst. City Manager Requests).	P. 182
C-7	Councilmember Requests for Future Agenda Items.	n/a
C-8	Executive Session. Adjourn to Closed Session, NOT TO RECONVENE, per Wisconsin Statutes 19.85(1) (e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” Item to be Discussed: Discussion of potential service agreement between the city of Whitewater and the Whitewater Fire Department, Inc.	n/a

Individuals needing Special Arrangements are 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.**



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C-4	Adoption of Special Events Policy. (Asst. City Manager Request).	P. 144
C-5	Request for feedback on proposed Private Party policy. (Asst. City Manager Request).	P. 181
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ABSTRACT/SYNOPSIS OF THE ESSENTIAL ELEMENTS OF THE OFFICIAL ACTIONS OF THE COMMON COUNCIL OF THE CITY OF WHITEWATER, WALWORTH AND JEFFERSON COUNTIES, WISCONSIN.

July 19 2016

The regular meeting of the Common Council was called to order at 6:30 p.m. by Council President Singer. MEMBERS PRESENT: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. MEMBERS ABSENT: None. LEGAL COUNSEL PRESENT: McDonell. (The Community Development Authority was called to order by Chairperson Jeff Knight – CDA members present: Jeff Knight, James Allen, Donna Henry, Larry Kachel, Patrick Singer. CDA members absent: Jim Winship, Bruce Parker).

It was moved by Allen and seconded by Goettl to approve the council minutes of 6/21/16 and to acknowledge receipt and filing of the following: Report of Manually Issued Checks for June, 2016. Financial Reports for June, 2016. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

APPROVAL OF PAYMENT OF INVOICES. It was moved by Allen and seconded by Goettl to approve payment of city invoices in the total sum of \$191,811.98. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

STAFF REPORTS: City Manager Clapper read a Proclamation recognizing August as Vision and Learning Month.

CITIZEN COMMENTS: Resident Allison Hetz, 343 S. Janesville Street, indicated that she did not understand the purpose of speed bumps on Franklin Street when they would be available only for Summer use.

RESOLUTION ADOPTING PUBLIC PARTICIPATION PLAN. In order to comply with the State Comprehensive Planning Law, adoption of a Public Participation Plan is necessary.

**ESTABLISHING PUBLIC PARTICIPATION PROCEDURES
CITY OF WHITEWATER COMPREHENSIVE PLAN**

WHEREAS, the City of Whitewater on February 2, 2010, adopted the City of Whitewater Comprehensive Plan 2030, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, that Comprehensive Plan document advises the regular Plan and Architectural Review Commission review of the Comprehensive Plan, as well as the ability to respond to unique circumstances which arise in relation to the Comprehensive Plan which are distinct from the regular plan review process, and to enable the City’s consideration of potential amendments or updates where the Plan becomes irrelevant or contradictory to emerging policy or trends; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of the comprehensive plan preparation, update, or amendment process, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the City of Whitewater believes that meaningful public involvement in processes designed to periodically consider and adopt amendments or updates to its Comprehensive Plan is important to assure that the resulting Plan meets the wishes and expectations of the public; and

WHEREAS, the attached “City of Whitewater Comprehensive Plan: Public Participation Plan” includes procedures to foster public participation, ensure distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

WHEREAS, at a duly noticed public meeting held on July 11, 2016, the City of Whitewater Plan and Architectural Review Commission adopted resolution 2016- n/a recommending that the Whitewater Common Council adopt the attached “City of Whitewater Comprehensive Plan: Public Participation Plan” as its public participation procedures for updating the City’s 2010 Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Whitewater hereby adopts the procedures included in the “City of Whitewater Comprehensive Plan: Public Participation Plan” as its public participation procedures for updating the City’s Comprehensive Plan, meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

Resolution introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Goettl. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None. APPROVED: July 19, 2016.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

FIRST READING OF ORDINANCE AMENDING CHAPTER 11, “PARKING LIMITATIONS.”

Neighborhood Services Director Munz-Pritchard presented information relating to changes to the parking ordinance. Pritchard shared detailed information relating to downtown parking lot limitations. Changes to the parking limitation on Fremont Street (between Whitewater and Center Streets), adjacent to City Hall, were requested. Asst. City Manager McDonell included are parking restrictions on N. Franklin Street, in response to resident concerns. Truck traffic was also prohibited on Franklin Street, and speed bumps were installed. Franklin Street resident Aaron Parker of 218 N. Franklin Street indicated that the speed bumps have been great, but recommended that the Council not switch sides of parking near the Fairhaven entrance. Councilmember Binnie expressed concern about the reduction of customer parking spots if the lot north of the Main Street Shops were changed to 10 hour spots. Councilmember Goettl recommended that the area just east of City Hall be amended to allow people to attend meetings without receiving a citation.

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

Chapter 11.16, entitled “Parking Limitations”, is hereby deleted and replaced with the following:

Chapter 11.16 - PARKING LIMITATIONS

I. 11.16.010 - Parking generally.

When signs are erected giving notice thereof, no person shall park a vehicle for longer than the time periods specified in 11.16.031 (fifteen (15) minute parking); 11.16.065 (thirty (30) minute parking), and 11.16.070 (two (2) hour parking). Unless otherwise stated in the table set forth in Section 11.16.150, these

parking time limitations shall only apply on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday from eight(8:00) a.m. until five (5:00) p.m., and shall not apply on Sundays and legal holidays. (Ord. 1362 § 1(part), 1997). (Ord. No. 1717A, § 1, 2-3-2009)

II. 11.16.020 - No winter time parking between the hours of two (2:00) a.m. and six (6:00) a.m.

a) It is unlawful for the operator or owner of any vehicle to park the vehicle on any street in the city between the hours of two (2) a.m. and six (6) a.m. on any day from November 1st of each year to March 31st of each year, except as hereinafter provided:

1. Parking shall be permitted in the downtown parking area after five (5:00) a.m. of such period; and
2. By special advance arrangement with the Whitewater Police Department.

b) Any person who violates the provisions of this section shall be subject to the penalties and provisions set forth at Sections 11.56.010(4) and 11.56.010(5) of this title.

(Ord. 1362 § 1(part), 1997).

III. 11.16.030 - No parking on lawns.

Parking is prohibited on any public or private lawn area or area not designated for parking as defined in Chapter 19.51 of this code.

(Ord. 1362 § 1(part), 1997).

IV. 11.16.031 - Fifteen-minute parking.

Parking shall be limited to fifteen (15) minutes, from eight (8:00) a.m. to four (4:00) p.m., on streets so designated on the street index of parking restrictions set forth in Section 11.16.150.

(Ord. 1440 § 1, 1999; Ord. 1398 § 1, 1998).

V. 11.16.040 - Forty-eight hour on-street parking limit.

It is unlawful to park any vehicle for a period longer than forty-eight (48) hours on any street, alley or in any public parking lot not otherwise restricted as to parking time.

(Ord. 1362 § 1(part), 1997).

VI. 11.16.065 - Thirty-minute parking.

Parking shall be limited to thirty (30) minutes on streets so designated in the table in Section 11.16.150 of this chapter. (Added during 6/97 supplement per city manager request).

VII. 11.16.070 - Two-hour parking.

Parking shall be limited to two (2) hours on Main streets so designated in the table in Section 11.16.150 of this chapter.

(Ord. 1362 § 1(part), 1997).

VIII. 11.16.075 - Four-hour parking.

Parking shall be limited to four (4) hours on streets so designated in the table in Section 11.16.150 of this chapter.

IX. 11.16.080 - No parking at all times.

It is unlawful for the operator of any vehicle to park such vehicle at all times on a street to [so] designated in the table in Section 11.16.150 of this chapter.

(Ord. 1362 § 1(part), 1997).

(Ord. No. 1818A, § 1, 5-3-2011)

X. 11.16.090 - No parking from two (2:00) a.m.—five (5:00) a.m.

It is unlawful for the operator of any vehicle to park such vehicle between the hours of two (2:00) a.m. and five (5:00) a.m. on street so designated in the table in Section 11.16.150 of this chapter.

(Ord. 1362 § 1(part), 1997).

XI. 11.16.100 - No parking, except Saturdays, Sundays and holidays.

It is unlawful for the operator or owner of any vehicle to park such vehicle on streets so designated in the table in Section 11.16.150 of this chapter, except on Saturdays, Sundays, and holidays.

(Ord. 1362 § 1(part), 1997).

XII. 11.16.110 - No parking from two (2:00) a.m.—five (5:00) a.m., except Saturdays, Sundays and holidays.

It is unlawful for the operator or owner of any vehicle to park the vehicle on any street between the hours of two (2:00) a.m. and five (5:00) a.m., except Saturdays, Sundays and holidays, on streets so designated in the table in Section 11.16.150 of this chapter.

(Ord. 1362 § 1(part), 1997).

XIII. 11.16.120 - No parking from eight (8:00) a.m.—four (4:00) p.m., except Saturdays, Sundays and holidays.

It is unlawful for the operator or owner of any vehicle to park the vehicle on any street between the hours of eight (8:00) a.m. and four (4:00) p.m., except Saturdays, Sundays and holidays, on streets so designated in the table in Section 11.16.150 of this chapter.

(Ord. 1362 § 1(part), 1997).

XIV. 11.16.125 - Two-hour parking from eight (8:00) a.m.—four (4:00) p.m. on school days.

Parking shall be allowed for two (2) hour periods from eight (8:00) a.m. to four (4:00) p.m. on days when school is in session on streets so designated on the street index of parking restrictions set forth in Section 11.16.150 of this chapter.

(Ord. 1592A § 1, 2005; Ord. 1588A § 1, 2005).

XV. 11.16.130 - No parking, except for motorcycles.

It is unlawful for the operator or owner of any vehicle, except motorcycles, to park such vehicles on streets so designated in the table in Section 11.16.150 of this chapter.

(Ord. 1362 § 1(part), 1997).

XVI. 11.16.135 - No parking—Loading zone.

It is unlawful for the operator or owner of any vehicle, except delivery vehicles loading or unloading packages or supplies, to park such vehicles on streets so designated in the table in Section 11.16.150 of this chapter.

(Ord. 1480 § 1, 2001).

XVII. 11.16.136 - No parking adjacent to mid-block handicap sidewalk ramps.

It is unlawful for the operator or owner of a vehicle to park a vehicle on any street in the city, within twenty feet of either side of a mid-block handicap sidewalk ramp.

(Ord. 1534A § 1, 2003).

XVIII. 11.16.140 - Limitation on truck parking.

All trucks, trailers or commercial equipment in excess of sixteen (16) feet in length are prohibited from parking on streets so designated in the table in Section 11.16.150 of this chapter.

(Ord. 1362 § 1(part), 1997).

XIX. 11.16.145 - Permit parking areas.

An operator or owner of a vehicle may park on street areas designated as a permit parking area from 7:00 a.m. to 7:00 p.m., regardless of any other parking time limitation in the permit area.

(Ord. 1650A § 1, 2007).

XX. 11.16.146-Night Owl & Early Bird permit parking

A maximum of 4 permit hanging tags will be granted to owner/operator of downtown business that have employees requiring parking between the hours of 2:00 am to 5:00 am. These permits will grant parking in City owned lots located in the downtown area between the hours of 9:00 pm to 7:00 am. Night parking will not be allowed during snow removal when all vehicles MUST be removed from the non-permitted areas for plowing. During snow removal vehicles may be located from 9:00 pm to 7:00 am in City Lot C.

XXI. 11.16.150 - Street index of parking restrictions.

These restrictions are set forth in conjunction with the previous sections of this chapter. This list (Table 11.16.150 set out at the end of this chapter) contains an alphabetical part of the ordinance codified in this section. Street parking location shall follow guidelines under design standards 18.04.060 and visibility regulations 19.51.010. There shall be no parking on designated bike lanes. No stopping, standing or parking shall follow chapter 11.22 of this ordinance.

E	Amber Dr	North side	11.16.080	No parking
W	Blackhawk Dr	North side; eastern terminus west 150 feet	11.16.080	No parking
W	Blackhawk Dr	North side; from 25 feet west of rear driveway of 1139 W Main, east to 75 feet east of same rear driveway	11.16.080	No parking
W	Blackhawk Dr	North side; from 25 feet west of rear driveway of 1173 W Main, east to 25 feet east of same rear driveway	11.16.080	No parking
W	Blackhawk Dr	North side of circle at east terminus	11.16.080	No parking
W	Blackhawk Dr	South side; from Elizabeth, east to 25 feet from eastern terminus	11.16.080	No parking
W	Blackhawk Dr	South side; 25 feet south and 25 feet west of eastern terminus	11.16.031	Fifteen minute parking
W	Bloomington Dr	Both sides, commencing at the intersection of Tratt and Bloomington, thence east	11.16.090	No parking 2:00 am to 5:00 am
E	Bluff Rd	North side; from E. Main Street to Howard Road	11.16.080	No parking from 2:00 a.m. to 5:00 a.m.

E	Bluff Rd	North side; from Elkhorn Road to East Main Street	11.16.080	No parking
E	Bluff Rd	South side; from Elkhorn Road to Howard Road	11.16.080	No parking
S	Boone Ct	West side; from W Center, north to the northern terminus	11.16.080	No parking
S	Boone Ct	East side; from W Center, north to the northern terminus	11.16.090	No parking 2:00 am to 5:00 am
S	Boone Ct	East side from Center, north to northern terminus	11.16.120	No parking from 8:00 am to 4:00 pm, except Saturday, Sunday and holidays
S	Boone Ct	West side; from W Center, south to W High	11.16.080	No parking
S	Boone Ct	East side; from W Center, south to W High	11.16.090	No parking 2:00 am to 5:00 am
W	Caine St	North side of street from its intersection with South Franklin Street to its intersection with Gault Street	11.16.080	No Parking

W	Caine St	South side of street from its intersection with South Franklin Street to its intersection with Gault Street	11.16.090	No Parking 2:00 a.m. to 5:00 a.m.
W	Carriage Dr	Both sides; from N Tratt, west to the western terminus	11.16.090	No parking 2:00 am to 5:00 am
W	Center St	Both sides; from W Whitewater, west to S Fourth	11.16.140	No parking of trucks in excess of 16 feet in length
W	Center St	North side; from South Church Street west to South Franklin Street	11.16.080	No parking
W	Center St	North side; from South Fourth Street west to South Franklin Street	11.16.080	No parking
W	Center St	North side; from S Church, west to S Franklin	11.16.080	No parking
W	Center St	North side; from S Franklin, west to S Summit	11.16.110	No Parking 2:00 a.m. to 5:00 a.m. except Saturday, Sunday and holidays
W	Center St	South side; one handicapped stall in front of 219 Center	11.16.080	No parking
W	Center St	South side; six stalls in front of 213 Center (Post Office)	11.16.031	Fifteen-minute parking

W	Center St	South side; from a point 115 feet east of curblines of Church Street for 120 feet to the east	11.16.075	Two-hour parking
W	Center St	South side; from a point 25 feet east of curblines of Church Street		Disabled parking
W	Center St	South side; 25 feet from the east curblines of South Fourth Street for a distance of 130 feet to the east	11.16.075	Two-hour parking
W	Center St	South side; 25 feet from the west curblines of South Fremont Street for a distance of 75 feet to the west	11.16.070	Two-hour parking
W	Center St	South Side; 25 feet from the west curblines of South Fourth Street	11.16.080	No Parking
W	Center St.	South side; from Church Street west to South Summit Street;	11.16.080	No parking
S	Church St	East side; from W Whitewater St, north to W Center	11.16.080	No parking
S	Church St	Both sides; from W Main, south to W Center	11.16.090	No parking 2:00 am to 5:00 am

S	Clark St	West side; from curblineline of W Walworth to curblineline of W Caine Street	11.16.080	No parking
E	Clay St	North side; from S Green, east to S Dann	11.16.080	No parking
E	Commercial Ave	Entire Street	11.16.080	No parking
W	Conger St	South side; from west curblineline of Summit St. West for a distance of 256 feet	11.16.090	No Parking from 2:00 a.m. to 5:00 a.m.
W	Conger St	South side; from the east curblineline of Whiton, East, for a distance of 160 feet	11.16.080	No Parking
W	Conger St	South side; from S Whiton west to S Prince	11.16.090	No parking from 2:00 am to 5:00 am
W	Conger St	North side; from S Summit, west to S Prince	11.16.090	No parking 2:00 am to 5:00 am
W	Conger St	South side; from S Prince St west to S Whiton St	11.16.120	No parking from 8:00 am to 4:00 pm, except Saturday, Sunday and holidays
S	Cottage St	East side; from the south curblineline of W Main, south to a point 35 feet south	11.16.080	No parking

S	Cottage St	East side; from north curblines of the side yard driveway at 727 W Center, north to a point 35 feet north	11.16.080	No parking
S	Cottage St	West side; from W Main, south to W Peck	11.16.080	No parking
S	Cottage St	East side; from a point 200 feet north of the north curblines of W Center, south to W High	11.16.120	No parking between 8:00 am to 4:00 pm except Saturday, Sunday and holidays
S	Cottage St	East side; from W Main, south to W Peck	11.16.090	No parking 2:00 am to 5:00 am
W	Court St	Both sides, entire street	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days
N	Danville St	West side, from North Street, north to its intersection with Cravath Street	11.16.080	No parking
S	Darcy Ln	East side	11.16.080	No parking
S	Elizabeth St	West side; from a point 115 feet north of the north curblines of W Melrose, south to a point 553 feet south of the north curblines of W Melrose	11.22.010	No stopping, standing or parking

S	Elizabeth St	East side; along entire frontage of 401 S Elizabeth (Middle School)	11.16.080	No parking
S	Elizabeth St	Both sides; from the south curbline of W Main, south to a point 297 feet south	11.16.080	No parking
S	Elizabeth St	West side; from Kay Street south to W Walworth	11.16.080	No parking
S	Elizabeth St	West side; south of Walworth Avenue	11.16.080	No parking
S	Elizabeth St	Both sides, commencing at intersection with W Highland, thence south to southern terminus	11.16.125	Two-hour parking from 8:00 am to 4:00 pm except Saturdays, Sundays, and holidays.
	Elkhorn Rd (Old Hwy 12)	On roundabout	11.16.080	No parking
	Elkhorn Rd (Old Hwy 12)	West side; from a point 138 feet north of the north curbline of E Clay, northerly and thence westerly along the curve onto E Milwaukee to a point 219 feet	11.16.080	No parking
E	Endeavor Dr	Both sides; from Prospect Drive to the east terminus	11.16.080	No parking
	Enterprise Blvd	Both sides; from N Newcomb to Prospect Drive	11.16.080	No parking

N	Esterly Ave	East side; from the crosswalk at W Main, north to a point 60 feet north	11.16.080	No parking
N	Esterly Ave	East side; from the crosswalk at W Starin, south to a point 60 feet south	11.16.080	No parking
N	Esterly Ave	West side; from W Main, north to W Starin	11.16.080	No parking
N	Esterly Ave	East side; from a point 60 feet north of the W Main crosswalk, north to a point 60 feet south of the W Starin crosswalk	11.16.120	No parking between 8:00 am to 4:00 pm except Saturday, Sunday and holidays
E	Executive Dr	Both sides; from N Newcomb, east to Universal	11.16.080	No parking
N	First (1 st) St	Both sides; from W North, south to Main Street (Old Hwy 12)	11.16.090	No parking from 2:00 am to 5:00 am
			11.16.075	Two-hour parking
			11.16.140	No parking of trucks in excess of 16 feet in length

N	First (1 st) St	West side; from the north curbline of Main Street north for one hundred twenty feet	11.16.145	Permit parking area
S	First (1 st) St	Both sides; from Main Street (Old Hwy 12), to W Center	11.16.090	No parking from 2:00 am to 5:00 am
			11.16.075	Two-hour parking
			11.16.140	No parking of trucks in excess of 16 feet in length
N	First (1 st)St	East side; in front of the building at 117 N First	11.16.080	No parking
W	Florence St	North side; from N Prince, west to N Tratt	11.16.080	No parking
W	Florence St	North side; from the west curbline of N Hyer, east to a point 90 feet east	11.16.080	No parking
W	Florence St	South side; from N Prince west to N Tratt	11.16.090	No parking 2:00 am to 5:00 am
W	Florence St	Both sides; from N Tratt, west to the western terminus	11.16.090	No parking 2:00 am to 5:00 am
N	Fonda St	East side of entire street	11.16.080	No parking

W	Forest Ave	Both sides; from S Fremont, west to a point 160 feet west	11.16.080	No parking
W	Forest Ave	North side; from S Fourth, west to S Church	11.16.080	No parking
S	Fourth (4 th) St	West side; first 2 stalls South of W Main Street		Handicapped parking Sundays only
S	Fourth (4 th) St	Both sides; from W Main, south to W Whitewater St	11.16.090	No parking 2:00 am to 5:00 am
S	Fourth (4 th) St	East side; from its intersection with West Whitewater Street, The first 11 parking stalls	11.16.145	Permit parking area
S	Fourth (4 th) St	East side; from its intersection with West Forest Ave parking stalls, not including the Permit Parking area	11.16.090	No parking 2:00 am to 5:00 am
S	Fourth (4 th) Street	East side; from its intersection with West Center Street south to its intersection with Forest Street	11.16.080	No parking
S	Fourth (4 th) St	West side; from its intersection with Forest Street south to its intersection with West Whitewater Street	11.16.080	No parking

	Foxglove Ln	East side; from curbline of Blooming Field Drive to curbline of Tratt Street	11.16.090	No parking 2:00 am to 5:00 am
	Foxglove Ln	West side; from curbline of Blooming Field Drive to curbline of Tratt Street	11.16.080	No parking
S	Franklin St	Both sides; from W Main, south to S Janesville	11.16.080	No parking
N	FranklinSt	East side; from the north curbline of W Main Street, north to a point 102 feet north	11.16.080	No parking
N	FranklinSt	West side; from W Main, north to W Starin	11.16.080	No parking
N	Fraternity Ln	West side from W Florence St to Main street	11.16.080	No parking
N	Fraternity Ln	Both sides: from W Florence St to W Main St.	11.16.090	No parking 2:00 am to 5:00 am
	Fremont Rd	Both sides; from W Ann, north to the city limits	11.16.090	No parking 2:00 am to 5:00 am
N	Fremont St	Both sides; from W Main, north to the city limits	11.16.080	No parking
S	Fremont St	West side; from W Forest, north to W Center	11.16.080	No parking

S	Fremont St	East side; from W Whitewater, north to W Main	11.16.080	No parking
S	Fremont St	Both sides; from W Main, south to W Ann	11.16.140	No parking of trucks in excess of 16 feet in length
S	Fremont St	West side; from the point commencing 35 feet south of the south curblane of W Forest, to a point 135 feet south		15 minute parking Monday through Friday 8 AM to 5 PM After 5 PM Monday through Friday Two-hour parking Saturday, Sunday and holidays Two-hour parking
S	Fremont St	West side; from W Main to Center Street	11.16.075	Two-hour parking
S	Fremont St	Both sides; from the south curblane of Whitewater Street south to its intersection with James Street	11.16.075	Two-hour parking
S	Fremont St	West side; from the south curblane of Whitewater Street South to its intersection with James Street	11.16.145	Permit parking area
S	Gault St	Both sides; from its intersection with Harper Street to its intersection with Caine Street	11.16.080	No parking

N	Harmony Ln	Parking area on north side of Harmony Drive and north side from Tratt Street west curblin, begin at a point 317 feet east and continuing to parking area on south side of Harmony Drive	11.16.080	No parking
	High St	Both sides; from S Janesville, west to S Summit	11.16.090	No parking 2:00 am to 5:00 am
W	Hillview Dr	Both sides; from N Walton, east to the eastern terminus	11.16.080	No parking
N	Hyer Ln	West side; from the south curblin of W Florence, south to a point 70 feet south	11.16.080	No parking
N	Hyer Ln	Both sides; from W Salisbury, north to W Florence	11.16.090	No parking 2:00 am to 5:00 am
	Indian Mound Pkwy	West side; from the north curblin of W Walworth, north to a point 262 feet north	11.16.080	No parking
	Indian Mound Pkwy	East side; from the north curblin of W Walworth, north to a point 253 feet north	11.16.080	No parking
	Indian Mound Pkwy	East side; from the south curblin of W Main, south to a point 373 feet south	11.16.080	No parking

	Indian Mound Pkwy	West side; from the south curbline of W Main, south to a point 329 feet south	11.16.080	No parking
	Industrial Dr	Both sides; from E Commercial, north to Universal	11.16.080	No parking
	Innovation Dr.	Both sides, from Technology Drive to east terminus	11.16.080	No parking
S	Janesville St	Both sides; from S Franklin, south to W Walworth	11.16.080	No parking
S	Janesville St	East side; from the south curbline of W Walworth Street, south to a point 216 feet south	11.16.080	No parking
S	Janesville St	West side; from the south curbline of W Walworth, south to a point 173 feet south	11.16.080	No parking
N	Jefferson St	East side; from the south curbline of E North, south to a point 35 feet south	11.16.080	No parking
N	Jefferson St	East side; from the north curbline of E Main, north to a point 135 feet north	11.16.080	No parking
N	Jefferson St	both sides; from E. Main Street, north to Cravath Street	11.16.090	No parking 2:00 a.m. to 5:00 a.m.

W	Kay St	Both sides, entire street	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days
	Kylee Way	East side	11.16.080	No parking
E	Lake View Dr	North and east side	11.16.080	No parking
W	Lauderdale Dr	North side; from N Prairie, west to the western terminus and southerly to include both sides of extension to Calvary Cemetery	11.16.080	No parking
W	Lauderdale Dr	South side; from N Prairie, west to the western terminus	11.16.090	No parking 2:00 am to 5:00 am
W	Lauderdale Dr	South side; from N Prairie Street, thence west 212 feet	11.16.080	No parking
W	Laurel St	Both sides, entire street	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days
N	Lindsey Ct	East side; from the south curblineline of W Florence, south to a point 403 feet south	11.16.080	No parking
N	Lindsey Ct	Along the arced curblineline of the cul-de-sac at the southern terminus	11.16.080	No parking
N	Lindsey Ct	West side; from W Florence, south to cul-de-sac	11.16.090	No parking 2:00 am to 5:00 am

E	Main St	North side; from N Harris St. to Fonda St	11.16.120	No parking between 8:00 am to 4:00 pm except Saturday, Sunday and holidays
W	Main St	North side; from a point 70 feet west of the west edge of the Whitewater Creek bridge, west to a point 268 feet west	11.16.080	No parking
W	Main St	South side; from the curblineline of S Fremont east to a point 94 feet east; east to S Second	11.16.070	Two hour parking
W	Main St	North side; from Second west to N Fremont	11.16.080	No parking
W	Main St	Both sides; from Fremont, west the city limits	11.16.080	No parking
W	Main St	Both sides; from the Whitewater Creek bridge, west to Fourth	11.16.140	No parking of trucks in excess of 16 feet in length
W	Main St	North side; commencing at a point 120 feet east of Whiton Street, continuing easterly to a point 330 feet east of Whiton Street	11.16.031	Fifteen-minute parking
	Main St	Both sides; from Fremont to Whitewater,	11.16.070	Two-hour parking
	Main St	Both sides; from Fremont, to W Whitewater St	11.16.090	No parking 2:00 am to 5:00 am

	Main St	Both sides; from Fonda St, to W Whitewater	11.16.080	No parking
	Main St	South side; from W Whitewater St to S Newcomb St.	11.16.080	No parking
W	Melrose St	Both sides, entire street	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days
E	Milwaukee St	South side; from the east curbline of S Newcomb, east to a point 175 feet east	11.16.080	No parking
E	Milwaukee St	North side; from the east edge of the west driveway at 960 E Milwaukee, east to a point 180 feet east	11.16.080	No parking
E	Milwaukee St	North side; from the south curbline of E Main Street, (south) east to a point 292 feet (south) east	11.16.080	No parking
E	Milwaukee St	North side; from the west curbline of Newcomb Street west to a point 250 feet	11.16.080	No parking

E	Milwaukee St	Both sides; from Wisconsin Street to 150 feet East of East curb line of Dann Street	11.16.080	No Parking
S	Moraine View Pkwy	Both sides, from Bluff Rd south to terminus	11.16.080	No parking
N	Newcomb St	Both sides; from E Milwaukee, north to the city limits	11.16.080	No parking
E	North St	Both sides; from N. Jefferson Street, east to Cherry Street	11.16.090	No parking 2:00 a.m. to 5:00 a.m.
E	North St	North side; from N Fonda, west to N Wakely	11.16.080	No parking
W	North St	North side; from W Main, to 70 feet east to N First	11.16.080	No parking
W	North St	Both sides; from George Street to Jefferson Street	11.16.090	No parking from 2:00 a.m.—5:00 a.m.
W	North St	North side; starting 200 feet west of Jefferson Street for a distance of 330 feet west.	11.16.070	Two-hour parking
W	North St	South side; starting 140 feet east of First Street; thence east to Jefferson Street	11.22.010	No stopping, standing or parking

W	North St	South side; from W Main, east to George Street	11.16.080	No parking
N	Park St	East side; from W North, north to W Starin	11.16.080	No parking
N	Park St	West side; from north curbline of W. North Street, north to a point 100 feet north	11.16.080	No parking
E	Parkside Dr	North side	11.16.080	No parking
W	Peck St	North side; from S Summit, to S Whiton	11.16.080	No parking
W	Peck St	Both sides; from S Janesville, to S Prairie	11.16.080	No parking
W	Peck St	North side; between S Prairie Street and Summit Street	11.16.080	No parking
N	Pleasant St	Both sides, from Walworth Avenue to Melrose Street	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days
N	Prairie St	Both sides; from the north curbline of Starin Road to Lauderdale Drive	11.16.080	No parking
N	Prairie St	Both sides; from W Starin, to Main St (Old Hwy 12)	11.16.090	No parking 2:00 am to 5:00 am

N	Prairie St	West side; from the north curblane of W Main, north to a point 200 feet north	11.16.080	No parking
N	Prairie St	West side; first legal parking stall north and south of south driveway to UWW Parking Lot 12	11.16.130	No parking except for motorcycles
N	Prairie St	West side; 60 feet north and south of the centerline of the south driveway to UWW Parking Lot 12	11.16.080	No parking
N	Prairie St	West side; first legal parking stall north and south of north driveway to UWW Parking Lot 12	11.16.130	No parking except for motorcycles
N	Prairie St	West side; 54 feet north and south of centerline of north driveway to UWW Parking Lot 12	11.16.080	No parking
N	Prairie St	West side; 28 feet north and south of centerline of the driveway at 164 N Prairie	11.16.080	No parking
N	Prairie St	West side; first legal parking stall south of driveway to UWW Parking Lot 13 and the stall between the lot drives	11.16.130	No parking except for motorcycles

N	Prairie St	West side; 27 feet north and 27 feet south of two drives to UWW Parking Lot 13	11.16.080	No parking
N	Prairie St	West side; 68 feet north and 61 feet south of centerline of driveway to UWW Parking Lot 14	11.16.080	No parking
S	Prairie St	Both sides; from the south curblane of W Main, south to a point 91 feet south	11.16.080	No parking
S	Prairie St	East side; from a point 91 feet south of the south curblane of W Main, south to W Center	11.16.100	No parking except Saturday, Sunday and holidays
S	Prairie St	West side; from W Center, south to W High	11.16.120	No parking between 8:00 am to 4:00 pm, except Saturday, Sunday and holidays
	Prairie St	West side; first legal parking stall north and south of driveway to UWW Parking Lot 14	11.16.130	No parking except for motorcycles
N	Prairie St	East side; from W Main, north to W Starin	11.16.080	No parking

S	Prairie St	Both sides; from Main St (Old Hwy 12), to W Peck	11.16.090	No parking 2:00 am to 5:00 am
N	Prince St	Both sides; from W Starin, to Main St (Old Hwy 12)	11.16.090	No parking 2:00 am to 5:00 am
N	Prince St	Both sides from Main St to Starin Rd, 4 hour metered parking in designated stalls.	19.51.010	No parking in accordance to intersection visibility requirement
		No parking within a certain distance of curb stop in accordance to intersection visibility requirements		
		Motorcycle Parking: Both sides from Main St to Starin Rd, in designated stalls.	11.16.130	Motorcycle Parking
S	Prince St	Both sides; from Main St (Old Hwy 12), to W Peck	11.16.090	No parking 2:00 am to 5:00 am
S	Prince St	West side; from the south curbline of W. Main, south 150 feet	11.16.080	No Parking
S	Prince St	East side; from W Main, south to W Conger	11.16.080	No parking

S	Prince St	East side; from the north curbline of W Peck, north to a point 250 feet north	11.22.015	No stopping, standing or parking from 7:30 am to 4:30 pm except Saturday, Sunday and holidays
S	Prince St	West side; from S curbline of Highland Street thence south 285 feet	11.16.031	Fifteen minute parking
	Prince St	West side; from the north curbline of W Peck extended, north to a point 70 feet north	11.22.010	No stopping, standing or parking
N	Prospect Dr	Both sides; from Universal Blvd, north to northern terminus	11.16.080	No parking
S	Putnam St	West side; from a point 128 feet south from the south curbline of W Walworth, south(west) to a point 196 feet south(west)	11.16.080	No parking
S	Rice St	East side; from E Milwaukee, south to E Clay	11.16.080	No parking
S	Second (2 nd) St	Both sides; from Main St (Old Hwy 12), to W Whitewater St	11.16.090	No parking from 2:00 am to 5:00 pm
			11.16.070	Four-hour parking

			11.16.140	No parking of trucks in excess of 16 feet in length
S	Second (2 nd) St	West side; from the north curbline of W Center, north to a point 15 feet south of the south driveway of 207 West Main	11.16.080	No parking
W	Salisbury Ln	Both sides; from N Hyer, west to the western terminus	11.16.090	No parking 2:00 am to 5:00 am
W	Salisbury Ln	Both sides; from the western terminus, east to a point 25 east	11.16.080	No parking
S	Scott St	West side; from W Whitewater, south to W Walworth	11.16.080	No parking
S	Scott St	East side; from the south curbline of W Whitewater, south to a point 158 feet south	11.16.080	No parking
S	Second (2 nd) St	West side; from the south curbline of Whitewater Street north for one hundred twenty feet	11.16.145	Permit parking area
N	Second (2 nd) St	Both sides; from Main St (Old Hwy 12) to W North St	11.16.090	No parking from 2:00 am to 5:00 pm
			11.16.075	Four-hour parking

			11.16.140	No parking of trucks in excess of 16 feet in length
N	Second(2 nd) St	West side; from the north curblines of Main Street north for one hundred feet	11.16.145	Permit parking area
W	Shaw Ct	Along the arc of the cul-de-sac at the eastern terminus	11.16.080	No parking
W	Shaw Ct	South side; from N Walton, east to cul-de-sac at the eastern terminus	11.16.080	No parking
W	South St	Both sides, commencing at curblines of Elizabeth, thence east 600 feet	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days
E	Starin Rd	Both sides; from Fremont Street to Newcomb Street	11.16.080	No parking
W	Starin Rd	North side; commencing at a point 330 feet east of Warhawk Drive, east to west curblines of Fremont Street	11.16.080	No parking
W	Starin Rd	North side; commencing at a point 280 feet east of Warhawk Drive; thence easterly to a point 330 feet east of Warhawk Drive	11.16.135	No parking-loading zone

W	Starin Rd	South side; commencing at a point 430 feet east of Warhawk Drive; thence continuing east to a point 490 feet east of Warhawk Drive.	11.16.135	No parking-loading zone
W	Starin Rd	North side; commencing at east curbline of Tratt Street, east to a point 280 feet east of Warhawk Drive	11.16.080	No parking
W	Starin Rd	South side; commencing at east curbline of Tratt Street, east to a point 430 feet east of Warhawk Drive	11.16.080	No parking
W	Starin Rd	South side; commencing at a point 490 feet east of Warhawk Drive, east to west curbline of Fremont Street	11.16.080	No parking
S	Summit St	Both sides; from W Conger, south to W Peck	11.16.090	No parking 2:00 am to 5:00 am
S	Summit St	East side; W High, north to W Conger	11.16.120	No parking between 8:00 am to 4:00 pm except Saturday, Sunday and holidays
S	Summit St	West side; from W Highland, north to W Conger	11.16.080	No parking

E	Sunset Dr	North side, commencing at its intersection with Darcy Lane, thence West 160'+/-	11.16.080	No parking
	Tanner Way	East side, excepting painted parking spaces located on "bump out"	11.16.080	No parking
	Technology Dr	Both sides; from Universal Boulevard to Innovation Drive	11.16.080	No parking
N	Tratt St	Both sides; from W Main, north to the city limits	11.16.090	No parking 2:00 am to 5:00 am
N	Tratt St	East side; from W Florence, north to W Starin	11.16.100	No parking except on Saturdays, Sundays and holidays
N	Tratt St	East side; north of the north curbline of W Starin, north to a point 90 feet north	11.16.080	No parking
N	Tratt St	East side; from the south curbline of S Harmony Lane, south to a point 100 feet south	11.16.080	No parking
N	Tratt St	East side; from the north curbline of S Harmony Lane, north to a point 100 feet north	11.16.080	No parking

N	Tratt St	East side; from the north curbline of Harmony Dr, north to a point 60 feet north	11.16.080	No parking
N	Tratt St	East side; from the north curbline of Schwager Drive, north to Walton Drive	11.16.080	No parking
N	Tratt St	Both sides, between Main and Florence Streets	11.16.080	No parking
N	Tratt St	East side; from south curbline of W Starin, south to a point 50 feet south	11.16.080	No parking
N	Tratt St	West side; from the north curbline of Main Street to driveway of 304 N. Tratt	11.16.080	No Parking
N	Tratt St	East side; from the south curbline of North Harmony Lane, south to a point 60 feet south	11.16.080	No parking
N	Tratt St	East side; from the south curbline of Harmony Drive, south to a point 100 feet south	11.16.080	No parking
N	Tratt St	West side; from the driveway between 304 and 320 N Tratt, north to a point 60 feet north	11.16.080	No parking

N	Tratt St	West side; 60 feet north and south of driveway at 370 N Tratt	11.16.080	No parking
N	Tratt St	East side; from the south curblane of Schwager Drive, south to N Harmony Lane	11.16.080	No parking
	Trippe Lake Park	Both sides; from S Wisconsin, east to the entrance of Tripp Lake Park parking lot	11.16.080	No parking
N	Twelfth (12 th) Pl	East side; from the north curblane of W Main, north to a point 35 feet north	11.16.080	No parking
N	Twelfth (12 th) Pl	Both sides; from W Main, north to W Salisbury	11.16.090	No parking 2:00 am to 5:00 am
N	Universal Blvd	Both sides; from Executive, south and thence east west to eastern terminus	11.16.080	No parking
W	W Highland St	Both sides; from S Summit, west to S Prince	11.16.090	No parking 2:00 am to 5:00 am
W	W South St	North side; from the west curblane of S Janesville, west to a point 79 feet west	11.16.080	No parking
	Walton Dr	East side; from the north curblane of W Hillcrest, north to point 58 feet north	11.16.080	No parking

	Walton Dr	Along the arc of the cul-de-sac at the northern terminus	11.16.080	No parking
	Walton Dr	Both sides, commencing at the east curbline of Tratt Street, northeast to a point 134 feet northeast	11.16.080	No parking
	WaltonDr	West side; from W Hillcrest, north to terminus	11.16.080	No parking
W	Walworth Ave	South side; from the east curbline of S Elizabeth, east to a point 400 feet east	11.16.080	No parking
W	Walworth Ave	South side; from the west curbline of S Elizabeth, west to a point 1140 feet west	11.16.080	No parking
W	Walworth Ave	Both sides, from Woodland Drive to Douglas Court	11.16.080	No parking
W	Walworth Ave	Both sides; from the west curbline of S Franklin, west to a point 50 feet west	11.16.080	No parking
W	Walworth Ave	South side; from west edge of the railroad right-of-way west to a point 240 feet west	11.16.080	No parking

W	Walworth Ave	Both sides; from intersection of S Janesville and W Walworth west 165 feet	11.16.080	No parking
S	Waters Edge Dr	North and east side	11.16.080	No parking
W	Whitewater St	Both sides; from W Main, west to S Fourth	11.16.140	No parking of trucks exceeding 16 feet in length
W	Whitewater St	Both sides; from W Main, west to S Fourth	11.16.090	No parking from 2:00 am to 5:00 am
W	Whitewater St	North side; at entrance of alley/driveway of Municipal Parking Lot C west to a point 100 feet	11.16.080	No parking
W	Whitewater St	North side; from the east curbline of S Fremont, east to a point 75 feet east	11.16.080	No parking
W	Whitewater St	North side; from the east curbline of S Janesville, east to a point 95 feet east	11.16.080	No parking
W	Whitewater St	South side; from S Fremont, west to S Janesville	11.16.080	No parking
W	Whitewater St	South side; from a point 32 feet east of the east curbline of S Fremont, east to S Kidd	11.16.070	Two-hour parking

W	Whitewater St	South side; commencing at intersection of W Whitewater and W Main, thence westerly along the south side of W Whitewater 150 feet	11.16.080	No parking
W	Whitewater St	South side of from a point 132 feet east from the curb line of Second Street for a distance of 20 feet to the east	11.16.031	Fifteen minute parking limitation
S	Whiton St	West side; from W Main, south to W Conger	11.16.080	No parking
S	Whiton St	Both sides; from W Main, south to W Peck	11.16.090	No parking 2:00 am to 5:00 am
S	Whiton St	East side; from a point 100 ft south of the south curblines of W Main st, south to a point 87 ft south	11.16.070	Two-hour parking
S	Whiton St	East side; from W Conger, north to the alley located 159 feet south of W Main	11.16.080	No parking
S	Whiton St	East side; from W Conger, south to W Peck	11.16.080	No parking
S	Wisconsin St	East side; from the south curblines of E Milwaukee, along bike path.	11.16.080	No parking
S	Wisconsin St	West side; from Milwaukee st. a distance of 212 feet south	11.16.080	No parking

S	Wisconsin St	East side; commencing of 170 feet south of the Lakeview Drive curblin, north to the south curblin of Clay Street	11.16.080	No parking
S	Wisconsin St	East side; commencing at the south city limits to 170 feet south of the south curblin of Lakeview Drive	11.16.120	No parking from 8:00 am to 4:00 pm, except Saturday, Sunday and holidays
S	Wisconsin St	East side; commencing at the south city limits to 170 feet south of the south curblin of Lakeview Drive	11.16.090	No parking 2:00 am to 5:00 am
S	Wisconsin St	West side; commencing at the south city limits northerly to Clay Street	11.16.080	No parking
S	Woodland Dr	Both sides, commencing at curblin with Walworth Avenue, thence to a point North 1,000 feet	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days
	Yoder Ln	Both sides; from the western terminus, east to a point 25 feet east	11.16.080	No parking
	Yoder Ln	Both sides; from N Hyer, west to the western terminus	11.16.090	No parking 2:00 am to 5:00 am

Ordinance introduced by Councilmember Binnie, who moved its adoption. (with the understanding that parking be removed from the west side of Franklin) Seconded by Councilmember Allen. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. FIRST READING APPROVED: July 19, 2016.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

FIRST READING OF AN ORDINANCE AMENDING ZONING FROM “INSTITUTIONAL” TO “R-3, MULTI-FAMILY” FOR JANICE STRITZEL – NORTH END OF WALTON DRIVE.

AMENDING THE CITY OF WHITEWATER ZONING MAP AND ZONING CLASSIFICATION OF CERTAIN PROPERTY IN THE CITY OF WHITEWATER
(Tax ID# 05-15-32-31-001, 05-15-32-32-002, 05-15-32-31-015, 05-15-32-31-016, 05-15-32-31-017, and 05-15-32-31-018, for Stritzel Rental (Janice R Stritzel).)

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

Section 1. Pursuant to Whitewater Municipal Code Chapter 19.69, the below described property is hereby rezoned to R-3 Multi-Family Residence District.

<u>Address</u>	<u>Tax ID #</u>
Not Yet Assigned	05-15-32-31-001
	05-15-32-31-015
	05-15-32-31-016
	05-15-32-31-017
	05-15-32-31-018

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 Allen, who moved its adoption. Seconded by Councilmember Binnie. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None. FIRST READING APPROVED: July 19, 2016.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE CHANGING ZONING FOR TAX PARCEL /WUP 322 FROM WUTP (WHITEWATER UNIVERSITY TECHNOLOGY PARK) TO M-1 (GENERAL MANUFACTURING).

AMENDING THE CITY OF WHITEWATER ZONING MAP AND ZONING CLASSIFICATION OF CERTAIN PROPERTY IN THE CITY OF WHITEWATER

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

Section 1. Pursuant to Whitewater Municipal Code Chapter 19.69, the below described property is hereby rezoned to M-1 General Manufacturing District.

<u>Address</u>	<u>Tax ID #</u>
Currently No Address	/WUP 00322

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 Allen, who moved its adoption. Seconded by Councilmember Goettl. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Allen, Singer. NOES: None. ABSENT: None. APPROVED: July 19, 2016.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE ENACTING PROPOSED AMENDMENTS TO CHAPTER 19.19, R-2A, RESIDENTIAL INCREASED OCCUPANCY OVERLAY DISTRICT.”

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. 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 conditional uses.

A conditional use permit is required for four (4) or more 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 and shall include the following:

- A. Every dwelling unit must provide 400-sq. ft. of total habitable space for the first occupant and 330-sq. ft. for each additional occupant. Total habitable space is the sum of the floor area of the kitchen, living room, dining area, bathrooms and all bedrooms.
 1. Habitable Space for the purpose of this section, shall be the sum of the several floors of a building used for human occupancy, but not including unfinished-basements or basements that do not meet building code, garages, porches, breezeways and unfinished attics

EXAMPLE: A single family home with Five (5) unrelated individuals shall require a minimum of 1,720 square feet of habitable space. $(400 \text{ square feet} \times 1^{\text{st}} \text{ individual}) + (330 \text{ square feet} \times 4 \text{ additional individuals}) = 1,720 \text{ square feet of habitable space.}$

- B. In every dwelling unit of two or more rooms, every room occupied for sleeping purposes (bedroom) by one occupant shall contain at minimum 80 square feet of floor spaces, and every room occupied for sleeping purposes by more than one occupant shall contain an additional 80 square feet of floor space for each occupant 18 years or age or over.

EXAMPLE: A room occupied for sleeping purposes by 2 unrelated individuals shall require a minimum room size of 160 square feet.

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 Binnie, who moved its adoption. Seconded by Councilmember Allen. AYES: Wellnitz, Langnes, Grady, Binnie, Singer, Allen. NOES: Goettl. ABSENT: NONE. ADOPTED: July 19, 2016

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE AMENDING CHAPTER 19, SIGNAGE

REGULATIONS. Neighborhood Services Director Munz-Pritchard was present. Councilmember Allen indicated that some businesses believe the City is too restrictive on signs. He questioned why the City had a 20’ height limit. Pritchard indicated that safety (falling signs) were considered. Pritchard suggested that anything over 20’ require a conditional use permit. Allen also noted that we are restricting the size of letters. Pritchard indicated that the city currently uses a formula based on lot frontage, etc. She noted that one of the largest signs per lot size is Taco Bell. Councilmember Goettl indicated that generally the guidelines are good, but does believe there are situations where the following the letter of the law would be very difficult. Councilmember Allen questioned the prohibition of illuminated signs certain times. Pritchard indicated she can do additional research on illuminated signs and share it with the Council. Allen indicated that the illuminated signs are in the ordinance but not being enforced. Councilmember Singer agreed that additional research on illuminated signs should be completed and brought back to Council. Also to be reviewed is the prohibition of covering more than a minimum percentage of the windows. Allen

SECOND READING OF AN ORDINANCE AMENDING TITLE 19 REGARDING SIGNAGE REGULATIONS

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

SECTION 1. Whitewater Municipal Code Chapter 19.54, is hereby amended to read as follows:

Chapter 19.54 SIGNAGE REGULATIONS**Error! Bookmark not defined.**

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19.54.052	General Sign Regulations (not B-2 District).	53
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XXII. 19.54.010 Sign permits.

- A. The following sign uses and purposes are permitted in all zoning districts without the need for a sign permit. Such signs shall not count as part of the maximum permitted sign area as regulated by this ordinance:
 - 1. Address numerals and identification signs not exceeding one square foot in area;
 - 2. Legal notices; Signs established by, or by order of, any governmental agency;
 - 3. Memorial signs and tablets displayed in cemeteries.
- B. No person shall erect, alter, or relocate within the city any sign without first obtaining a sign permit, except for the exceptions in subsections A of this section and as may be provided for elsewhere in this chapter.

XXIII.

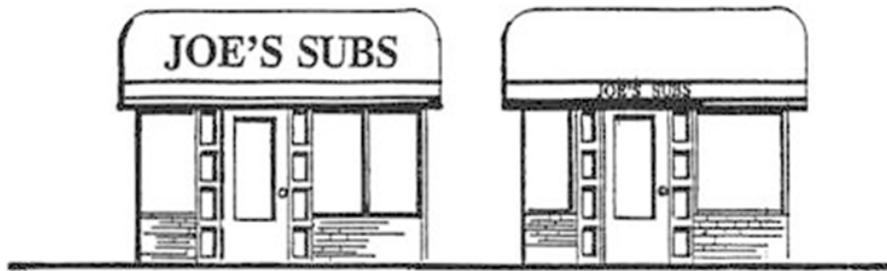
19.54.020 Definitions and regulations specific to certain signs.

The following definitions shall be used by this chapter to assist in the establishment of clear cut signage regulations. In general, "sign purposes" refers to where or how a sign is used; "sign configurations" refers to the style of the sign; and "sign measurement" explains how the dimensions of a sign are determined.

- A. "Sign" means any object, device, display, structure, or part thereof, situated outdoors, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including figures, letters, designs, symbols, fixtures, colors, illumination, or projected images. Signs do not include the flag or emblem of any nation, organization of nations, state, city, religious, fraternal or civic organization; also merchandise and pictures or models of products or services incorporated in a window display, works of art which in no way identify a product, or scoreboards located on athletic fields. Definitions of particular functional, locational and structural types of signs are listed in this section. (Traffic control and other public agency signs located within a right-of-way are not included within this definition and are not regulated by the provisions of this chapter.)
- B. Sign Purposes.
 - 1. "Advertising sign" means a sign which directs attention to a business, commodity, service, or entertainment conducted, sold, or offered elsewhere than upon the premises where the sign is displayed. Advertising signs include billboards. (Refer to Section 19.54.030.)

2. "Auxiliary sign" means a sign which provides special information such as price, hours of operation, or warning and which does not include brand names, or information regarding product lines or services. It may contain a business logo if the logo is under one (1) square foot in area. Examples of such signs include directories of tenants in buildings, "no trespassing" signs, menu boards, and signs which list prices of gasoline. (Refer to Section 19.54.050E.)
3. "Business sign" means a sign which directs attention to a business, commodity, service, or entertainment conducted, sold, offered, or manufactured upon the premises where the sign is located. (Refer to Sections 19.54.050 and 19.54.052-Table B.)
4. "Community information sign" means an officially-designated sign which is limited to either the display of information of interest to the general community regarding scheduled public events and information of general interest to the residents of Whitewater, or signage located on scoreboards, fences or similar structures within the confines of publicly-owned (city, school district, university) athletic fields, courts, rinks or other active recreation facilities as approved by the parks and recreation board.
 - a. Community information signs shall be permitted per the discretion of the neighborhood services department. The city may revoke the designation of an approved community information sign if such sign fails to comply with the requirements of this chapter. Upon revocation, the owner of the sign shall have thirty (30) days to remove the sign at the owner's expense.
 - b. Such sign shall only display information regarding events and information of general interest to the residents of Whitewater. Copy which may be considered as advertising a product, private or restricted participation event, or activity for private profit shall be prohibited. This provision may be waived by conditional use for community information signs on lands owned by the public for recreational purposes, provided that the installation of the sign provides a benefit to a public or community organization.
 - c. Such sign may be located on private or public property.
 - d. Such sign shall conform to the visibility requirements of Chapter 19.51 and Illustration 2.
 - e. Maximum sign area shall be thirty-two (32) square feet, unless a larger sign is approved by the plan commission based on conditions unique to the placement of the sign or the required length of the message. Such sign shall not be counted as adding to the area of signage on the subject property for the purposes of regulating sign area per Section 19.54.050F.
5. Canopy and Awning Signs. The use of canopy and awning signs reduces the maximum number of wall sign by one (1). Canopy and awning signs are subject to the following provisions.
 - a. Surface Area: The sign surface area of a canopy or awning script/logo height shall be limited to twelve (12) inches, except a greater script/logo height may be approved by conditional use.

Illustrations A



Awning and Canopy Signs

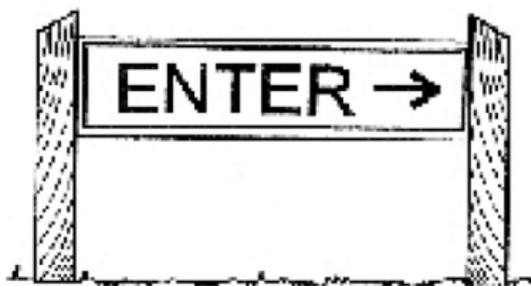
b. Location:

1. Canopies and awnings shall be constructed and erected so that the lowest portion of the projecting frame thereof shall be not less than eight (8) feet above the level of the sidewalk or public thoroughfare. Anything under eight (8) feet shall require a conditional use permit.
2. No portion of the canopy or awning sign shall extend above or beyond the canopy or awning upon which it is attached. However, a sign may be hung beneath a canopy parallel to the building frontage so long as it and its structural components are no less than eight (8) feet above the ground immediately beneath the sign. Anything under eight (8) feet shall require a conditional use permit.

- c. Materials: Canopy and awning signs shall be made of either the material with which the canopy or awning is covered or other water proof materials affixed flush to the face of the canopy or awning, or be painted directly on the awning or canopy material with weather-resistant paint.

6. Directional Sign, Off-Premises. "Off-premises directional sign" means a sign which indicates only the name, direction, and/or distance of a business or activity. It may contain a business logo if the logo is under one square foot in area and approval only by conditional use. (Refer to Section 19.54.030.)

Illustration B



7. Directional Sign, On-Premises. "On-premises directional sign" means an information sign which has a purpose secondary to the use of the lot upon which it is located, including signs that indicate parking availability, entrances, particular buildings within a multi-building development, hours of operation, available merchandise in a drive-thru lane, and wall-mounted posters indicating particular movies in a theater. No sign with a commercial message legible from a public right-of-way or another property shall be considered an on-premises directional sign. No on-premises directional sign shall be greater than nine (9) square feet in area.

8. "Sandwich board/pedestal sign" means a movable sign placed by hand outside the building while the business is open; removed at the time the business closes each day; self-supporting and stable even on windy days because of its design; used for the purpose of promoting special business offers and not as primary business signage; and meeting all applicable size, placement, and other requirements of this chapter (see Section 19.54.050K. in particular).

Illustrations C

9. "Group sign" means a sign displaying the collective name of a group of uses such as the title of a shopping center, office park, industrial park and/or their tenants or occupants. No sales or price information shall be permitted. Portions of the sign containing names of individual tenants shall be considered as part of the area of a group sign. Group signs shall only be permitted within developments serving two or more nonresidential tenants in spaces with separate outside customer doors, and shall limit information to the name of the development and/or its occupants. Group signs serving two or more occupants not located on the same lot, but within the same multi-building development, shall be located on one of the lots being served by the sign. Such signs shall not be considered an advertising sign as defined in this section. (Refer to Section 19.54.052-Table B for size and locational information.)
10. "Identification sign" means a sign indicating the name and/or address of the tenant of the residential unit or manager of the property located upon the residential premises where the sign is displayed. Such sign shall not exceed the allowed area:
 - a. For one to four units, three (3) square feet;
 - b. For up to eleven units, six (6) square feet;
 - c. Twelve units or more, thirty-two (32) square feet. (Refer to Section 19.54.052-Table B.)



11. "Temporary sign" means a sign or advertising display intended to be displayed for a period not exceeding a total of thirty (30) cumulative days within any twelve (12) month period (except as permitted by Section 19.54.060). Included in the definition of temporary signs are retailers' signs temporarily displayed for the purpose of informing the public of a sale or special offer (six (6) square feet maximum) or for the designation of a new building, promotion of a new development or announcement of a special event (thirty-two (32) square feet maximum). The zoning administrator reserves the right to remove signs which may be a nuisance. If a sign display area is permanent but the message displayed is subject to periodic changes, that sign shall not be considered as temporary. A business shall be limited to no more than a total of thirty (30) cumulative days for displaying all temporary signs during any twelve(12) month period.
12. "Residential business sign" means a sign that is located in a residential district for a joint commercial/residential use which requires approval by the zoning administrator and to meet the requirements of Chapter 19.66. All signs must be monument style signs or arm/post type. (Refer to Section 19.54.052-Table B.)
13. "Commercial message" means any sign wording, logo or other representation which names, advertises or calls attention to a business, product, or service.

C. Sign Configurations.

1. "Freestanding sign" means a self-supporting sign resting on or supported by means of poles, standards, or any other type of base on the ground. This type of sign includes monument signs, pylon signs, arm/post(s) signs, and signs mounted on canopies over

gasoline dispensing pumps. The base or support(s) of any and all freestanding signs shall be securely anchored to a concrete base or footing. The footing and related supporting structure of a freestanding sign, including bolts, flanges, brackets, etc., shall be concealed by the sign exterior, masonry covering, earth and permanent groundcover, or evergreen shrubs. (Refer to Sections 19.54.050D and 19.54.052-Table B.)

2. "Mobile/portable sign or banner" means a sign or banner mounted on a frame or chassis designed to be easily relocated, including vehicles and/or trailers which have a principal commercial use for signage, but not including any sandwich board/pedestal sign as defined in Section 19.54.020B(8). Mobile/portable signs or banners are prohibited unless approved by the zoning administrator for the purpose of recognizing a business opening, annual business anniversary, or community celebration. Where approved, such a sign shall not be in place for a period to exceed thirty days within any twelve-month period, shall not be erected more than thirty days before the event, shall be removed not more than five days after the completion of the event, and shall not exceed thirty-two square feet in area. A mobile or portable sign shall not be considered a temporary sign as defined in Section 19.54.020B11. or used for such a purpose, except as may be allowed by the zoning administrator.
3. "Monument sign" means a freestanding sign whose bottom edge is located within one foot of ground level or a ground-mounted pedestal. The base or support(s) of any and all monument signs shall be securely anchored to a concrete base or footing. The height of a monument sign shall not exceed that specified in Section 19.54.052 Table B, nor shall it be otherwise erected so that it impedes visibility for safe pedestrian and/or vehicular circulation. The footing and related supporting structure, including bolts, flanges, brackets, etc., shall be concealed by the sign exterior, masonry covering, earth and permanent groundcover, or evergreen shrubs. (Refer to Sections 19.54.040 and 19.54.052-Table B.,)

Illustrations D



4. "Projecting sign" means a sign, other than a wall sign, which is directly attached to and projects more than one foot from a building face, and is generally mounted perpendicular from the building face. The bottom edge of such sign shall be located a minimum of eight and one-half feet (8 ½) from the ground level directly under the sign. In no instance shall such sign be located closer than three (3) feet to the edge of a street curb, drive, or parking area. For maximum area and placement standards, see Section 19.54.052-Table B.

Illustration E



5. "Electronic message center sign" means a sign in a nonresidential zoning district which displays words, lines, graphic images, video recordings, or symbols that can electronically change to provide different information and/or animation, including a computer sign, electronic reader board sign, video display sign, or time and/or temperature sign, but not including a flashing sign, which is prohibited under Section 19.54.030A(3). For electronic message center sign standards, see Section 19.54.050K
6. "Pylon sign" means a freestanding sign, other than arm post type, erected upon one or more pylon or post. The base or support(s) of any and all pylon signs shall be securely anchored to a concrete base or footing. The height of a pylon sign shall be measured from the centerline elevation of the nearest road to the top of the sign. The height of a pylon sign shall not exceed twenty (20) feet. Pylon signs shall be erected so that the vertical distance between the bottom edge of the sign and the elevation of the centerline of the nearest road to said sign exceeds eight (8) feet. The footing and related supporting structure of a freestanding sign including bolts, flanges, brackets, etc., shall be concealed by the sign exterior, masonry covering, earth and permanent groundcover, or through the use of evergreen shrubs. (Refer to Section 19.54.052-Table B.)

Illustrations F



7. "Wall sign" means a sign mounted parallel to a building facade or other vertical building surface. Wall signs shall not extend beyond the edge of any wall or other surface to which they are mounted, nor shall they project more than twelve inches from its surface. The height of a wall sign shall be measured from the base of the building below the sign to the top of the sign face. The top of the sign shall be no higher than the nearest portion of the building to which it is mounted.

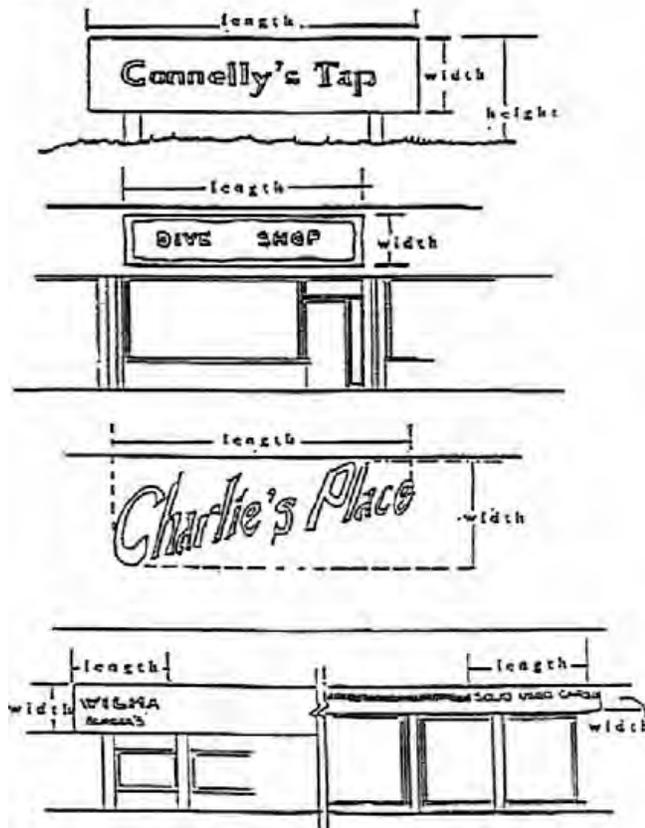
8. "Canopy/awning sign" means a sign mounted to an awning or canopy, with said awning or canopy mounted to the side of the building. An awning/canopy sign shall be counted as a wall sign for purposes of this chapter. Script/logo height shall be limited to eight (8) inches, except a greater script/logo height may be approved by conditional use. (Refer to Sections 19.54.020B(5) and Illustrations A).
9. "Arm/post(s) sign" means a freestanding sign mounted on a post with a bracket extending outward to support a sign by either hanging from the bracket or mounted on the bracket. The maximum size, height, and location of arm/post(s) signs shall be the same as for monument signs. (Refer to Section 19.54.052-Table B.)
10. "Window sign" means a sign mounted on or within one (1) foot inside of a first-floor exterior window, with a primary intent to advertise a business or product within the premises.

D. Sign Measurement.

1. "Ground level" means the average elevation of the ground upon which the sign supports are placed, except when the sign supports rest upon a berm or other area elevated above the surrounding ground. In such cases, the average elevation of the base of such berm or other area shall be considered as the ground level.
2. Sign area shall be measured in the following manner:
 - a. In the case of a sign placed within a frame, or other structure, sign area consists of the entire surface area of the sign on which copy could be placed. The supporting structure or bracing of a sign shall not be counted as a part of the sign face area unless such structure or bracing is made a part of the sign's message. Where a sign has two (2) or more display faces, the combined total area of all faces shall be considered the sign face area.
 - b. In the case of a sign whose message is fabricated together with the background which borders or frames that message, sign face area shall be the total area of the entire background.
 - c. In the case of a sign whose message is applied to a background which provides no border or frame, sign face area shall be the area of the smallest rectangle which can encompass all words, letters, figures, emblems, and other elements of the sign message.
 - d. Signs less than one (1) square foot in area are not regulated by this chapter.
 - e. The following illustrations demonstrate how sign face area shall be determined.

Illustrations G

SIGN FACE



XXIV.

19.54.030 General signage regulations.

The regulations contained in this section apply to signs in all districts.

A. Sign Prohibitions and Limitations.

1. No sign shall use any word, phrase, symbol, shape, form or character in such manner as to interfere with moving traffic, including signs which incorporate typical street-type and/or traffic control-type signage designs and colors.
2. No fluttering, undulating, swinging, rotating or otherwise moving signs, pennants or other decoration shall be permitted except for electronic message center signs and time and/or temperature signs in nonresidential zoning districts.
3. No illuminated flashing signs shall be permitted. Electronic message center signs meeting the definition and requirements of this chapter shall not be considered illuminated flashing signs.
4. No illuminated sign shall be permitted unless the illumination is so designed that the lighting level does not affect adjacent property, pursuant to the standards in Section 19.57.150 (outdoor lighting standards). All illuminated signs shall comply with the state electrical code and Section 19.54.070B, and illumination shall be limited to one hour before the daily opening of the associated business and one hour after the daily closing of the associated business.
5. No mobile/portable signs or banners shall be permitted unless approved by the zoning administrator. Sign use and other regulations shall be as specified in Section 19.54.020D(2).
6. No off-premises directional signs shall be permitted for non-governmental or non-institutional uses or for any use outside of a public right-of-way; however, such signs, as well as city entrance signs, may be permitted within a public right-of-way, per subsection

19.54.030C. of this section, for government facilities, nonprofit, nonreligious community gathering spots, major economic centers such as the downtown and business park, and schools.

7. No advertising signs shall be permitted, except for certain community information signs as described in Sections 19.54.010B. and 19.54.020C(4).

Rationale. The adoption of subsection A(7). of this section reflects a formal finding of fact on the part of the city plan commission and city council that the prohibition of advertising signage furthers two compelling government interests:

- a. The general public interest of reducing visual clutter caused by advertising signage which the city has determined is a significant cause of unsafe traffic conditions; and
- b. The public interest served by furthering the implementation of the purposes of this chapter and the city comprehensive plan in terms of limiting the further spread of strip commercial development, of which advertising signs are a primary contributor. Furthermore, the city advocates this regulation leaves ample and adequate alternative channels of commercial speech communication for the messages portrayable on such advertising signs; namely, distributed print media, broadcast media, and point-of-purchase display, and is narrowly defined so as to limit the prohibition to commercial speech on exterior signage.

B. Sign Location Requirements.

1. No sign shall be erected or maintained at any location where by reason of its position, wording, illumination, size, shape, or color it may obstruct, impair, obscure, interfere with the view of, or be confused with, any authorized traffic control sign, signal or device.
2. No sign shall be located within a required buffer yard or within a permanently protected green space area (see Chapter 19.57), unless approved by the city.
3. No sign shall be mounted on a roof.
4. No sign, temporary or otherwise, shall be affixed to a tree or utility pole.
5. Pylon signs other than arm/post are not permitted in any residential district.

C. Private signs extending into the public right-of-way.

1. Any person desiring to place any private sign such that it will extend over or onto the public right-of-way shall first obtain a sign permit. In the granting of such a permit, the city may require the applicant to provide and maintain public liability insurance on the installation in an amount not less than fifty thousand (\$50,000) dollars protecting the city as its interests may appear as the result of any accident or injury for which it might become in any manner liable. In the event such insurance should be terminated for any reason, or the holder of any permit should fail to keep such insurance in force at any time, then the permit for the maintenance of such private sign shall be forthwith removed, or if not removed by the holder of the permit, then such private sign shall be removed or caused to be removed by the zoning administrator and the expense thereof shall be recovered from the holder of the permit.
2. There is hereby established along each side of every public street, public alley, or public highway a fictional line five (5) feet distant and outward from the lot line and parallel with such street, alley, or public highway. No sign which, exclusive of supports, exceeds two hundred fifty (250) pounds in weight or has an area greater than forty (40) square feet shall be permitted to extend into the highway or over the highway or sidewalk area beyond such fictional line, except only where such private sign is to be placed over a substantial canopy or portico of such nature that the same will afford ample protection to the public from any possible injury from such private sign.

3. In no event shall any sign regardless of size or weight extend into the public street, highway, or sidewalk area further than to within three (3) feet from the face of the curb or curb line as determined by the zoning administrator or be placed less than eight and one-half (8 ½) feet above the sidewalk or sidewalk grade.
4. Except for sandwich board/pedestal signs, all private signs extending on or over public rights-of-way shall be adequately supported from buildings, posts, or other permanent supports located on private property. In no case shall sign posts or other permanent supports be permitted within the limits of a public street, alley or highway.
5. The zoning administrator shall have the right, and it shall be the duty, to supervise the installation of any such private sign and also to inspect the same from time to time to ascertain whether or not the same is securely fastened and free from danger to the public. The building inspector shall have the right to require from time to time any repairs, extra supports or any other precautions necessary to protect the public safety, and in the event the owner fails to comply with any such requirements the permit for such private sign shall be revoked and the sign shall be removed.
6. This subsection C shall not apply to signs erected by or for churches, service clubs, public or quasi-public organizations when such installations have been approved by the common council.

XXV. 19.54.040 Sign regulations applicable to residential districts.

In all residential zoning districts, signage shall be permitted per the requirements of Sections 19.54.010 through 19.54.040 and 19.54.052 through 19.54.080 and per the following:

- A. Wall, monument, arm/post(s), and projecting signs (for certified historic properties) are permitted in residential zoning districts. Other forms of signage are prohibited.
- B. For each single-family lot, or two-family or multifamily lot containing four or fewer dwelling units, one (1) identification sign, not to exceed three (3) square feet in area, is permitted for each dwelling unit. Said identification sign may include one (1) or more of the following: name, address, and/or home occupation title.
- C. For each multifamily or institutional residential lot containing five (5) to eleven (11) dwelling units, one identification sign, not to exceed six (6) feet in area, shall be permitted. For each multifamily or institutional residential lot containing twelve (12) units or more, one identification sign not to exceed thirty-two (32) square feet is permitted. The sign shall indicate nothing more than the name and address of the premises and the name of the management company.
- D. Permanent subdivision identification signs are authorized if approved as part of a final plat submittal for a subdivision (per Title 18). Detailed plans of proposed signs must be submitted at the time of final plat review. Such sign shall comply with the visibility standards in Section 19.51.010 and as shown in Illustration 2, shall not exceed thirty-two (32) square feet in area or eight (8) feet in height, and shall not be a pylon sign.
- E. For all commercial uses permitted in residential districts, not including home occupations, one monument, wall, or arm/post(s) type sign per building, not to exceed thirty-two (32) square feet in area, is permitted. The sign shall indicate nothing more than the name and address of the premises and the schedule of service or other information relevant to the operation of the premises.
- F. For all institutional uses permitted in residential districts, sign sizes and types shall be the same as those applicable in the I Institutional zoning district per Section 19.54.052, except that pylon signs shall not be permitted.
- G. Temporary signs, after approval of the zoning administrator, are permitted per the requirements of Section 19.54.060. For more information, see Sections 19.54.020D. and 19.54.045.

XXVI. 19.54.045 Maximum sign sizes and types, Residential Districts.

A. Signage regulations for residential districts. This table summarizes the sign regulations for the following zoning districts: R-1, R-1x, R-2, R-3, R-4. The more detailed requirements contained elsewhere in Chapter 19.54 shall also apply.

Table A

Zoning District	Type of Sign	Size	Location	Height	Exception	Total # of Signs
R-1, R-1x, R-2	Identification	3 sq. ft.	Main entrance or street yard	6' max (for freestanding sign)	If planned residential development, different signage levels may be allowed by conditional use	1 per lot
	Conditional uses in Section 19.18.030	32 sq. ft.	Driveway or main sidewalk	8' max (for freestanding sign)	On-premises directional signs also allowed (9 sq. ft. max.)	1 per lot
R-3	Identification					
	1-4 units	3 sq. ft.		Main entrance or street yard 8' max	1 per unit for 1-4 unit buildings; 1 per lot for others	
	5-11 units	6 sq. ft.	8' max			
	12+ units	32 sq. ft.	8' max			
	On-premises Directional	9 sq. ft.	Driveway or main sidewalk	6' max (for freestanding sign)		
	Conditional uses in Section 19.21.030	32 sq. ft.	Main entrance or street yard	8' max	If planned residential development, different signage levels may be allowed by conditional use	1 per lot, except by CUP or PD
R-4	Identification	See R-3	See R-3	8' max		1 per development
	On-premises Directional	9 sq. ft.	Main entrance; each street	6' max (for freestanding sign)		

XXVII. 19.54.050 Sign regulations applicable to nonresidential districts.

In all nonresidential zoning districts, signage shall be permitted per the requirements of Sections 19.54.010 through 19.54.030 and 19.54.050 through 19.54.080 and per the following:

- A. The owners of multi-tenant properties shall allocate sign size to each business, in writing to the zoning administrator, up to a specified maximum for the entire property. All multi-tenant signs must be compatible in dimensions, in location, in design, in color and the same material, and shall be compatible with the appearance of the building and the surrounding area in the opinion of the property owner and the city.
- B. The total surface area of all business and identification signs on a lot shall not exceed the maximum permitted by Section 19.54.052-Table B.
- C. The number of business and group signs for a business use shall not exceed the numbers listed in Section 19.54.052-Table B. Signs allowed under Section 19.54.052-Table B may be placed on any facade facing a public street, except where otherwise specified in Section 19.54.052-Table B.
- D. Only one freestanding sign shall be permitted to be erected within the required street yard for each lot. Such sign may be either a business sign or a group sign. No lot shall be permitted more than one freestanding sign, except directional/auxiliary signs allowed by this chapter. All signs shall be located so that no part of the sign shall exceed the lot line set back from all lot lines as stated in Chapter 19.51 and Section 19.54.052-Table B, Auxiliary signs may only be permitted when specifically approved as part of the site plan review process. Said signage shall be calculated independently of the requirements of subsection A of this section, and shall not exceed fifty (50%) percent of the maximum permitted area.
- E. Maximum sign sizes for nonresidential districts shall be permitted per the requirements of the table of maximum sign sizes (see Section 19.54.052-Table B).
- F. Temporary signs are permitted per the requirements of Section 19.54.060.
- G. Signs carrying secondary advertising or media messages. Signs carrying secondary advertising media or messages, such as brand names or logos of products, are allowed as a conditional use, or as a permitted type of window sign subject to the percentage of window coverage and other applicable regulations of this chapter 19.54, but only where such signs are integral to the business being conducted on the property.
- H. Projecting signs are only permitted in the B-2 zoning district or if specifically authorized within a Specific Implementation Plan for a PD Planned Development District. (See Table 19.54.05.)
- I. Signs may be mounted on canopies over gasoline dispensing pumps, provided the sign message is limited only to the business name, logo, and price information. The maximum permitted sign area for any other freestanding sign on the lot shall be reduced by the total sign area on the canopy.
- J. Sandwich board/pedestal signs (see definition in Section 19.54.020B(8)).
 - 1. There shall be a maximum of one sandwich board/pedestal sign per business.
 - 2. Height shall not exceed five (5) feet (as measured when such sign is properly placed directly on the ground or sidewalk surface), width shall not exceed three (3) feet, and sign area shall not exceed six (6) square feet per side.
 - 3. All sandwich board/pedestal signs shall be designed to be self-supporting and in such a manner to withstand the elements, including the ability to remain upright on windy days.
 - 4. No sandwich board/pedestal sign shall be illuminated in any manner (except via cordless power for not more than thirty (30) days in any calendar year), have more than two(2) sides, be placed off-premises (except where allowed on a sidewalk immediately adjacent to the business lot to which it relates), or be designed to resemble a public regulatory sign (such as a stop sign).

5. All sandwich board/pedestal signs shall be placed directly on a ground surface or walkway surface.
 6. No sandwich board/pedestal sign shall be placed on a public sidewalk or shall otherwise extend onto or into a public right-of-way, except within the B-2 District or as may be specifically authorized in a specific implementation plan under PD zoning, a sandwich board/ pedestal sign may be placed within the public sidewalk or otherwise between the front of the building and the curb, provided that:
 - a. There is not adequate space available on the premises to place the sign on private property in a manner that is visible to the public.
 - b. The sign is placed directly in front of the business to which it is related.
 - c. No part of the sign is any closer than three feet from the face of the curb.
 - d. A minimum of four (4) feet in width of unobstructed travelway remains available in all directions on the sidewalk at all times.
 7. Placement of all sandwich board/pedestal signs shall meet all intersection visibility requirements in Section 19.54.050J(7), and shall otherwise not impede traffic visibility in the determination of the zoning administrator. This may require relocation and/or adjustments to height or design.
 8. All sandwich board/pedestal signs must be kept in good condition, as determined by the zoning administrator and per the construction and maintenance requirements of Section 19.54.070.
 9. Sandwich board/pedestal signs shall not count against the maximum area or number of signs allowed on a lot or for a business as specified in Section 19.54.0050J(1).
 10. Except where placed within the public right-of-way, sandwich board/pedestal signs that meet the requirements of this chapter may be used without the need for a sign permit.
- K. Electronic message center signs (see definition in Section 19.54.020D.5.).
1. The total length of the information cycle shall not be shorter than three (3) seconds nor longer than ten (10) seconds. Items of information may not be repeated at intervals that are short enough to cause an electronic message center sign to have the effect of a flashing sign. Traveling messages may travel no slower than 16 light columns per second and no faster than thirty-two (32) light columns per second.
 2. Except for signs that are less than ten (10) square feet in sign area, all electronic message center signs shall be equipped with photosensitive equipment which automatically adjusts the brightness and contrast of the sign in direct relation to the ambient outdoor illumination.
 3. The message display area shall be included when calculating permitted sign area for the type of sign (e.g., wall, monument) in the zoning district in which the sign is located.
 4. All electronic message center signs shall be maintained so as to be able to display messages in a complete and legible manner.
 5. No electronic message center sign shall be allowed within any agricultural, conservancy, residential, or industrial zoning district; for any residential use regardless of zoning district; or positioned to be visible and within three hundred feet from any residential zoning district except by conditional use permit. Within the B-2 zoning district, electronic message center signs shall be allowed only by conditional use permit.

XXVIII. 19.54.052 General Sign Regulations (not B-2 District).

Table summarizes the sign regulations for the following zoning districts: B-1, B-3, M-1, M-2, WUTP, AT, and I. The more detailed requirements contained elsewhere in Chapter 19.54 shall also apply.

General Sign Regulations (not B-2 District) Table B

Zoning District	Type of Sign	Size	Location	Height	Exception	Total # of Signs
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AT B-1 B-3 I	Wall or window	10% (A) (C) Max 50 sq. ft.	Above or next to main building entrance or on street wall	First floor area	Use may substitute one additional wall sign for freestanding sign	1 per building, but see exception
	Wall for multi-tenant	10% (A) max (B)	Above or next to main business entrance or on street wall	First floor area	Location may vary by conditional use. Building name sign also allowed if total wall sign area ≤10%	Same as number of tenants
	Freestanding	45% of the street frontage up to 100 sq. ft. per side on single occupant signs (E) A multi-occupant development, add 20 sq. ft. per additional occupant in a separated space, up to max of 160 sq. ft. per side	In street yard, setback equal to height from any side yard lot line and 5' from street right-of-way line	20' max for pylon sign	Pylon sign allowed by conditional use only	1 per lot
	On-premises Directional 5-11 units	9 sq. ft. 6 sq. ft.	8' max	10' max for monument or arm/post(s) sign	Use may forego freestanding sign for one additional wall sign	See also Section 19.54.050

(Continuation of Table B)

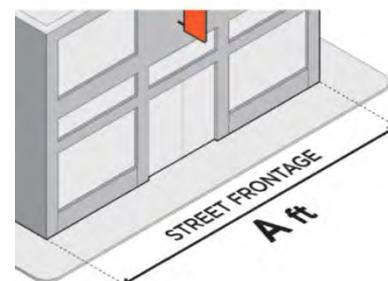
Zoning District	Type of Sign	Size	Location	Height	Exception	Total # of Signs
M-1 M-2 WUTP	Wall or window (C) 12+ units	20% of wall area up to max of 100 sq. ft. 32	Front wall (street address side) 8'	6' max (for freestanding)		

		sq. ft.	max			
	Freestanding, monument or arm/post only On-premises Directional	80 sq. ft. per side 9 sq. ft.	10' from any lot line Driveway or main sidewalk	First floor area	Corner lots may have second sign by conditional use	1 per building
	On-premises Directional Conditional uses in Section 19.21.030	9 sq. ft. 32 sq. ft.	Main entrance or street yard	10' max	Except as required in business park covenants	1 per lot
				6' max (for freestanding)		

NOTES:

- (A) Building wall area is determined by using the square footage of the exterior wall of the first floor area to be signed (including window and door openings).
- (B) Permitted wall signage shall be divided among each tenant space. Maximum total size equals ten percent (10%) of the first floor area of the building wall upon which the signs will be placed.
- (C) Window sign area cannot exceed one-third of each individual window glass area on or in which the window signs are located.
- (D) Signage for projects with a PD (Planned Development District) shall be as specified by the approved Specific Implementation Plan for each particular project. Sign requirements for PD districts shall generally be based on the signage requirements in the most comparable standard zoning district.
- (E) Calculating freestanding sign square foot. Sign area is the maximum size of the sign a business is allowed to display (up to 100 square feet). It is calculated using the width of the street frontage (A in illustration H). Example: if the street frontage is 141 feet, then it is 141 feet x 45% = 64 square feet is the max size freestanding sign.

Illustration H



XXIX. 19.54.053 B-2 Central Business District Sign Regulations.

1. Each business in the B-2 district shall be permitted a maximum of two(2) permanent business signs, which may be any combination of the following sign configuration types: wall sign (includes awning/canopy sign), window sign, projecting sign, and freestanding sign, subject to the following qualifications:
 - a. For freestanding signs, see also the limitations in Section 19.54.050D.

- b. Any number of window signs used shall count as only one sign in total against this maximum. If the only window signs used are those allowed under Section 19.54.050G., then such signs shall not count against this maximum.
 - c. Any sign for a business included within a group sign, as defined in Section 19.54.020B(9), shall count as one sign against the total number of permanent business signs permitted, except that for cases where a business has or shares more than one public building entrance, an additional group sign shall be permitted which indicates that and other businesses.
 - d. Sandwich board/pedestal signs, directional signs, auxiliary signs, and "ghost" signs not related to the current business operation shall not count against the total number of permanent business signs permitted.
2. For corner lots, permitted signage may be placed on either or both facades facing a public street.
 3. Pylon signs, internally illuminated signs, electronic message center signs, and restoration of "ghost" signs shall be allowed in the B-2 district by conditional use, except for sign face/component changes on pre-existing signs of these types, which instead may be accomplished through the site plan review process under Chapter 19.63.

Upon receipt of a completed Conditional Use Permit application for any such new sign in the B-2 district, the zoning administrator shall forward such application to the Downtown Whitewater Design Team. If the design team chooses to provide a recommendation, such recommendation must be provided in a timeframe that allows Plan and Architectural Review Commission action on the Conditional Use Permit request under the requirements of Chapter 19.66.

4. Electronic message center signs shall meet the technical requirements of Section 19.54.050K. and shall not exceed twelve (12) square feet in area in the B-2 district.
5. Internally illuminated signs in the B-2 district shall be designed and constructed with an opaque background and translucent letters or symbols, or with a colored background and lighter letters or symbols.
6. Exposed neon tube signage, and other signage that uses another technology that is designed to replicate neon tube signs, is permitted within the B-2 district.
7. In addition to meeting the requirements of Section 19.54.053, all exterior lighting of signage in the B-2 zoning district, regardless of wattage, shall use shielded lighting fixtures as that term is defined in Section 19.57.150. All wall-mounted exterior lights shall be mounted above the sign they are intending to illuminate and the illumination shall be directed exclusively towards the sign.
8. No wall sign shall be painted directly on a masonry building surface.
9. Within the B-2 district, the regulations listed in Table 19.54.05 3-Table C shall apply:

Table 19.54.053: B-2 Sign Regulations for Permanent Signs Table C

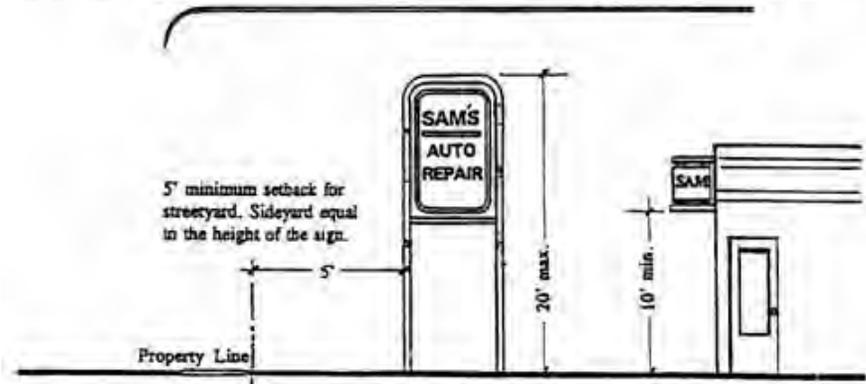
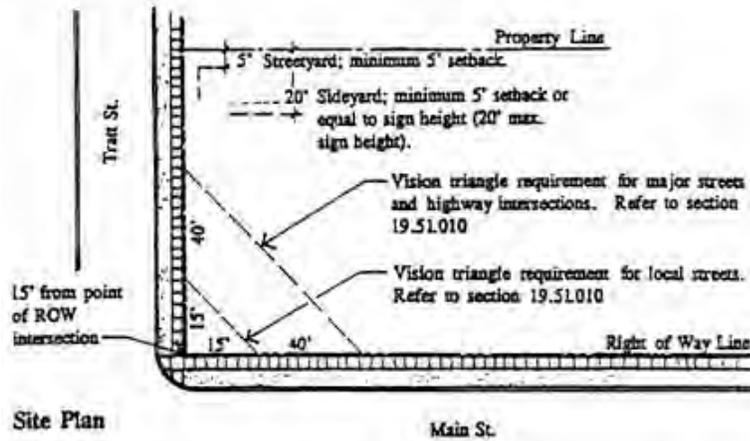
Type of Sign	Maximum Size	Location	Maximum Height
Wall Sign	50 square feet, max. 10% (A)	Within first floor area of building. Signs above first floor requires a Conditional Use Permit.	
Window Sign	1/3 of window area in or on which the sign is placed	Within first floor area of building. Signs above first floor requires a Conditional Use Permit.	

Projecting Sign	12 square feet per side	A minimum of 20 feet from any other projecting sign on another building	Within first floor area of building . Signs above first floor requires a Conditional Use Permit.
		No less than 8 ½ feet above ground	
Freestanding Sign	48 square feet per side	Within the street yard, not less than 5 feet from street right-of-way line.	8 feet for monument or arm/post(s) sign
		Minimum setback from interior side yard lot line at least equal to sign height	16 feet for pylon sign (by conditional use only)
On-Premises Directional Sign	9 square feet per side	On private property	Max: 6 feet for freestanding
Type of Sign	Maximum Size	Location	Maximum Height

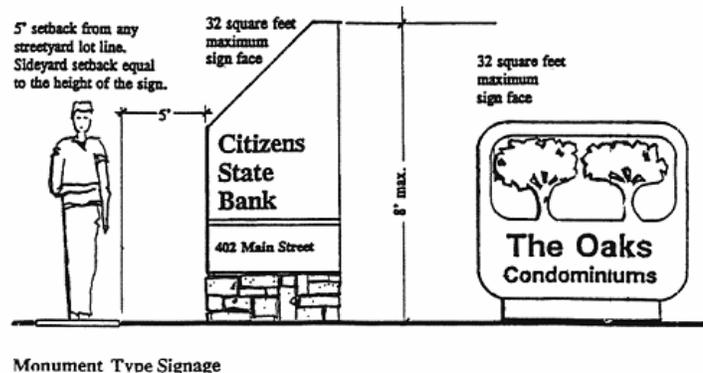
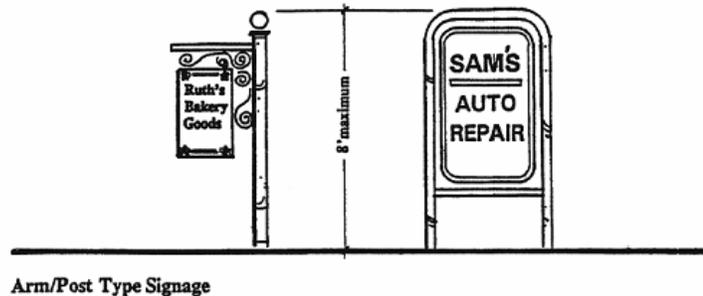
NOTES:

(A) The combined total area of all wall signs for all tenants shall not exceed ten (10%) percent of the first floor area of the façade upon which the signs are placed. First floor façade area is determined by calculating the square footage of the entire exterior wall of the first floor area of the façade to be signed (including window and door openings).

Illustrations F



Illustrations G



XXX. 19.54.060 Temporary signs.

Except as provided for in this section, only one (1) temporary sign may be displayed on a property at any one time. Except as provided by subsections A through E of this section, any one (1) lot is permitted to display a temporary sign for a maximum of thirty (30) days within any twelve (12) month period. Furthermore, any one (1) lot is limited to a maximum of two (2) temporary signs in any twelve (12) month period (temporary signs in subsections A, B, D and E

are exempt from this restriction). Time limits are subject to review by the city. The following temporary signs are allowed:

- A. For each lot or leasable space: one "For Sale" and "For Rent" sign, not more than twelve (12) feet square in area, and no more than two (2) signs in total at any one (1) time (time limit subject to time of sale or lease and shall be removed within sixty(60) days of sale or lease).
- B. For construction on or development of a lot, one (1) sign not more than thirty-two (32) square feet in area, indicating the name of the contractors, engineers, architect, or products being used in the construction of a building, but only during the time that construction or development is actively underway (time limit subject to time of construction and shall be removed sixty (60) days after completion).
- C. For a temporary event of public interest such as a neighborhood garage sale or church fair, temporary signs, combined totaling not over thirty-two square (32) feet in area, located upon the site of the event are allowed. Also permitted are directional signs, each not more than four (4) square feet in area, showing only a directional arrow and the name of the event. Such signs shall not be erected more than thirty (30) days before the event and shall be removed not more than five (5) days after the completion of the event.
- D. For each real estate subdivision that has been approved in accordance with the city subdivision regulations, one temporary development project identification sign is permitted to be located on some portion of the subject subdivision. Each such sign shall be not more than thirty-two (32) square feet in area. One additional similar sign shall be permitted for each access point onto a collector or arterial street, or for each one hundred lots in the subdivision in excess of the original one hundred lots. These signs shall comply with the visibility standards of Chapter 19.51. These signs shall be permitted to remain within the subject subdivision until a time at which building permits have been issued for eighty (80%) percent or more of the lots in the subdivision.
- E. Political signs.
 1. Provisions in the Whitewater Municipal Code regulating the number of signs and the length of time a sign may be in place shall not apply to signs which carry solely a political message. There shall be no restriction regulating the number of signs carrying solely a political message or the length of time such signs are allowed.
 2. Provisions in the Whitewater Municipal Code regulating the size and shape of signs shall not apply to signs thirty-two (32) square feet and under in area, if the sign carries a solely political message and is located on a residential property during an election campaign period. The zoning administrator may require modification or removal of the sign, if necessary, for traffic or pedestrian safety. Also, size and shape regulations shall not apply during an election campaign period to political signs which are affixed to a permanent building and do not extend beyond the perimeter of the building, as long as said sign does not obstruct a window, door, fire escape, ventilation shaft, or other area which is required by an applicable building code to remain unobstructed.

Definitions. In this subsection, the following definitions shall apply:

- a. "Election campaign period" means, in the case of an election for office, the period beginning on the first day for circulation of nomination papers by candidates, or the first day on which candidates would circulate nomination papers where papers would be required, and ending on the day of the election.
- b. "Political message" means a message intended for a political purpose or a message which pertains to an issue of public policy of possible concern to the electorate, but does not include a message intended solely for a commercial purpose.
- c. "Residential property" means property occupied or zoned to be occupied for residential purposes and other property abutting that property for which the owner or renter is responsible for the maintenance or care. If property is utilized for both

residential and nonresidential purposes, "residential property" means only the portion of the property occupied or suitable to be occupied for residential purposes.

XXXI.

19.54.070 Construction and maintenance of signage.

- A. All signage within the jurisdiction of this chapter shall remain in a state of proper maintenance. (See subsection B of this section).
- B. Proper maintenance shall be the absence of sign material or loose materials (including peeling paint, sign message, paper or other material), the lack of excessive rust, the lack of excessive vibration or shaking, the proper illumination of all lighting originally approved and constructed for the sign, and the presence of the original structural integrity of the sign, its frame and other supports, its mounting, and all components thereof.
- C. The repainting, changing of parts, and preventive maintenance of signs which completely conform to the requirements of this chapter, and result in absolutely no change in the appearance of the sign from that originally approved, shall not be deemed alterations requiring a sign permit.
- D. Any signs which may be, or may hereafter become rotted, unsafe, or in a state which is not properly maintained shall be repaired or removed by the licensee or owner of the sign, or owner of the property upon which the sign stands upon notice of the zoning administrator.
- E. All permanent signs shall be constructed and mounted so as to withstand a wind pressure of thirty (30) pounds per square foot.
- F. Signage found to be in violation of the provisions of this chapter shall be subject to the provisions of Chapter 19.75.
- G. Closing businesses must remove their signs within 120 days of closing.

XXXII. 19.54.080 Nonconforming signs.

- A. Nonconforming Signs.
 - 1. Signs existing as of the effective date of the ordinance codified in this chapter (see Chapter 19.60) which do not conform to the provisions of this chapter, shall be nonconforming signs and shall be subject to the provisions of subsection B of this section. Nonconforming signs may be maintained. No nonconforming sign shall be altered or moved to a new location without being brought into compliance with the requirements of this chapter (see subsection B(1) of this section).
 - 2. Business signs on the premises of a nonconforming use or building may be continued per Section 19.54.040(B), but such signs shall not be allowed, nor shall expand in number, area, height or illumination. New signs, not to exceed the maximum allowable aggregate sign area may be erected only upon the complete removal of all other signs existing at the time of adoption of the ordinance codified in this chapter.
 - 3. Nonconforming signs shall be removed when the principal structure located on the premises undergoes a change of use, or shall be removed per subsection B of this section. Closing businesses must remove their signs within sixty days of closing.
 - 4. Signage not in compliance with the provisions of this section shall be subject to the provisions of subsection B of this section.
- B. Removal of Nonconforming Signs.
 - 1. Alteration of Signs.
 - a. For the purpose of this chapter, alteration of a sign is considered to be any change to the exterior appearance of any part of the sign, its frame, its supporting structure, or its lighting including changing the message (except for menu type/letter board signs), symbols, color, material, height, location or any other alterations as determined by the zoning administrator.

- b. Altering a sign does not include maintaining the existing appearance of the sign or replacing the sign face or the supporting structure with identical materials, colors, and messages nor changing the message of a menu type/letter board sign.
 - 2. All signs found not to be in compliance with the provisions of this chapter shall be removed within thirty(30) days of receiving written notice of noncompliance and removal from the zoning administrator.
 - 3. The penalties of Chapter 19.75 shall be applicable to violations of the provisions of this chapter.
- C. Modification Sign Location/Height Requirement.
- 1. Location is required under Sections 19.54.030(B) and 19.54.052-Table C.
 - a. The above may be waived by the zoning administrator and/or the Plan and Architectural Review Commission, in instances where a hardship is created by this chapter for any freestanding sign existing at the time the ordinance codified in this chapter is adopted.
 - 2. The petitioner must demonstrate that compliance with location requirements for the freestanding sign will create a public safety hazard (such as visibility hazard) or result in a sign which is not possible because of building setbacks and/or other obstructions located near the public right-of-way, or is not clearly visible from pedestrian and/or vehicular traffic on nearby public rights-of-way.
 - 3. This modification shall not be applicable to limitations on types of signage, area of signage, color of signage, or other standards except location and height of signage.

Ordinance introduced by Council Member Grady, who moved its adoption. Seconded by Council Member Binnie. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None. ADOPTED: July 19, 2016.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

CONTRACT WITH CENTURY FENCE FOR CRAVATH LAKEFRONT PARK

FENCING. The Capital Improvement Fund includes \$25,000 to fence both sides of the railroad in Cravath Lakefront Park. Currently city staff installs fencing prior to special events that utilize both sides of the railroad tracks within the park. The new fence will be installed similar to where the orange snow fence is currently installed and will not be negatively impacting the space provided to events. Streets Superintendent Nass has obtained permission from the railroad company to install the fence. Proposals from Century Fence (Pewaukee), Roth Fence (Elkhorn) and Lemke Fence (Jefferson) were received. It was agreed that the 94' section of fence on the south side of the Train Depot could be eliminated, saving \$3,310 on the lowest bid. In addition, Amundson proposed that funds earmarked for a gate project at Indian Mounds Parkway / Walworth Ave. could be directed towards this project (delaying work at the Indian Mound Parkway location). It was moved by Binnie and seconded by Goettl to approve an agreement with Century Fence of Pewaukee, Wisconsin, for installation of fence (with the understanding that elimination of the fencing on the south side of the depot occur). The cost shall not exceed \$29,550. AYES: Wellnitz, Grady, Binnie, Goettl, Singer, Allen. NOES: Langnes. ABSENT: None.

AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

SPECIAL EVENTS POLICY. Presented for approval was a special events policy. The intent was to provide consistent and clear procedures for those desiring to hold a special event. Councilmember Allen indicated that the fees assigned to the policy would be difficult for small volunteer organizations to afford. It was agreed that the fees would be waived for volunteer organizations.

TASK ORDER WITH STRAND ASSOCIATES FOR ENGINEERING WORK ON ESTERLY STREET AND UTILITY CONSTRUCTION ON CLAY STREET. It was moved by Binnie and seconded by Goettl to approve a task order with Strand Associates, for a fee not to exceed \$121,000, for engineering services work on the Esterly Street reconstruction and the Clay Street utility construction. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

MEDIA SERVICES POSITION (FORMERLY CABLE COORDINATOR). City Manager Clapper reported that due to the resignation of Cable Coordinator Alan Luckett, the Cable Committee has reviewed the position description, and has agreed it would be beneficial to add social media / communications responsibilities to the position. City Manager Clapper requested input from the Council as to any changes they would like to see to the position. It was agreed that finding additional and more efficient forms of communication to citizens would be beneficial.

CLOSURE OF FIRST STREET FOR CHAMBER OF COMMERCE EVENT. The Chamber of Commerce has requested closure of First Street, between Center and Main Streets, on Saturday, August 6, 2016, from 9:00 a.m. – 4:00 p.m. It was moved by Allen and seconded by Goettl to approve the closures as requested. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

FUTURE AGENDA ITEMS: None requested.

EXECUTIVE SESSION. It was moved by Singer and seconded by ___ to adjourn to Closed Session (Executive Session to be held jointly with Community Development Authority), per Wisconsin Statutes 19.85(1)(e) TO RECONVENE APPROXIMATELY 45 MINUTES FROM TIME OF ENTERING INTO CLOSED SESSION) “Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” Items to be Discussed: A) Discussion of the City offering incentives for a grocery store to locate in City of Whitewater; and B) Discussion of purchasing property located at 1260 W. Main St. (former Sentry Store). AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None. The group adjourned to executive session at ___ p.m.

RECONVENE INTO OPEN SESSION. The Common Council came out of closed session at 9:20 p.m.

Possible action related to the City of Whitewater offering incentives for a grocery store to locate in the City of Whitewater, AND Discussion of purchase of property located at 1260 W. Main Street (former Sentry grocery store). The Common Council requested that the City Manager and the Council President meet with the UWW administration to reach a mutually beneficial agreement regarding the former Sentry building at 1260 W. Main and continue the pursuit of a grocery store to come to Whitewater.

ADJOURNMENT. It was moved by Binnie and seconded by Goettl to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Michele R. Smith, Clerk

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

August 2, 2016

The regular meeting of the Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, was called to order by Council President Singer. MEMBERS PRESENT: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. MEMBERS ABSENT: None.

It was moved by Binnie and seconded by Goettl to acknowledge receipt and filing of the following: Parks and Recreation Board Minutes of May 18, 2016 and June 1, 2016; Lock Box Committee Minutes of 5/12/16 and 6/30/16; and Irvin L. Young Memorial Library Board Minutes of 6/30/16. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

PAYMENT OF CITY INVOICES. It was moved by Binnie and seconded by Goettl to authorize payment of city invoices in the sum of \$ 158,627.10. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

LOCK BOX ORDINANCE Councilmember Binnie introduced the Ordinance, which was reviewed and recommended by the Ad Hoc Lock Box Committee. During the committee meetings, Binnie reported that there was some concern expressed over Police Department employees having access to the businesses, and there was some discussion about whether the ordinance was somewhat broader than what had been originally anticipated by the Council. It was noted that the definition for commercial and industrial buildings was not specific.

Binnie continued by stating that with the proposed ordinance, Police and Fire Departments have access to businesses with lock boxes. Police and Fire Department cannot enter a premises unless there is a legal purpose. Binnie indicated a better audit trail was discussed, and it was recommended that the City proceed with purchasing a Knox Keysecure System. It was noted that currently there are approximately 102 buildings not in compliance. After the Committee-proposed amendments, about 58 buildings would be out of compliance. It was recommended that language be added to include the requirement that businesses that do welding work must have a lock box. Councilmember Singer indicated he would like to obtain a list of businesses affected by the ordinance, and would like information regarding an implementation plan between the City and the Fire Department. Councilmember Goettl expressed concern with the fact that affected businesses were not notified of the council meeting. It was moved by Binnie and seconded by Allen to adopt the proposed Lock Box Ordinance, with the understanding that properties occupied by welders would be included in the group required to have a Lock Box, and that affected businesses would be notified prior to the council meeting where the ordinance would be read. AYES: Wellnitz, Binnie, Allen. NOES: Langnes, Goettl, Singer. ABSTAIN: Grady. Motion failed. It was then moved by Binnie and seconded by Wellnitz to reschedule a first reading at the next possible meeting, with the understanding that notices would be mailed to affected business owners. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

ORDINANCE AMENDING CHAPTER 11, PARKING ORDINANCE. It was moved by Binnie and seconded by Goettl to postpone action on the Parking Ordinance until August 16, 2016. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

**SECOND READING OF ORDINANCE AMENDING ZONING FOR REAL ESTATE ON
WALTON DRIVE – JANICE STRITZEL, OWNER.**

**AMENDING THE CITY OF WHITEWATER ZONING MAP AND ZONING
CLASSIFICATION OF CERTAIN PROPERTY IN THE CITY OF WHITEWATER
(Tax ID# 05-15-32-31-001, 05-15-32-32-002, 05-15-32-31-015, 05-15-32-31-016, 05-15-32-31-
017, and 05-15-32-31-018, for Stritzel Rental (Janice R Stritzel).)**

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

Section 1. Pursuant to Whitewater Municipal Code Chapter 19.69, the below described property is hereby rezoned to R-3 Multi-Family Residence District.

<u>Address</u>	<u>Tax ID #</u>
Not Yet Assigned	05-15-32-31-001
	05-15-32-31-015
	05-15-32-31-016
	05-15-32-31-017
	05-15-32-31-018

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 Binnie, who moved its adoption. Seconded by Councilmember Goettl. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None. ADOPTED: August 2, 2016.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

CLASS A (BEER) LICENSE FOR HOPS & NOTES HOMEBREW, JEFF HELMS. Jeff Helms was present and indicated he would like to sell packaged beer from his Hops & Notes Homebrew business at 135 W. Center Street. It was moved by Allen and seconded by Goettl to approve the Class A Beer License for Hops and Notes Homebrew, Jeff Helms, Agent. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

FINANCE DEPARTMENT QUARTERLY REPORT. Finance Director Saubert provided a quarterly report of Whitewater's finances.

AQUATIC CENTER CARPETING PURCHASE. It was moved by Binnie and seconded by Goettl to approve the purchase of carpeting for the aquatic center from Strand's on the Floor, Whitewater, Wisconsin, at a cost not to exceed \$13,900.75. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

AGREEMENT WITH PER MAR FOR KEYLESS ENTRY SYSTEM. It was moved by Binnie and seconded by Goettl to authorize the purchase of a keyless entry system from Per Mar

of Madison, Wisconsin, for the Municipal building. The cost shall not exceed \$35,241.12. (Maintenance is not being requested. Maintenance costs will be tracked and should a need for maintenance service be required, Parks Director Amundson will advise Council of this fact). AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

DISCOVER WHITEWATER REQUEST FOR STREET CLOSURE. It was moved by Goettl and seconded by Grady to authorize Street closures as requested by Discover Whitewater Series, for their Half Marathon & 5K event scheduled for Sunday, September 18, 2016. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None.

FUTURE AGENDA ITEMS. None requested.

EXECUTIVE SESSION. It was moved by Singer and seconded by Goettl to adjourn to Closed Session NOT TO RECONVENE, per Wisconsin Statutes 19.85(1)(e) “Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” Item to be Discussed: Discussion of the City offering incentives for a grocery store to locate in City of Whitewater. AYES: Wellnitz, Langnes, Grady, Binnie, Goettl, Singer, Allen. NOES: None. ABSENT: None. The regular portion of the meeting adjourned at 7:20 p.m.

Respectfully submitted,

Michele R. Smith, Clerk

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

August 16, 2016

The regular meeting of the Common Council was called to order at 6:30 p.m. by Council President Singer. MEMBERS PRESENT: Wellnitz, Grady, Binnie, Goettl, Singer. MEMBERS ABSENT: Allen, Langnes. LEGAL COUNSEL PRESENT: McDonell.

It was moved by Binnie and seconded by Goettl to acknowledge receipt and filing of the following: Finance Reports for July, 2016 and Report of Manually-Issued Checks for July, 2016. AYES: Wellnitz, Grady, Binnie, Goettl, Singer. NOES: None. ABSENT: Langnes, Allen.

PAYMENT OF INVOICES. It was moved by Binnie and seconded by Goettl to approve payment of city invoices in the total sum of \$204,171.77. AYES: Wellnitz, Grady, Binnie, Goettl, Singer. NOES: None. ABSENT: Allen, Langnes.

SECOND READING OF ORDINANCE AMENDING CHAPTER 19, PARKING LIMITATIONS.

SECOND READING OF ORDINANCE AMENDING CHAPTER 11.16, "PARKING LIMITATIONS."

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

Chapter 11.16 is hereby amended to read as follows:

Chapter 11.16 - PARKING LIMITATIONS

I. 11.16.010 - Parking generally.

When signs are erected giving notice thereof, no person shall park a vehicle for longer than the time periods specified in 11.16.031 (fifteen (15) minute parking); 11.16.065 (thirty (30) minute parking), and 11.16.070 (two (2) hour parking). Unless otherwise stated in the table set forth in Section 11.16.150, these parking time limitations shall only apply on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday from eight(8:00) a.m. until five (5:00) p.m., and shall not apply on Sundays and legal holidays.

(Ord. 1362 § 1(part), 1997). (Ord. No. 1717A, § 1, 2-3-2009)

II. 11.16.020 - No winter time parking between the hours of two (2:00) a.m. and six (6:00) a.m.

a) It is unlawful for the operator or owner of any vehicle to park the vehicle on any street in the city between the hours of two (2) a.m. and six (6) a.m. on any day from November 1st of each year to March 31st of each year, except as hereinafter provided:

1. Parking shall be permitted in the downtown parking area after five (5:00) a.m. of such period; and
2. By special advance arrangement with the Whitewater Police Department.

- b) Any person who violates the provisions of this section shall be subject to the penalties and provisions set forth at Sections 11.56.010(4) and 11.56.010(5) of this title.

(Ord. 1362 § 1(part), 1997).

III. 11.16.030 - No parking on lawns.

Parking is prohibited on any public or private lawn area or area not designated for parking as defined in Chapter 19.51 of this code.

(Ord. 1362 § 1(part), 1997).

IV. 11.16.031 - Fifteen-minute parking.

Parking shall be limited to fifteen (15) minutes, from eight (8:00) a.m. to four (4:00) p.m., on streets so designated on the street index of parking restrictions set forth in Section 11.16.150.

(Ord. 1440 § 1, 1999; Ord. 1398 § 1, 1998).

V. 11.16.040 - Forty-eight hour on-street parking limit.

It is unlawful to park any vehicle for a period longer than forty-eight (48) hours on any street, alley or in any public parking lot not otherwise restricted as to parking time.

(Ord. 1362 § 1(part), 1997).

VI. 11.16.065 - Thirty-minute parking.

Parking shall be limited to thirty (30) minutes on streets so designated in the table in Section 11.16.150 of this chapter. (Added during 6/97 supplement per city manager request).

VII. 11.16.070 - Two-hour parking.

Parking shall be limited to two (2) hours on Main streets so designated in the table in Section 11.16.150 of this chapter.

(Ord. 1362 § 1(part), 1997).

VIII. 11.16.075 - Four-hour parking.

Parking shall be limited to four (4) hours on streets so designated in the table in Section 11.16.150 of this chapter.

IX. 11.16.080 - No parking at all times.

It is unlawful for the operator of any vehicle to park such vehicle at all times on a street to [so] designated in the table in Section 11.16.150 of this chapter.

(Ord. 1362 § 1(part), 1997).

(Ord. No. 1818A, § 1, 5-3-2011)

X. 11.16.090 - No parking from two (2:00) a.m.—five (5:00) a.m.

It is unlawful for the operator of any vehicle to park such vehicle between the hours of two (2:00) a.m. and five (5:00) a.m. on street so designated in the table in Section 11.16.150 of this chapter.

(Ord. 1362 § 1(part), 1997).

XI. 11.16.100 - No parking, except Saturdays, Sundays and holidays.

It is unlawful for the operator or owner of any vehicle to park such vehicle on streets so designated in the table in Section 11.16.150 of this chapter, except on Saturdays, Sundays, and holidays.

(Ord. 1362 § 1(part), 1997).

XII. 11.16.110 - No parking from two (2:00) a.m.—five (5:00) a.m., except Saturdays, Sundays and holidays.

It is unlawful for the operator or owner of any vehicle to park the vehicle on any street between the hours of two (2:00) a.m. and five (5:00) a.m., except Saturdays, Sundays and holidays, on streets so designated in the table in Section 11.16.150 of this chapter.

(Ord. 1362 § 1(part), 1997).

XIII. 11.16.120 - No parking from eight (8:00) a.m.—four (4:00) p.m., except Saturdays, Sundays and holidays.

It is unlawful for the operator or owner of any vehicle to park the vehicle on any street between the hours of eight (8:00) a.m. and four (4:00) p.m., except Saturdays, Sundays and holidays, on streets so designated in the table in Section 11.16.150 of this chapter.

(Ord. 1362 § 1(part), 1997).

XIV. 11.16.125 - Two-hour parking from eight (8:00) a.m.—four (4:00) p.m. on school days.
 Parking shall be allowed for two (2) hour periods from eight (8:00) a.m. to four (4:00) p.m. on days when school is in session on streets so designated on the street index of parking restrictions set forth in Section 11.16.150 of this chapter.
(Ord. 1592A § 1, 2005; Ord. 1588A § 1, 2005).

XV. 11.16.130 - No parking, except for motorcycles.
 It is unlawful for the operator or owner of any vehicle, except motorcycles, to park such vehicles on streets so designated in the table in Section 11.16.150 of this chapter.
(Ord. 1362 § 1(part), 1997).

XVI. 11.16.135 - No parking—Loading zone.
 It is unlawful for the operator or owner of any vehicle, except delivery vehicles loading or unloading packages or supplies, to park such vehicles on streets so designated in the table in Section 11.16.150 of this chapter.
(Ord. 1480 § 1, 2001).

XVII. 11.16.136 - No parking adjacent to mid-block handicap sidewalk ramps.
 It is unlawful for the operator or owner of a vehicle to park a vehicle on any street in the city, within twenty feet of either side of a mid-block handicap sidewalk ramp.
(Ord. 1534A § 1, 2003).

XVIII. 11.16.140 - Limitation on truck parking.
 All trucks, trailers or commercial equipment in excess of sixteen (16) feet in length are prohibited from parking on streets so designated in the table in Section 11.16.150 of this chapter.
(Ord. 1362 § 1(part), 1997).

XIX. 11.16.145 - Permit parking areas.
 An operator or owner of a vehicle may park on street areas designated as a permit parking area from 7:00 a.m. to 7:00 p.m., regardless of any other parking time limitation in the permit area.
(Ord. 1650A § 1, 2007).

XX. 11.16.146-Night Owl & Early Bird permit parking
 A maximum of 4 permit hanging tags will be granted to an owner/operator of a downtown business that has employees requiring parking between the hours of 2:00 a.m to 5:00 a.m. A permits will grant parking in City owned lots located in the downtown area between the hours of 9:00 p.m. to 7:00 a.m. Night parking will not be allowed during snow removal when all vehicles MUST be removed from the non-permitted areas for plowing. During snow removal vehicles may be located from 9:00 p.m. to 7:00 a.m. in City Lot C.

XXI. 11.16.150 - Street index of parking restrictions.
 These restrictions are set forth in conjunction with the previous sections of this chapter. This list (Table 11.16.150 set out at the end of this chapter) contains an alphabetical part of the ordinance codified in this section. Street parking location shall follow guidelines under design standards 18.04.060 and visibility regulations 19.51.010. There shall be no parking on designated bike lanes. No stopping, standing or parking shall follow chapter 11.22 of this ordinance.

Street Index of Parking Restrictions 11.16.150

E	Amber Dr	North side	11.16.080	No parking
W	Blackhawk Dr	North side; eastern terminus west 150 feet	11.16.080	No parking

W	Blackhawk Dr	North side; from 25 feet west of rear driveway of 1139 W Main, east to 75 feet east of same rear driveway	11.16.080	No parking
W	Blackhawk Dr	North side; from 25 feet west of rear driveway of 1173 W Main (McCullough's), east to 25 feet east of same rear driveway	11.16.080	No parking
W	Blackhawk Dr	North side of circle at east terminus	11.16.080	No parking
W	Blackhawk Dr	South side; from Elizabeth, east to 25 feet from eastern terminus	11.16.080	No parking
W	Blackhawk Dr	South side; 25 feet south and 25 feet west of eastern terminus	11.16.031	Fifteen minute parking
W	Bloomington Dr	Both sides, commencing at the intersection of Tratt and Bloomington, thence east	11.16.090	No parking 2:00 am to 5:00 am
E	Bluff Rd	North side; from E. Main Street to Howard Road	11.16.080	No parking from 2:00 a.m. to 5:00 a.m.
E	Bluff Rd	North side; from Elkhorn Road to East Main Street	11.16.080	No parking
E	Bluff Rd	South side; from Elkhorn Road to Howard Road	11.16.080	No parking

S	Boone Ct	West side; from W Center, north to the northern terminus	11.16.080	No parking
S	Boone Ct	East side; from W Center, north to the northern terminus	11.16.090	No parking 2:00 am to 5:00 am
S	Boone Ct	East side from Center, north to northern terminus	11.16.120	No parking from 8:00 am to 4:00 pm, except Saturday, Sunday and holidays
S	Boone Ct	West side; from W Center, south to W High	11.16.080	No parking
S	Boone Ct	East side; from W Center, south to W High	11.16.090	No parking 2:00 am to 5:00 am
W	Caine St	North side of street from its intersection with South Franklin Street to its intersection with Gault Street	11.16.080	No Parking
W	Caine St	South side of street from its intersection with South Franklin Street to its intersection with Gault Street	11.16.090	No Parking 2:00 a.m. to 5:00 a.m.
W	Carriage Dr	Both sides; from N Tratt, west to the western terminus	11.16.090	No parking 2:00 am to 5:00 am

W	Center St	Both sides; from W Whitewater, west to S Fourth	11.16.140	No parking of trucks in excess of 16 feet in length
W	Center St	North side; from South Church Street west to South Franklin Street	11.16.080	No parking
W	Center St	North side; from South Fourth Street west to South Franklin Street	11.16.080	No parking
W	Center St	North side; from S Church, west to S Franklin	11.16.080	No parking
W	Center St	North side; from Boone Ct, west to S Prairie St	11.16.100 11.16.090	No Parking except Saturdays, Sundays, and Holidays; and No parking 2:00 am to 5:00 am
W	Center St	South side; one disabled stall in front of 219 Center	11.16.080	No parking
W	Center St	North side; from S Prairie St west to Summit Street	11.16.080	No Parking
W	Center St	North side; from N Franklin St west to Boone Ct	11.16.080	No Parking
W	Center St	South side; six stalls in front of 213 Center (Post Office)	11.16.031	Fifteen-minute parking

W	Center St	South side; from a point 115 feet east of curblin of Church Street for 120 feet to the east	11.16.075	Two-hour parking
W	Center St	South side; from a point 25 feet east of curblin of Church Street		Disabled parking
W	Center St	South side; 25 feet from the east curblin of South Fourth Street for a distance of 130 feet to the east	11.16.075	Two-hour parking
W	Center St	South side; 25 feet from the west curblin of South Fremont Street for a distance of 75 feet to the west	11.16.070	Two-hour parking
W	Center St	South Side; 25 feet from the west curblin of South Fourth Street	11.16.080	No Parking
W	Center St.	South side; from Church Street west to South Summit Street;	11.16.080	No parking
S	Church St	East side; from W Whitewater St, north to W Center	11.16.080	No parking
S	Church St	Both sides; from W Main, south to W Center	11.16.090	No parking 2:00 am to 5:00 am

S	Clark St	West side; from curblin of W Walworth to curblin of W Caine Street	11.16.080	No parking
E	Clay St	North side; from S Green, east to S Dann	11.16.080	No parking
	Coburn Ln	Both sides; from S Wisconsin, east to the entrance of Trippe Lake Park parking lot	11.16.080	No parking
E	Commercial Ave	Entire Street	11.16.080	No parking
W	Conger St	South side; from west curblin of Summit St. West for a distance of 256 feet	11.16.090	No Parking from 2:00 a.m. to 5:00 a.m.
W	Conger St	South side; from the east curblin of Whiton, East, for a distance of 160 feet	11.16.080	No Parking
W	Conger St	South side; from S Whiton west to S Prince	11.16.090	No parking from 2:00 am to 5:00 am
W	Conger St	North side; from S Summit, west to S Prince	11.16.090	No parking 2:00 am to 5:00 am
W	Conger St	South side; from S Prince St west to S Whiton St	11.16.120	No parking from 8:00 am to 4:00 pm, except Saturday, Sunday and holidays
S	Cottage St	East side; from the south curblin of W Main, south to a point 35 feet south	11.16.080	No parking

S	Cottage St	East side; from north curbline of the side yard driveway at 727 W Center, north to a point 35 feet north	11.16.080	No parking
S	Cottage St	West side; from W Main, south to W Peck	11.16.080	No parking
S	Cottage St	East side; from a point 200 feet north of the north curbline of W Center, south to W High	11.16.120	No parking between 8:00 am to 4:00 pm except Saturday, Sunday and holidays
S	Cottage St	East side; from W Main, south to W Peck	11.16.090	No parking 2:00 am to 5:00 am
W	Court St	Both sides, entire street	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days
N	Danville St	West side, from North Street, north to its intersection with Cravath Street	11.16.080	No parking
S	Darcy Ln	East side	11.16.080	No parking
S	Elizabeth St	West side; from a point 115 feet north of the north curbline of W Melrose, south to a point 553 feet south of the north curbline of W Melrose	11.22.010	No stopping, standing or parking

S	Elizabeth St	East side; along entire frontage of 401 S Elizabeth (Middle School)	11.16.080	No parking
S	Elizabeth St	Both sides; from the south curblineline of W Main, south to a point 297 feet south	11.16.080	No parking
S	Elizabeth St	West side; from Kay Street south to W Walworth	11.16.080	No parking
S	Elizabeth St	West side; south of Walworth Avenue	11.16.080	No parking
S	Elizabeth St	Both sides, commencing at intersection with W Highland, thence south to southern terminus	11.16.125	Two-hour parking from 8:00 am to 4:00 pm except Saturdays, Sundays, and holidays.
	Elkhorn Rd (Old Hwy 12)	On roundabout	11.16.080	No parking
	Elkhorn Rd (Old Hwy 12)	West side; from a point 138 feet north of the north curblineline of E Clay, northerly and thence westerly along the curve onto E Milwaukee to a point 219 feet	11.16.080	No parking
E	Endeavor Dr	Both sides; from Prospect Drive to the east terminus	11.16.080	No parking
	Enterprise Blvd	Both sides; from N Newcomb to Prospect Drive	11.16.080	No parking

N	Esterly Ave	East side; from the crosswalk at W Main, north to a point 60 feet north	11.16.080	No parking
N	Esterly Ave	East side; from the crosswalk at W Starin, south to a point 60 feet south	11.16.080	No parking
N	Esterly Ave	West side; from W Main, north to W Starin	11.16.080	No parking
N	Esterly Ave	East side; from a point 60 feet north of the W Main crosswalk, north to a point 60 feet south of the W Starin crosswalk	11.16.120	No parking between 8:00 am to 4:00 pm except Saturday, Sunday and holidays
E	Executive Dr	Both sides; from N Newcomb, east to Universal	11.16.080	No parking
N	First (1 st) St	Both sides; from W North, south to Main Street (Old Hwy 12)	11.16.090	No parking from 2:00 am to 5:00 am
			11.16.075	Two-hour parking
			11.16.140	No parking of trucks in excess of 16 feet in length

N	First (1 st) St	West side; from the north curbline of Main Street north for one hundred twenty feet	11.16.145	Permit parking area
N	First (1 st)St	East side; in front of the building at 117 N First	11.16.080	No parking
S	First (1 st) St	Both sides; from Main Street (Old Hwy 12), to W Center	11.16.090	No parking from 2:00 am to 5:00 am
			11.16.075	Two-hour parking
			11.16.140	No parking of trucks in excess of 16 feet in length
W	Florence St	North side; from N Prince, west to N Tratt	11.16.080	No parking
W	Florence St	North side; from the west curbline of N Hyer, east to a point 90 feet east	11.16.080	No parking
W	Florence St	South side; from N Prince west to N Tratt	11.16.090	No parking 2:00 am to 5:00 am
W	Florence St	Both sides; from N Tratt, west to the western terminus	11.16.090	No parking 2:00 am to 5:00 am

N	Fonda St	East side of entire street	11.16.080	No parking
W	Forest Ave	Both sides; from S Fremont, west to a point 160 feet west	11.16.080	No parking
W	Forest Ave	North side; from S Fourth, west to S Church	11.16.080	No parking
S	Fourth (4 th) St	West side; first 2 stalls South of W Main Street		Handicapped parking Sundays only
S	Fourth (4 th) St	Both sides; from W Main, south to W Whitewater St	11.16.090	No parking 2:00 am to 5:00 am
S	Fourth (4 th) St	East side; from its intersection with West Whitewater Street, The first 11 parking stalls	11.16.145	Permit parking area
S	Fourth (4 th) St	East side; from its intersection with West Forest Ave parking stalls, not including the Permit Parking area	11.16.090	No parking 2:00 am to 5:00 am
S	Fourth (4 th) Street	East side; from its intersection with West Center Street south to its intersection with Forest Street	11.16.080	No parking

S	Fourth (4 th) St	West side; from its intersection with Forest Street south to its intersection with West Whitewater Street	11.16.080	No parking
	Foxglove Ln	East side; from curblineline of Blooming Field Drive to curblineline of Tratt Street	11.16.090	No parking 2:00 am to 5:00 am
	Foxglove Ln	West side; from curblineline of Blooming Field Drive to curblineline of Tratt Street	11.16.080	No parking
N	Franklin St	East side; from the north curblineline of W Main Street, north to a point 102 feet north	11.16.080	No parking
N	Franklin St	West side; from W Main, north to W Starin	11.16.080	No parking
S	Franklin St	Both sides; from W Main, south to S Janesville	11.16.080	No parking
N	Fraternity Ln	West side from W Florence St to Main street	11.16.080	No parking
N	Fraternity Ln	Both sides: from W Florence St to W Main St.	11.16.090	No parking 2:00 am to 5:00 am
	Fremont St	Both sides; from W Ann, north to the city limits	11.16.090	No parking 2:00 am to 5:00 am

N	Fremont St	Both sides; from W Main, north to the city limits	11.16.080	No parking
S	Fremont St	West side; from W Forest, north to W Center	11.16.080	No parking
S	Fremont St	East side; from W Whitewater, north to W Main	11.16.080	No parking
S	Fremont St	West side; from the point commencing 35 feet south of the south curblane of W Forest, to a point 135 feet south		15 minute parking Monday through Friday 8 AM to 5 PM
S	Fremont St	West side; from W Main to Center Street	11.16.075	Two-hour parking
S	Fremont St	Both sides; from the south curblane of Whitewater Street south to its intersection with James Street	11.16.075	Two-hour parking
S	Fremont St	West side; from the south curblane of Whitewater Street South to its intersection with James Street	11.16.145	Permit parking area
S	Gault St	Both sides; from its intersection with Harper Street to its intersection with Caine Street	11.16.080	No parking
N	George St	East side; from the north curblane of W North St to the northern terminus	11.16.080	No parking

N	George St	West side; from the north curblineline of W North St to a point 360 feet north	11.16.080	No parking
N	George St	Along the arced curblineline of the cul-de-sac	11.16.080	No parking
N	Harmony Ln	Parking area on north side of Harmony Drive and north side from Tratt Street west curblineline, begin at a point 317 feet east and continuing to parking area on south side of Harmony Drive	11.16.080	No parking
	High St	Both sides; from S Janesville, west to S Summit	11.16.090	No parking 2:00 am to 5:00 am
W	Highland St	Both sides; from S Summit, west to S Prince	11.16.090	No parking 2:00 am to 5:00 am
W	Hillview Dr	Both sides; from N Walton, east to the eastern terminus	11.16.080	No parking
N	Hyer Ln	West side; from the south curblineline of W Florence, south to a point 70 feet south	11.16.080	No parking
N	Hyer Ln	Both sides; from W Salisbury, north to W Florence	11.16.090	No parking 2:00 am to 5:00 am

	Indian Mound Pkwy	West side; from the north curbline of W Walworth, north to a point 262 feet north	11.16.080	No parking
	Indian Mound Pkwy	East side; from the north curbline of W Walworth, north to a point 253 feet north	11.16.080	No parking
	Indian Mound Pkwy	East side; from the south curbline of W Main, south to a point 373 feet south	11.16.080	No parking
	Indian Mound Pkwy	West side; from the south curbline of W Main, south to a point 329 feet south	11.16.080	No parking
	Industrial Dr	Both sides; from E Commercial, north to Universal	11.16.080	No parking
	Innovation Dr.	Both sides, from Technology Drive to east terminus	11.16.080	No parking
S	Janesville St	Both sides; from S Franklin, south to W Walworth	11.16.080	No parking
S	Janesville St	East side; from the south curbline of W Walworth Street, south to a point 216 feet south	11.16.080	No parking
S	Janesville St	West side; from the south curbline of W Walworth, south to a point 173 feet south	11.16.080	No parking

N	Jefferson St	East side; from the south curbline of E North, south to a point 35 feet south	11.16.080	No parking
N	Jefferson St	East side; from the north curbline of E Main, north to a point 135 feet north	11.16.080	No parking
N	Jefferson St	both sides; from E. Main Street, north to Cravath Street	11.16.090	No parking 2:00 a.m. to 5:00 a.m.
W	Kay St	Both sides, entire street	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days
	Kylee Way	East side	11.16.080	No parking
E	Lake View Dr	North and east side	11.16.080	No parking
W	Lauderdale Dr	North side; from N Prairie, west to the western terminus and southerly to include both sides of extension to Calvary Cemetery	11.16.080	No parking
W	Lauderdale Dr	South side; from N Prairie, west to the western terminus	11.16.090	No parking 2:00 am to 5:00 am
W	Lauderdale Dr	South side; from N Prairie Street, thence west 212 feet	11.16.080	No parking
W	Laurel St	Both sides, entire street	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days

N	Lindsey Ct	East side; from the south curbline of W Florence, south to a point 403 feet south	11.16.080	No parking
N	Lindsey Ct	Along the arced curbline of the cul-de-sac at the southern terminus	11.16.080	No parking
N	Lindsey Ct	West side; from W Florence, south to cul-de-sac	11.16.090	No parking 2:00 am to 5:00 am
E	Main St	North side; from N Harris St. to Fonda St	11.16.120	No parking between 8:00 am to 4:00 pm except Saturday, Sunday and holidays
E	Main St	South side; from W Whitewater St to S Newcomb St.	11.16.080	No parking
W	Main St	North side; from a point 70 feet west of the west edge of the Whitewater Creek bridge, west to a point 268 feet west	11.16.080	No parking
W	Main St	South side; from the curbline of S Fremont east to a point 94 feet east; east to S Second	11.16.070	Two hour parking
W	Main St	North side; from Second west to N Fremont	11.16.080	No parking

W	Main St	Both sides; from Fremont, west the city limits	11.16.080	No parking
W	Main St	Both sides; from the Whitewater Creek bridge, west to Fourth	11.16.140	No parking of trucks in excess of 16 feet in length
W	Main St	North side; commencing at a point 120 feet east of Whiton Street, continuing easterly to a point 330 feet east of Whiton Street	11.16.031	Fifteen-minute parking
W	Main St	Both sides; from Fremont to Whitewater,	11.16.070	Two-hour parking
W	Main St	Both sides; from Fremont, to W Whitewater St	11.16.090	No parking 2:00 am to 5:00 am
E	Main St	Both sides; from Fonda St, to W Whitewater	11.16.080	No parking
W	Melrose St	Both sides, entire street	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days
E	Milwaukee St	South side; from the east curbline of S Newcomb, east to a point 175 feet east	11.16.080	No parking

E	Milwaukee St	North side; from the east edge of the west driveway at 960 E Milwaukee, east to a point 180 feet east	11.16.080	No parking
E	Milwaukee St	North side; from the south curbline of E Main Street, (south) east to a point 292 feet (south) east	11.16.080	No parking
E	Milwaukee St	North side; from the west curbline of Newcomb Street west to a point 250 feet	11.16.080	No parking
E	Milwaukee St	Both sides; from Wisconsin Street to 150 feet East of East curb line of Dann Street	11.16.080	No Parking
S	Moraine View Pkwy	Both sides, from Bluff Rd south to terminus	11.16.080	No parking
N	Newcomb St	Both sides; from E Milwaukee, north to the city limits	11.16.080	No parking
E	North St	Both sides; from N. Jefferson Street, east to Cherry Street	11.16.090	No parking 2:00 a.m. to 5:00 a.m.
E	North St	North side; from N Fonda, west to N Wakely	11.16.080	No parking

W	North St	North side; from W Main, to 70 feet east to N First	11.16.080	No parking
W	North St	Both sides; from George Street to Jefferson Street	11.16.090	No parking from 2:00 a.m.—5:00 a.m.
W	North St	North side; starting 200 feet west of Jefferson Street for a distance of 330 feet west.	11.16.070	Two-hour parking
W	North St	South side; starting 140 feet east of First Street; thence east to Jefferson Street	11.22.010	No stopping, standing or parking
W	North St	South side; from W Main, east to George Street	11.16.080	No parking
N	Park St	East side; from W North, north to W Starin	11.16.080	No parking
N	Park St	West side; from north curbline of W. North Street, north to a point 100 feet north	11.16.080	No parking
E	Parkside Dr	North side	11.16.080	No parking
W	Peck St	North side; from S Summit, to S Whiton	11.16.080	No parking
W	Peck St	Both sides; from S Janesville, to S Prairie	11.16.080	No parking

W	Peck St	North side; between S Prairie Street and Summit Street	11.16.080	No parking
S	Pleasant St	Both sides, from Walworth Avenue to Melrose Street	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days
N	Prairie St	Both sides; from the north curblin e of Starin Road to Lauderdale Drive	11.16.080	No parking
N	Prairie St	Both sides; from W Starin, to Main St (Old Hwy 12)	11.16.090	No parking 2:00 am to 5:00 am
N	Prairie St	West side; from the north curblin e of W Main, north to a point 200 feet north	11.16.080	No parking
N	Prairie St	West side; first legal parking stall north and south of south driveway to UWW Parking Lot 12	11.16.130	No parking except for motorcycles
N	Prairie St	West side; 60 feet north and south of the centerline of the south driveway to UWW Parking Lot 12	11.16.080	No parking
N	Prairie St	West side; first legal parking stall north and south of north driveway to UWW Parking Lot 12	11.16.130	No parking except for motorcycles

N	Prairie St	West side; 54 feet north and south of centerline of north driveway to UWW Parking Lot 12	11.16.080	No parking
N	Prairie St	West side; 28 feet north and south of centerline of the driveway at 164 N Prairie	11.16.080	No parking
N	Prairie St	West side; first legal parking stall south of driveway to UWW Parking Lot 13 and the stall between the lot drives	11.16.130	No parking except for motorcycles
N	Prairie St	West side; 27 feet north and 27 feet south of two drives to UWW Parking Lot 13	11.16.080	No parking
N	Prairie St	West side; 68 feet north and 61 feet south of centerline of driveway to UWW Parking Lot 14	11.16.080	No parking
N	Prairie St	West side; first legal parking stall north and south of driveway to UWW Parking Lot 14	11.16.130	No parking except for motorcycles

N	Prairie St	East side; from W Main, north to W Starin	11.16.080	No parking
S	Prairie St	Both sides; from the south curbline of W Main, south to a point 91 feet south	11.16.080	No parking
S	Prairie St	East side; from a point 91 feet south of the south curbline of W Main, south to W Center	11.16.100	No parking except Saturday, Sunday and holidays
S	Prairie St	West side; from W Center, south to W High	11.16.120	No parking between 8:00 am to 4:00 pm, except Saturday, Sunday and holidays
S	Prairie St	Both sides; from Main St (Old Hwy 12), to W Peck	11.16.090	No parking 2:00 am to 5:00 am
N	Prince St	Both sides; from W Starin, to Main St (Old Hwy 12)	11.16.090	No parking 2:00 am to 5:00 am
N	Prince St	Both sides from Main St to Starin Rd, 4 hour metered parking in designated stalls.	19.51.010	No parking in accordance to intersection visibility requirement

		No parking within a certain distance of curb stop in accordance to intersection visibility requirements		
		Motorcycle Parking: Both sides from Main St to Starin Rd, in designated stalls.	11.16.130	Motorcycle Parking
S	Prince St	Both sides; from Main St (Old Hwy 12), to W Peck	11.16.090	No parking 2:00 am to 5:00 am
S	Prince St	West side; from the south curbline of W. Main, south 150 feet	11.16.080	No Parking
S	Prince St	East side; from W Main, south to W Conger	11.16.080	No parking
S	Prince St	East side; from the north curbline of W Peck, north to a point 250 feet north	11.22.015	No stopping, standing or parking from 7:30 am to 4:30 pm except Saturday, Sunday and holidays
S	Prince St	West side; from S curbline of Highland Street thence south 285 feet	11.16.031	Fifteen minute parking
S	Prince St	West side; from the north curbline of W Peck extended, north to a point 70 feet north	11.22.010	No stopping, standing or parking

N	Prospect Dr	Both sides; from Universal Blvd, north to northern terminus	11.16.080	No parking
S	Putnam St	West side; from a point 128 feet south from the south curbline of W Walworth, south(west) to a point 196 feet south(west)	11.16.080	No parking
S	Rice St	East side; from E Milwaukee, south to E Clay	11.16.080	No parking
W	Salisbury Ln	Both sides; from N Hyer, west to the western terminus	11.16.090	No parking 2:00 am to 5:00 am
W	Salisbury Ln	Both sides; from the western terminus, east to a point 25 east	11.16.080	No parking
S	Second (2 nd) St	Both sides; from Main St (Old Hwy 12), to W Whitewater St	11.16.090	No parking from 2:00 am to 5:00 pm
			11.16.070	Four-hour parking
			11.16.140	No parking of trucks in excess of 16 feet in length
S	Second (2 nd) St	West side; from the north curbline of W Center, north to a point 15 feet south of the south driveway of 207 West Main	11.16.080	No parking

S	Scott St	West side; from W Whitewater, south to W Walworth	11.16.080	No parking
S	Scott St	East side; from the south curbline of W Whitewater, south to a point 158 feet south	11.16.080	No parking
S	Second (2 nd) St	West side; from the south curbline of Whitewater Street north for one hundred twenty feet	11.16.145	Permit parking area
N	Second (2 nd) St	Both sides; from Main St (Old Hwy 12) to W North St	11.16.090	No parking from 2:00 am to 5:00 pm
			11.16.075	Four-hour parking
			11.16.140	No parking of trucks in excess of 16 feet in length
N	Second(2 nd) St	West side; from the north curbline of Main Street north for one hundred feet	11.16.145	Permit parking area
W	Shaw Ct	Along the arc of the cul-de-sac at the eastern terminus	11.16.080	No parking
W	Shaw Ct	South side; from N Walton, east to cul-de-sac at the eastern terminus	11.16.080	No parking

W	South St	Both sides, commencing at curbline of Elizabeth, thence east 600 feet	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days
W	South St	North side; from the west curbline of S Janesville, west to a point 79 feet west	11.16.080	No parking
E	Starin Rd	Both sides; from Fremont Street to Newcomb Street	11.16.080	No parking
W	Starin Rd	North side; commencing at a point 330 feet east of Warhawk Drive, east to west curbline of Fremont Street	11.16.080	No parking
W	Starin Rd	North side; commencing at a point 280 feet east of Warhawk Drive; thence easterly to a point 330 feet east of Warhawk Drive	11.16.135	No parking-loading zone
W	Starin Rd	South side; commencing at a point 430 feet east of Warhawk Drive; thence continuing east to a point 490 feet east of Warhawk Drive.	11.16.135	No parking-loading zone

W	Starin Rd	North side; commencing at east curbline of Tratt Street, east to a point 280 feet east of Warhawk Drive	11.16.080	No parking
W	Starin Rd	South side; commencing at east curbline of Tratt Street, east to a point 430 feet east of Warhawk Drive	11.16.080	No parking
W	Starin Rd	South side; commencing at a point 490 feet east of Warhawk Drive, east to west curbline of Fremont Street	11.16.080	No parking
S	Summit St	Both sides; from W Highland St, south to W Peck	11.16.090	No parking 2:00 am to 5:00 am
S	Summit St	East side; W High, north to W Highland St	11.16.120	No parking between 8:00 am to 4:00 pm except Saturday, Sunday and holidays
S	Summit St	Both sides; from the south curbline of W Highland, north to W Conger	11.16.080	No parking
E	Sunset Dr	North side, commencing at its intersection with Darcy Lane, thence West 160'+/-	11.16.080	No parking
	Tanner Way	East side, excepting painted parking spaces located on "bump out"	11.16.080	No parking

	Technology Dr	Both sides; from Universal Boulevard to Innovation Drive	11.16.080	No parking
N	Tratt St	Both sides; from W Main, north to the city limits	11.16.090	No parking 2:00 am to 5:00 am
N	Tratt St	East side; from W Florence, north to W Starin	11.16.100	No parking except on Saturdays, Sundays and holidays
N	Tratt St	East side; north of the north curbline of W Starin, north to a point 90 feet north	11.16.080	No parking
N	Tratt St	East side; from the south curbline of S Harmony Lane, south to a point 100 feet south	11.16.080	No parking
N	Tratt St	East side; from the north curbline of S Harmony Lane, north to a point 100 feet north	11.16.080	No parking
N	Tratt St	East side; from the north curbline of Harmony Dr, north to a point 60 feet north	11.16.080	No parking
N	Tratt St	East side; from the north curbline of Schwager Drive, north to Walton Drive	11.16.080	No parking
N	Tratt St	Both sides, between Main and Florence Streets	11.16.080	No parking

N	Tratt St	East side; from south curbline of W Starin, south to a point 50 feet south	11.16.080	No parking
N	Tratt St	West side; from the north curbline of Main Street to driveway of 304 N. Tratt	11.16.080	No Parking
N	Tratt St	East side; from the south curbline of North Harmony Lane, south to a point 60 feet south	11.16.080	No parking
N	Tratt St	East side; from the south curbline of Harmony Drive, south to a point 100 feet south	11.16.080	No parking
N	Tratt St	West side; from the driveway between 304 and 320 N Tratt, north to a point 60 feet north	11.16.080	No parking
N	Tratt St	West side; 60 feet north and south of driveway at 370 N Tratt	11.16.080	No parking
N	Tratt St	East side; from the south curbline of Schwager Drive, south to N Harmony Lane	11.16.080	No parking
N	Twelfth (12 th) Pl	East side; from the north curbline of W Main, north to a point 35 feet north	11.16.080	No parking

N	Twelfth (12 th) Pl	Both sides; from W Main, north to W Salisbury	11.16.090	No parking 2:00 am to 5:00 am
N	Universal Blvd	Both sides; from Executive, south and thence east west to eastern terminus	11.16.080	No parking
	Walton Dr	East side; from the north curbline of W Hillcrest, north to point 58 feet north	11.16.080	No parking
	Walton Dr	Along the arc of the cul-de-sac at the northern terminus	11.16.080	No parking
	Walton Dr	Both sides, commencing at the east curbline of Tratt Street, northeast to a point 134 feet northeast	11.16.080	No parking
	WaltonDr	West side; from W Hillcrest, north to terminus	11.16.080	No parking
W	Walworth Ave	South side; from the east curbline of S Elizabeth, east to a point 400 feet east	11.16.080	No parking
W	Walworth Ave	South side; from the west curbline of S Elizabeth, west to a point 1140 feet west	11.16.080	No parking
W	Walworth Ave	Both sides, from Woodland Drive to Douglas Court	11.16.080	No parking

W	Walworth Ave	Both sides; from the west curblines of S Franklin, west to a point 50 feet west	11.16.080	No parking
W	Walworth Ave	South side; from west edge of the railroad right-of-way west to a point 240 feet west	11.16.080	No parking
W	Walworth Ave	Both sides; from intersection of S Janesville and W Walworth west 165 feet	11.16.080	No parking
S	Waters Edge Dr	North and east side	11.16.080	No parking
W	Whitewater St	Both sides; from W Main, west to S Fourth	11.16.140	No parking of trucks exceeding 16 feet in length
W	Whitewater St	Both sides; from W Main, west to S Fourth	11.16.090	No parking from 2:00 am to 5:00 am
W	Whitewater St	North side; at entrance of alley/driveway of Municipal Parking Lot C west to a point 100 feet	11.16.080	No parking
W	Whitewater St	North side; from the east curblines of S Fremont, east to a point 75 feet east	11.16.080	No parking
W	Whitewater St	North side; from the east curblines of S Janesville, east to a point 95 feet east	11.16.080	No parking

W	Whitewater St	South side; from S Fremont, west to S Janesville	11.16.080	No parking
W	Whitewater St	South side; from a point 32 feet east of the east curblines of S Fremont, east to S Kidd	11.16.070	Two-hour parking
W	Whitewater St	South side; commencing at intersection of W Whitewater and W Main, thence westerly along the south side of W Whitewater 150 feet	11.16.080	No parking
W	Whitewater St	South side of from a point 132 feet east from the curb line of Second Street for a distance of 20 feet to the east	11.16.031	Fifteen minute parking limitation
S	Whiton St	West side; from W Main, south to W Conger	11.16.080	No parking
S	Whiton St	Both sides; from W Main, south to W Peck	11.16.090	No parking 2:00 am to 5:00 am
S	Whiton St	East side; from a point 100 ft south of the south curblines of w Main st, south to a point 87 ft south	11.16.070	Two-hour parking
S	Whiton St	East side; from W Conger, north to the alley located 159 feet south of W Main	11.16.080	No parking

S	Whiton St	East side; from W Conger, south to W Peck	11.16.080	No parking
S	Wisconsin St	East side; from the south curblines of E Milwaukee, along bike path.	11.16.080	No parking
S	Wisconsin St	West side; from Milwaukee st. a distance of 212 feet south	11.16.080	No parking
S	Wisconsin St	East side; commencing of 170 feet south of the Lakeview Drive curblines, north to the south curblines of Clay Street	11.16.080	No parking
S	Wisconsin St	East side; commencing at the south city limits to 170 feet south of the south curblines of Lakeview Drive	11.16.120	No parking from 8:00 am to 4:00 pm, except Saturday, Sunday and holidays
S	Wisconsin St	East side; commencing at the south city limits to 170 feet south of the south curblines of Lakeview Drive	11.16.090	No parking 2:00 am to 5:00 am
S	Wisconsin St	West side; commencing at the south city limits northerly to Clay Street	11.16.080	No parking
S	Woodland Dr	Both sides, commencing at curblines with Walworth Avenue, thence to a point North 1,000 feet	11.16.125	Two-hour parking from 8:00 am to 4:00 pm on school days

	Yoder Ln	Both sides; from the western terminus, east to a point 25 feet east	11.16.080	No parking
	Yoder Ln	Both sides; from N Hyer, west to the western terminus	11.16.090	No parking 2:00 am to 5:00 am

Ordinance introduced by Councilmember Grady, who moved its adoption. Seconded by Councilmember Wellnitz. AYES: Wellnitz, Grady, Binnie, Goettl, Singer. NOES: None. ABSENT: Allen, Langnes. ADOPTED: August 16, 2016.

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

BEVERAGE OPERATOR’S LICENSE FOR HANNAH LECLAIR. Alcohol Licensing Committee met to review the appeal filed by Hannah LeClair relating to the denial of her beverage operator’s license. The Alcohol Licensing Committee voted to recommend that Council uphold the denial of LeClair’s license. It was moved by Goettl and seconded by Binnie to uphold the denial of the Beverage Operator’s License for Hannah LeClair. AYES: Wellnitz, Grady, Binnie, Goettl, Singer. NOES: None. ABSENT: Langnes, Allen.

NEIGHBORHOOD PRESERVATION. In response to a councilmember request to discuss the subject of housing / neighborhood development, City Manager Clapper indicated that he agreed that preservation of existing neighborhoods and development of new homes and new neighborhoods in the City is indeed an issue. Clapper also indicated that an effective solution will not be found unless the community as a whole can develop solutions that are mutually beneficial and equitable to all concerned. Clapper requested input from the Council as to their thoughts and recommendations. Councilmember Grady suggested that developers be sought out for input as to what it would take for them to develop in Whitewater. Councilmember Grady suggested looking into loans for home repairs. Grady believes improving the stock of housing in the community would help. Councilmember Singer stated that it comes down to where the market is. Singer suggested reviewing the housing inventory we currently have and determine exactly what the demand is. Councilmember Goettl indicated that viewing the bigger picture is important. She noted that our community does not even have a grocery store (besides Wal-Mart), and that jobs are not plentiful in Whitewater. Goettl feels that creating new jobs may be the bigger issue. Councilmember Singer noted that housing prices in area communities run approximately \$10,000-15,000 less for the same type of house. Community Development Authority (“CDA”) Chairperson Jeff Knight informed the Council that the CDA has just retained Russell Kashian to update the five-year old housing study the CDA previously contracted for. The CDA will happily share the study with the Council. Knight encouraged review of TIF districts 5 & 6 for possible housing locations. Councilmember Goettl suggested the Council wait until the study is completed by Russell Kashian, then the Council can readdress the issue.

POLCO SYSTEM. It was moved by Binnie and seconded by Grady to approve the waiver of the minimum 72-hour notice, to allow discussion regarding the POLCO Agreement. Motion carried by unanimous roll call vote. Dylan Cooper of POLCO was present to discuss possibilities for utilizing the POLCO surveying system, which provides a platform for obtaining

feedback from the community. It was noted that no one wants to stifle free speech, but they would like to encourage only “above-board” comments. Cooper requested feedback on the rollout of the system (which was authorized by Council earlier this year). Councilmember Singer indicated that he has tried to put together a policy which would provide parameters. Singer indicated that a baseline is needed. Councilmember Grady indicated that the system could become popular with 25-30 people answering every poll, and not getting a true feeling of the entire City. Cooper indicated that there can be checks in place to determine if that is the case. Cooper indicated that their company does have some sample policies and their company is willing to assist in crafting questions. Councilmember Goettl recommended that a policy be prepared and presented, possibly at the next council meeting, to allow POLCO to begin their job.

AGREEMENT WITH AUCTION ASSOCIATES. It was moved by Binnie and seconded by Goettl to approve an agreement with Auction Associates of Ripon, Wisconsin, for sale of vehicles and other surplus equipment. AYES: Wellnitz, Grady, Binnie, Goettl, Singer. NOES: None. ABSENT: Allen, Langnes.

AGREEMENT WITH WEBER AUCTION SERVICE. It was moved by Binnie and seconded by Goettl to approve an agreement with Weber Auction Service to sell unclaimed bicycles and other city property. AYES: Wellnitz, Grady, Binnie, Goettl, Singer. NOES: None. ABSENT: Allen, Langnes.

FUTURE AGENDA ITEMS. No requests.

EXECUTIVE SESSION. It was moved by Singer and seconded by Goettl to adjourn to Closed Session TO RECONVENE APPROXIMATELY 15 MINUTES AFTER ENTERING INTO CLOSED SESSION, per Wisconsin Statutes 19.85(1)(e) “Deliberating or negotiating the purchase of public property, 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 invoice for Trane biogas feasibility study. AYES: Wellnitz, Grady, Binnie, Goettl, Singer. NOES: None. ABSENT: Allen, Langnes. The regular meeting adjourned at 7:30 p.m.

RECONVENE INTO OPEN SESSION.

TRANE BIOGAS FEASIBILITY STUDY. It was moved by Binnie (under duress) and seconded by Goettl to approve a payment settlement with Trane in the sum of \$60,000 as full and final payment. AYES: Wellnitz, Grady, Binnie, Goettl, Singer. NOES: None. ABSENT: Allen, Langnes.

ADJOURNMENT. It was moved by Goettl and seconded by Grady to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 7:14 p.m.

Respectfully submitted,

Michele R. Smith, Clerk

Report Criteria:

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

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
AMERICAN PLANNING ASSOC					
114	AMERICAN PLANNING ASSOC	NEIGHBORHOOD SVC/SUBSCRIPTION	09/07/2016	265.00	100-52400-320
Total AMERICAN PLANNING ASSOC:				265.00	
ANICH LUMBER & HARDWAR CO, AJ					
1601	ANICH LUMBER & HARDWAR C	WASTEWATER/LUMBER	09/07/2016	342.80	620-62860-357
Total ANICH LUMBER & HARDWAR CO, AJ:				342.80	
BADGER POPCORN & CONCESSION SUPPLY					
3180	BADGER POPCORN & CONCES	AQUATIC CTR/CONCESSIONS	09/07/2016	182.75	247-55800-342
Total BADGER POPCORN & CONCESSION SUPPLY:				182.75	
BALL, RICHARD					
1033	BALL, RICHARD	STREET/MATS & TOWELS	09/07/2016	155.45	100-53230-340
Total BALL, RICHARD:				155.45	
BRITTON, CAROLINE					
7697	BRITTON, CAROLINE	SENIORS/SUPPLIES FOR STAINED GLASS	09/07/2016	182.35	100-46733-55
Total BRITTON, CAROLINE:				182.35	
DEMPICH HEATING AND COOLING LLC					
5283	DEMPICH HEATING AND COOLI	ARMORY/AIR HANDLER REPAIRS	09/07/2016	293.00	100-51600-244
Total DEMPICH HEATING AND COOLING LLC:				293.00	
DIVERSIFIED BENEFIT SVC INC					
4192	DIVERSIFIED BENEFIT SVC INC	FINANCE/FLEX PLAN AUG 2016	09/07/2016	294.36	100-51500-217
Total DIVERSIFIED BENEFIT SVC INC:				294.36	
GREAT AMERICA FINANCIAL SERVICE					
7537	GREAT AMERICA FINANCIAL S	WASTEWATER/COPIER	09/07/2016	119.25	620-62820-310
Total GREAT AMERICA FINANCIAL SERVICE:				119.25	
GROUP TRAVEL MASTERS					
7888	GROUP TRAVEL MASTERS	SENIORS/2 PASSENGERS ADDED	09/07/2016	998.00	100-46733-55
Total GROUP TRAVEL MASTERS:				998.00	
HAVILL-SPOERL					
1386	HAVILL-SPOERL	STREET/#20 SWITCH & WIRE ASSEMBLY	09/07/2016	43.23	100-53230-354
Total HAVILL-SPOERL:				43.23	
JIM'S KEY SHOP LLC					
4833	JIM'S KEY SHOP LLC	FIELD OF DREAMS/INSTALL LOCKSETS	09/07/2016	2,142.68	246-55110-350

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
	Total JIM'S KEY SHOP LLC:			2,142.68	
JOHNSON BLOCK & CO INC					
4258	JOHNSON BLOCK & CO INC	CDA/GRANT WORK	09/07/2016	1,000.00	900-56500-219
	Total JOHNSON BLOCK & CO INC:			1,000.00	
KB SHARPENING SERVICES INC					
110	KB SHARPENING SERVICES IN	STORMWATER/LAWN MOWER BLADES	09/07/2016	85.00	630-63600-352
	Total KB SHARPENING SERVICES INC:			85.00	
LIPARI FOODS OPERATING CO LLC					
7910	LIPARI FOODS OPERATING CO	AQUATIC CTR/CONCESSIONS	09/07/2016	262.34	247-55800-342
	Total LIPARI FOODS OPERATING CO LLC:			262.34	
MELIK, MIKE					
4594	MELIK, MIKE	COURT/REFUND	09/07/2016	60.00	100-21690
	Total MELIK, MIKE:			60.00	
MENARD INC					
494	MENARD INC	FIELD OF DREAMS/LOCK RECEPTACLE	09/07/2016	27.44	246-55110-350
	Total MENARD INC:			27.44	
MIDSTATE EQUIPMENT-JANESVILLE					
1470	MIDSTATE EQUIPMENT-JANES	STREET/LATE CHARGE	09/07/2016	2.10	100-53320-353
	Total MIDSTATE EQUIPMENT-JANESVILLE:			2.10	
MULCAHY SHAW WATER INC					
6227	MULCAHY SHAW WATER INC	WASTEWATER/BANK B MODULE 8 STALLED	09/07/2016	1,651.02	620-62850-357
	Total MULCAHY SHAW WATER INC:			1,651.02	
MZ CONSTRUCTION INC					
7733	MZ CONSTRUCTION INC	WASTEWATER/MANWAY PROJECT FINAL	09/07/2016	26,400.00	620-62810-820
	Total MZ CONSTRUCTION INC:			26,400.00	
NANH, CHARLES E					
7784	NANH, CHARLES E	LAKE DREDGING/TRILL & CRAVATH	09/07/2016	1,276.67	450-57500-829
	Total NANH, CHARLES E:			1,276.67	
PEPSI-COLA					
7941	PEPSI-COLA	AQUATIC CTR/CONCESSIONS	09/07/2016	301.40	247-55800-342
	Total PEPSI-COLA:			301.40	
SAM'S CLUB					
1592	SAM'S CLUB	SENIORS/PAPER SUPPLIES	09/07/2016	37.10	100-46733-55
	Total SAM'S CLUB:			37.10	

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
STA-LITE CORP					
102	STA-LITE CORP	GEN BLDG/FIRE DEPT OUTLETS INSTALLED	09/07/2016	367.91	100-51600-355
Total STA-LITE CORP:				367.91	
TERRA ENGINEERING & CONSTRUCTION CORP					
8012	TERRA ENGINEERING & CONS	WASTEWATER/SLIP LINING	09/07/2016	36,859.20	620-62810-823
Total TERRA ENGINEERING & CONSTRUCTION CORP:				36,859.20	
TRIEBOLD IMPLEMENT INC					
2623	TRIEBOLD IMPLEMENT INC	STREET/BACK HOE	09/07/2016	1,360.77	100-53230-352
2623	TRIEBOLD IMPLEMENT INC	WASTEWATER/BACK HOE	09/07/2016	1,360.77	620-62830-355
2623	TRIEBOLD IMPLEMENT INC	WATER/BACK HOE	09/07/2016	1,360.77	610-61652-350
Total TRIEBOLD IMPLEMENT INC:				4,082.31	
TULLY, TIMOTHY J					
495	TULLY, TIMOTHY J	REC/FOOTBALL & CONES	09/07/2016	99.00	248-55110-435
Total TULLY, TIMOTHY J:				99.00	
UW WHITEWATER					
8	UW WHITEWATER	GEN BLDG/JANITORIAL SUPPLIES	09/07/2016	217.51	100-51600-340
8	UW WHITEWATER	GEN BLDG/JANITORIAL SUPPLIES	09/07/2016	243.46	100-51600-340
8	UW WHITEWATER	GEN BLDG/RUBBER GLOVES	09/07/2016	7.34	100-51600-340
8	UW WHITEWATER	GEN BLDG/JANITORIAL SUPPLIES	09/07/2016	74.84	100-51600-340
8	UW WHITEWATER	GEN BLDG/JANITORIAL SUPPLIES	09/07/2016	180.02	100-51600-340
8	UW WHITEWATER	PARKS/FUSE HOLDERS	09/07/2016	72.23	100-53270-340
8	UW WHITEWATER	STREET/ELECTRIC SUPPLIES	09/07/2016	142.93	100-53420-340
8	UW WHITEWATER	PARKS/LINERS & TAPE DISPENSER	09/07/2016	104.07	100-53270-340
8	UW WHITEWATER	WASTEWATER/PAPER TOWELS	09/07/2016	38.61	620-62840-340
8	UW WHITEWATER	WASTEWATER/JANITORIAL SUPPLIES	09/07/2016	135.34	620-62840-340
8	UW WHITEWATER	WASTEWATER/FLAG & PAPER TOWELS	09/07/2016	51.05	620-62840-340
8	UW WHITEWATER	AQUATIC CTR/BATTERIES & LINERS	09/07/2016	279.03	247-55500-246
8	UW WHITEWATER	AQUATIC CTR/JANITORIAL SUPPLIES	09/07/2016	136.82	247-55500-246
8	UW WHITEWATER	LIBRARY/SOAP	09/07/2016	41.84	100-55111-355
8	UW WHITEWATER	PARKS/JANITORIAL SUPPLIES	09/07/2016	203.35	100-53270-340
8	UW WHITEWATER	GEN BLDG/JANITORIAL SUPPLIES	09/07/2016	155.76	100-51600-340
8	UW WHITEWATER	AQUATIC CTR/JANITORIAL SUPPLIES	09/07/2016	886.58	247-55500-246
8	UW WHITEWATER	PARKS/PAPER & WASP SPRAY	09/07/2016	79.77	100-53270-340
8	UW WHITEWATER	INNOVATION CTR/SOAP	09/07/2016	55.79	920-56500-250
8	UW WHITEWATER	LIBRARY BLDG/TOILET PAPER	09/07/2016	77.28	100-55111-355
8	UW WHITEWATER	LIBRARY/BALLAST & BULBS	09/07/2016	90.58	100-55111-355
8	UW WHITEWATER	AQUATIC CTR/TOILET PAPER	09/07/2016	242.21	247-55500-246
8	UW WHITEWATER	AQUATIC CTR/SOAP	09/07/2016	39.63	247-55500-246
8	UW WHITEWATER	GEN BLDG/JANITORIAL SUPPLIES	09/07/2016	114.07	100-51600-340
8	UW WHITEWATER	GEN BDLG/GLOVES	09/07/2016	7.34	100-51600-340
Total UW WHITEWATER:				3,677.45	
WI DEPT OF TRANSPORTATION					
1156	WI DEPT OF TRANSPORTATIO	BIKE PATH/STATE DESIGN	09/07/2016	102.28	450-57500-861
1156	WI DEPT OF TRANSPORTATIO	MILWAUKEE & NEWCOMB/INTERSECTION	09/07/2016	127.83	450-57500-880
Total WI DEPT OF TRANSPORTATION:				230.11	

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
Grand Totals:				<u>81,437.92</u>	

Dated: 08/31/2016

Finance Director: DOUG SAUBERT

Report Criteria:

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



Whitewater Landmarks Commission

MINUTES

Thursday, July 7, 2016 – 6:00 PM

Municipal Building, City Manager's Conference Room, 2nd Floor
312 Whitewater Street, Whitewater, WI 53190

Call to Order

- Call to Order and roll call
Chairperson Blackmer called the meeting to order at 6:02 PM
Present: Patricia Blackmer, Suzanne Haselow, Ken Kienbaum, Dan Richardson, Patrick Singer, Richard Helmick
Absent: Kori Oberle
Staff present: None
Guests: None
- Approval of Agenda
MSC Richardson/Haselow to approve the agenda as posted.
Ayes: Blackmer, Haselow, Kienbaum, Richardson, Singer, Helmick
Nays: None
Abstain: None
- Approval of Minutes – June 2 and June 16, 2016
MSC Richardson/Haselow to approve the minutes of June 2 as printed.
Ayes: Blackmer, Haselow, Kienbaum, Richardson, Singer, Helmick
Nays: None
Abstain: None
MSC Singer/Haselow to approve the minutes of June 16.
Ayes: Blackmer, Haselow, Kienbaum, Richardson, Singer, Helmick
Nays: None
Abstain: None
- Set date and time of next meeting – Thursday, August 4, 2016 - 6:00 PM
The next meeting of the Landmarks Commission will be held August 4, 2016 at 6:00 PM in the City Manager's Conference Room at city hall.
- Hear Citizen Comments: No formal Landmarks Commission 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 Commission discusses that particular item. There were no citizen's comments.

Reports

- Whitewater Effigy Mounds Preserve (Helmick/Oberle)
No report.
- Birge Fountain Report: Basin repair and lighting (Luckett)
No report.
- Restoration of Landmark Plaques (Main Street Historic District) (Luckett)
No report.
- Report on budgetary items to City Manager (Luckett)
Singer reported for Luckett. No other board or commission has a budget. The budget process has started now. The council will not see it until later. Singer said that what is usually done is to have a line item in the budget to cover expenses.
- Report of settlement action regarding tile project (Blackmer)
Blackmer had contacted the city attorney regarding this issue. He drafted a memo to Taylor asking for the return of items in addition to the molds and drawings. Taylor delivered all the materials to Blackmer who subsequently stored them with Luckett at the White building. Blackmer suggested that there is no value in keeping all the plaques with the exception of a couple that have been completed and are not broken. Haselow asked if it would make sense to hang one of the plaques outside to see how it would weather. Since the project will not be revived, Blackmer saw no value in doing this. Helmick questioned if the Whitewater Historical Society would like to store the completed plaques. Blackmer will contact the WHS to see if it is interested. Helmick suggested that a note of thanks be sent to the city attorney. Blackmer directed the secretary to do this.
- Report on Whitewater Historic Homes Photo Project (Richardson)
A short discussion ensued. The project is on-going.
- Report on Historic Preservation Display at Library 2017 (Blackmer)
Looking ahead, the large show case has been reserved for the month of May, 2017. Blackmer suggested that commissioners think of ways to use it in furthering the work of the Commission.
- Strand water system study for replacing Starin Park Water Tower (Singer)
Singer reported that this work is not to replace the tower. It is to deal with the mechanics of the system. Discussion ensued.
- Full moon walk at Effigy Mounds Preserve (Haselow)
Haselow has not yet talked to Matt Amundson. She has been sending him emails. Sunset is at 6:52 on September 16. It is suggested that folks can gather at 7:00 PM. at the Preserve. There could be a short introduction directed at the value of the mounds; the oak savanna; and keeping the preserve in as much integrity as we can. She also suggested that there be some guides positioned along the way to answer questions and help direct people. It is estimated that everyone would be out of the preserve by 8:00 PM. Singer said that he would contact Amundson and ask him to get in touch with Haselow. The Friends of the Mounds could possibly be a co-sponsor of this project. Haselow also suggested that a mailer be sent, through the schools, to all the parents of the children. Helmick suggested that the mailing be sent to 2 or 3 grade levels rather than all the elementary grades. Haselow asked for a list of contacts for a press release. Blackmer said she would take care of this.
- City inventory system (Blackmer)
Blackmer reminded people of Haselow's research on tagging historical property. Blackmer researched other city departments to see if there was a system in effect which the Commission could use. Blackmer remarked that there is money left from the tile project that could cover the cost of purchasing the tags. Singer will talk to the city manager to see if the money could be used for this purpose.

Unfinished Business

- Mounds Preserve signage project update (Oberle/Kienbaum)
Kienbaum reports that the boulders are still waiting to be delivered. He and his family would be willing to deliver the boulders to the Preserve as soon as permission is given by the city.
- Acquisition of GIS/LIDAR by Walworth County (Richardson)
Richardson was able to see how LIDAR works over Indian mounds. He reports that the results are amazing. Unfortunately, Walworth County is working with Sewer Pact to get LIDAR. Sewer Pact is having problems with the vendor.
- Research of/naming of/possible plaque information for Brickyard Park (Kienbaum)
Kienbaum will look into this and report back at the next meeting.
- Repair of Interactive City Map on web site
No report.
- Addition of recent Local Landmarks to brochure(s) (Richardson)
Richardson has the old brochure. He is not sure how the new brochure will be laid out. He suggests that information of similar length as used previously be used for the new acquisitions.
- Five year strategic plan priorities
Blackmer asked commissioners to select a couple of the items the commission developed last January in order to focus the commission's upcoming work. Curricular development with emphasis on the mounds and a proactive approach to document properties in the city that are of historic value were offered. Blackmer asked for ideas to be shared at the next meeting.
- Lyman Wight Octagon House garage addition oversight
Blackmer reported that no activity has taken place to date.
- Cases for the original Birge Cherubs built by DPW
Blackmer will contact city staff and let them know to go ahead with building the cases.
- Possible endorsement by City Council regarding burial site preservation law
Blackmer asked if the city council would be willing to weigh in on this issue. Singer said that the Commission could work with the city attorney or the city clerk to develop a resolution which could be recommended to the council for passage.

New Business

- Individual Commission members action plan for August
Haselow will contact her aunt regarding resolution language; continue on the full moon project
Kienbaum will continue with the signage project and get back on the Brickyard Park
Richardson will take pictures of historic homes and re-contact people on the LIDAR project
Singer will follow up with Cameron on the budget and property tags
Blackmer will work on press release for the moon walk; curricular development for the mounds; resolution language to offer the city council regarding the sites preservation law.
Helmick will research resolution language
- July Landmarks Commission meeting
No report
- In-service regarding Whitewater City Landmarks Ordinance for city staff and Landmarks Commission members
Blackmer still believes this is needed in order to make sure all city staff are on the same page with the Commission. Helmick suggested that the Commission contact Neighborhood Services department to ask them if they have any questions or suggestions. Blackmer suggested that we try and plan this for the September meeting. She will also contact Neighborhood Services.
- Discussion regarding replacement of Luckett as staff liaison to Landmarks Commission
Singer reported that Michelle Smith has volunteered to be the staff representative on the Commission. She will be in attendance at the next meeting.

- August 2nd Meeting of the Legislative Council Study Committee revisiting burial site preservation laws in Madison
This will be an open meeting. Commissioners were encouraged to attend.

Future Agenda Items

None were reported.

Good of the Order

- Blackmer thanked Lockett for all of his help in supporting the goals of the commission. He will be missed.

Adjournment

Blackmer adjourned the meeting at 7:05 PM.

Respectively submitted,
R. Helmick, Secretary



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **09/06/2016**

ITEM: **Update on Construction Projects**

PRESENTER: **Assistant City Manager**

PREVIOUS ACTION, IF ANY: **None**

SUMMARY OF ITEM BEING PRESENTED:

Center Street Reconstruction:

All work on the Center Street Reconstruction project was completed prior to the August 26th deadline. A formal walk-through of the project has been completed by project personnel, and a punchlist of items to be addressed this season is being prepared for the contractor. A final review of the project will be completed during the 2017 construction season. The one year warranty for the project will be in place until August 2017. The final cost of the project exceeded estimates by \$12,000. However, considering the project scope, necessary adjustments made during construction, and the original cost estimate of \$1,887,000, staff is pleased with the end results.

George Street Reconstruction:

All work on the George Street Reconstruction project was completed prior to the August 26th deadline, with the exception of the new bridge railings. The new railings are currently being fabricated and painted, and the contractor expects to have them installed by September 12th. The old railings will remain until the new railings are installed. A formal walkthrough of the project will then be conducted by project personnel, and a list of items to be corrected will be prepared. A final review of the project will be completed during the 2017 construction season. The one year warranty for the project will be in place until August 2017. The final construction cost is expected to be slightly less than the original contract amount.

BUDGET IMPACT, IF ANY: **N/A**

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: **None**

STAFF RECOMMENDATION: **None**

RECOMMENDED MOTION: **None**

ATTACHMENT(S) INCLUDED (If none, please state that)
None

FOR MORE INFORMATION CONTACT:

Chris McDonell, cmcdonell@whitewater-wi.gov, (262) 473-0139



Jefferson County Finance Department

311 S. Center Ave. Room 109
Jefferson, WI 53549
Telephone (920) 674-7434
Fax (920) 674-7368

Brian L. Lamers, CPA
Finance Director

Cindy Diestelmann
Jayne Hintzmann
Donna Miller
Tamara L. Worzalla, CPA

August 18, 2016

Municipal Libraries in Jefferson County:

This letter is a reminder to all municipal libraries in Jefferson County that your village or city must tax and appropriate a minimum amount to your library fund for 2017 expenditures in order to qualify for an exemption from the Jefferson County library tax. I have enclosed a spreadsheet that lists the **MINIMUM APPROPRIATION** for each of you to qualify for this exemption. *Note that if your municipality is situated in two counties, you must also coordinate this calculation with that other county.*

I have also summarized below how this calculation is made:

From Wisconsin Statutes 43.64

1. Divide the amount of tax levied by the county for public library service in the prior year by the equalized valuation of property in that area of the county that was subject to the county property tax levy for public library services in the prior year.
2. Multiply the amount determined above by the equalized valuation of property in the city, village, town, or school district for the current year.

Your municipal governing body must also pass a resolution annually requesting an exemption from the county library tax. Section 43.64 of the Wisconsin Statutes requires this procedure to avoid double taxation of your municipality for library purposes.

The County Clerk's office calculates the tax assessment in the middle of November. Please have your resolution acted upon and mailed to arrive by November 1st. If it not on file when the tax assessment is calculated, your municipality will be taxed as required by Wisconsin Statutes.

An electronic copy of the sample resolution is available if you would like to receive it.

If you have any problems or questions concerning this issue, please feel free to contact me at 920-674-7142.

Sincerely,

Brian Lamers, CPA
Finance Director
Jefferson County

Resolution Requesting Exemption from County Library Tax

WHEREAS the Jefferson County Board has established a county library service and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city is exempt from the county library tax if it levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county library tax rate in the prior year multiplied by the equalized valuation of the property in the city or village for the current year, and

WHEREAS the (city/village) of _____ will, in 2017, appropriate and expend an amount in excess of that calculated above,

NOW THEREFORE BE IT RESOLVED that the (city/village) of _____ hereby requests of the Jefferson County Board of Supervisors that the (city/village) of _____ be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that copies of this resolution be forwarded by the city/village clerk to the following parties:

ADMINISTRATOR
Jefferson County Library Council
Dwight Foster Public Library
209 Merchants Avenue
Fort Atkinson, WI 53538

COUNTY CLERK
311 S. Center Ave, Room 109
Jefferson, WI 53549

Fiscal Note:

Estimated Municipal 2017 Library Appropriation \$_____

Date Passed:_____

Vote: _____

Authorized Signature

Title of Person Signing

Jefferson County Library Exemption Minimum

Prior year rate for Library Levy = 0.000337902 (2017 Budget Year)
(2015 equalized value, 2016 budget)

	<u>2016 EQUALIZED VALUE</u>		<u>MINIMUM TO EXEMPT 2016</u>
Village of Cambridge**	5,596,500	\$	1,891
Village of Johnson Creek	199,878,700	\$	67,539
Village of Palmyra	114,566,700	\$	38,712
City of Fort Atkinson	840,990,500	\$	284,172
City of Jefferson	458,130,200	\$	154,803
City of Lake Mills	462,743,400	\$	156,362
City of Waterloo	199,605,600	\$	67,447
City of Watertown **	780,729,700	\$	263,810
City of Whitewater **	51,211,300	\$	17,304
	<u>3,113,452,600</u>		

** These municipalities have residents in multiple Counties, therefore there are additional aggregate full values that need to be added to their municipal values to determine their needed appropriations.



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 09/6/2016

ITEM: Whitewater Key Lock Box Ordinance

PRESENTER: Assistant City Manager

PREVIOUS ACTION, IF ANY:

On August 2, 2016, city council deferred action on the ordinance because staff failed to notify the affected property owners/tenants that council would be considering the item that evening.

During the August 2 discussion, Councilmember Binnie indicated that the Task Force felt a need for a better audit trail of the lock boxes. The Task Force recommended purchasing a secure key system from the Knox Box Company. The system would provide for a secure box to be placed in each vehicle (e.g. police, fire, rescue). The box would be opened with a pass code that would be issued to each qualified member of each department. Each member would have a unique, confidential pass code. The secure key system would provide an audit trail by recording the date, time and identity of person opening the box and would bring an added level of security for guarding against improper use of lock box master keys.

Staff will present information on the secure key system at the meeting. Following the presentation, action can be taken at the ordinance second reading. The cost is approximately \$20,000.

SUMMARY OF ITEM BEING PRESENTED:

A Task Force was formed to create this Lock Box Ordinance amendment, which was comprised of Councilmembers Binnie, Allen, and Wellnitz, as well as representatives from police and fire.

The fire department has indicated that the previously adopted ordinance would affect 102 buildings. Based on the Task Forces changes, this amended ordinance would only affect 58 buildings. The buildings eliminated from the requirements are primarily low risk, free standing buildings that are not alarmed. Buildings where welding work occurs were added to the list of buildings required to comply with the new ordinance. The proposed ordinance also requires all new commercial and industrial construction to comply along with any structure where a remodeling permit is issued after the is enacted.

One prime concern of the Task Force was making sure the ordinance includes all downtown area commercial structures given the nature of the area and the limited space between buildings. Noncompliance penalties will not apply until January 1, 2017, to allow building owners time to comply.

Staff will present plans for communicating the ordinance change to members of the community, especially those affected by the ordinance change.

BUDGET IMPACT, IF ANY: N/A

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None

STAFF RECOMMENDATION: Staff recommends approving the Key Lock Box Ordinance

RECOMMENDED MOTION: I move to approve An Ordinance Amending the City of Whitewater Key Lock Box Ordinance

ATTACHMENT(S) INCLUDED (If none, please state that)

An Ordinance Amending the City of Whitewater Key Lock Box Ordinance (Clean Copy)

An Ordinance Amending the City of Whitewater Key Lock Box Ordinance (Redline Copy)

List of properties that will be affected.

FOR MORE INFORMATION CONTACT:

Chris McDonell, cmcdonell@whitewater-wi.gov, (262) 473-0139

ORDINANCE No. _____
AN ORDINANCE AMENDING THE CITY OF WHITEWATER KEY LOCK BOX ORDINANCE

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

SECTION 1. Whitewater Municipal Code Chapter 14.15 is hereby amended to read as follows:

14.15.010	Declaration of Purpose
14.15.020	Key Lock Box System
14.15.030	Installation
14.15.040	Maintenance
14.15.050	Contents of Lock Box
14.15.060	Security of Lock Box Access Keys
14.15.070	Exceptions to Requirement to Install a Key Lock Box System
14.15.080	Penalties
14.15.090	Invalid Provisions

14.15.010 Declaration of Purpose.

- A. The City of Whitewater, Wisconsin Common Council hereby determines that the health, safety, and welfare of the citizens of the City of Whitewater, Wisconsin are promoted and safeguarded by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the Whitewater Fire Department Inc. and City of Whitewater Police Department to gain access to the structure when the same is not occupied, when the occupants are unable to grant ingress and for other legal purposes. However, this ordinance shall not grant Whitewater Fire Department Inc. or the City of Whitewater Police Department a greater right to enter into any building than what would be legally allowed without this ordinance.
- B. The key lock box system will reduce the need for forced entry into structures and should avoid costly and time-consuming efforts in gaining access to locked structures during an emergency.
- C. This chapter will provide for a method for rapid response entry into and throughout locked buildings in emergency situations where time may be of the essence for protection of public health and property.

14.15.020 Key Lock Box System.

- A. The following structures shall be equipped with a key lock box at or near the main entrance or such other location as required by the Fire Chief.
 - 1. Schools, whether public or private.
 - 2. Any building: (a) with a fire detection or suppression system that will cause the City to be notified of an alarm; (b) a general or interconnected fire alarm system; or (c) that has an external audible fire alarm.
 - 3. Any commercial or industrial building that has a common wall(s) between units in the building or a common wall(s) with another building. Commercial and industrial buildings shall mean buildings where any industry, trade or business is carried on or where any process or operation, directly or indirectly related to any industry, trade or business, is carried on and where any person is employed by another for direct or indirect gain or profit.

4. Multi-family residential structures comprised of three (3) or more units in which access to a common area or mechanical or electrical rooms within the building is denied through locked doors.
5. Municipal buildings and locked gates leading to building(s) that are required to have a lock box installed.
6. University buildings and locked gates leading to building(s) that are required to have a lock box installed.
7. [INTENTIONALLY LEFT BLANK]
8. Nursing homes, Community Based Residential Facilities, and Residential Care Apartment Complexes.
9. Business Park buildings.
10. Buildings with occupants required to prepare hazardous chemical inventory forms under the Superfund Amendments and Reauthorization Act (SARA).
11. All new commercial and industrial construction. Installation shall be completed prior to the issuance of an occupancy permit.
12. All commercial and industrial structures with structural remodeling building permits that were issued from _____[INSERT ORDINANCE AMENDMENT DATE].
13. [INTENTIONALLY LEFT BLANK]
14. All commercial structures in the downtown area. For the purpose of this ordinance, the downtown area shall be defined as all areas included in the below description and shown on the attached map:
 - East of Fourth Street (between Whitewater Street and Center Street) including the east side of Fourth Street
 - South of Center Street (between Fourth Street and Fremont Street) including the south side of Center Street
 - East of Fremont Street (between Center Street and North Street) including the east side of Fremont Street
 - North of Whitewater Street (between Fourth Street and Main Street) including the north side of Whitewater Street
 - South of Whitewater Street (between Second Street and Main Street) including the south side of Whitewater Street
 - South of North Street (between Fremont Street and Whitewater Creek) including the south side of North Street
 - West of Whitewater Creek between North Street and Main Street
 - Main Street (between Whitewater Street and Whitewater Creek) including both sides of Main Street
15. All nonresidential buildings with cooking facilities.
16. All buildings where acetylene or similar torches are used.
17. All buildings that have occupants that hold a “Hot Work Permit.”
18. All buildings where welding takes place.

B. The Fire Chief shall designate the type of key lock box system to be implemented within the city.

14.15.030 Installation.

A. All lock boxes shall be installed on the lock side of the main business door.

- B. All lock boxes shall be flush or surface mounted between five (5) and seven (7) feet from the ground to the center of the entry if possible.
- C. In the event that the rapid entry box system cannot be installed at the aforesaid location and/or height, the Fire Chief may designate in writing a different location and installation specifications.
- D. All realty and/or property with an electronic security gate shall have the lock box installed outside of the gate.
- E. The Fire Chief or his or her designee must approve any changes in the installation.

14.15.040 Maintenance. The operator of the building shall immediately notify the Fire Chief whenever locks are changed so that new keys may be installed in the box.

14.15.050 Contents of Lock Box. Keys for the following shall be contained in the lock box:

- A. Locked points of ingress or egress, whether on the interior or exterior of such buildings.
- B. A master key for any residences.
- C. Mechanical rooms
- D. Elevators and control rooms.
- E. Fire alarm panels.
- F. Any special keys to reset pull stations or other fire protective devices.
- G. Any other areas as requested by the Fire Chief.

14.15.060 Security of Lock Box Access Keys.

- A. No personnel shall carry a lock box key except while carrying out an authorized use.
- B. All lock box access keys shall be secured in a lock box in City or Fire Department vehicles.
- C. The Fire Department and the Police Department will maintain a record documenting all uses of lock boxes.

14.15.070 Exceptions To Requirement To Install A Key Lock Box System. The following structures are encouraged to, but are exempt from the mandate to install a key lock box system:

- A. Structures not listed in 14.15.020 are not required to install a lock box unless ordered to do so by the Fire Chief.
- B. Structures that have 24 hour, 365 day on-site security or other personnel.
- C. Businesses that are open and staffed 24 hours, 365 days per year.
- D. Rental storage facilities where there are locks on the separate storage units; however, locked entry security gates will require a lock box.
- E. Residential complexes with multiple buildings will not be required to place key lock boxes on every building but may, at the owner's option, place key lock boxes that serve other buildings on centralized buildings that are within 100 feet of the other buildings.
- F. The Fire Chief may make exceptions at his/her sole discretion.

14.15.080 Penalties. Any person, entity, or corporation that has violated any provisions of this ordinance or who has failed to comply with any order issued by the Fire Chief, or his/her designee, shall, upon conviction before the proper judicial authority, pay a forfeiture of not less than fifty dollars (\$50) nor more than five hundred dollars (\$500) per day for each violation, together with the cost of prosecution. Each day a violation continues shall be considered a separate offense. These penalties shall not apply until January 1, 2017.

15.15.090 Invalid Provisions. If any sentence, clause or section or any part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses or sections or parts of the same contained in this Ordinance. It is hereby declared as the intent of City of Whitewater, Wisconsin Common Council that this Ordinance would have been adopted even if such unconstitutionality, illegality or invalid sentence, clause or section or part thereof had not been included therein.

Ordinance introduced by Council Member _____, who moved its adoption.

Seconded by Council Member _____.

AYES:
NOES:
ABSENT:
ADOPTED:

Cameron Clapper, City Manager

Michele R. Smith, City Clerk

ORDINANCE No. _____
AN ORDINANCE AMENDING THE CITY OF WHITEWATER KEY LOCK BOX ORDINANCE

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

SECTION 1. Whitewater Municipal Code Chapter 14.15 is hereby amended to read as follows:

14.15.010	Declaration of Purpose
14.15.020	Key Lock Box System
14.15.030	Installation
14.15.040	Maintenance
14.15.050	Contents of Lock Box
14.15.060	Security of Lock Box Access Keys
14.15.070	Exceptions to Requirement to Install a Key Lock Box System
14.15.080	Penalties
14.15.090	Invalid Provisions

14.15.010 Declaration of Purpose.

- A. The City of Whitewater, Wisconsin Common Council hereby determines that the health, safety, and welfare of the citizens of the City of Whitewater, Wisconsin are promoted and safeguarded by requiring certain structures to have a key lock box installed on the exterior of the structure to aid the ~~City of Whitewater Fire Department Inc.~~ and City of Whitewater Police Department ~~and other City of Whitewater public safety personnel~~ to gain access to the structure when the same is not occupied, when the occupants are unable to grant ingress and for other legal purposes. However, this ordinance shall not grant Whitewater Fire Department Inc. or the City of Whitewater Police Department a greater right to enter into any building than what would be legally allowed without this ordinance.
- B. The key lock box system will reduce the need for forced entry into structures and should avoid costly and time-consuming efforts in gaining access to locked structures during an emergency.
- C. This chapter will provide for a method for rapid response entry into and throughout locked buildings in emergency situations where time may be of the essence for protection of public health and property.

14.15.020 Key Lock Box System.

- A. The following structures shall be equipped with a key lock box at or near the main entrance or such other location as required by the Fire Chief.
1. Schools, whether public or private.
 2. Any building: (a) with a fire detection or suppression system that will cause the City to be notified of an alarm; (b) a general or interconnected fire alarm system; is monitored by an alarm company or that (c) that has an external audible fire or burglar alarm.
 3. Any commercial or industrial building that has a common wall(s) between units in the building or a common wall(s) with another building. Commercial and industrial buildings shall mean buildings where any industry, trade or business is carried on or where any process or operation, directly or indirectly related to any industry, trade or business, is carried on and where any person is employed by another for direct or indirect gain or profit.

Style Definition: List Bullet: Indent: Left: 1.8"

4. Multi-family residential structures comprised of three (3) or more units in which access to ~~the building or~~ common area or mechanical or electrical rooms within the building is denied through locked doors.
5. Municipal buildings and locked gates leading to building(s) that are required to have a lock box installed.
6. University buildings and locked gates leading to building(s) that are required to have a lock box installed.
7. [INTENTIONALLY LEFT BLANK]
8. Nursing homes, Community Based Residential Facilities, and Residential Care Apartment Complexes.
9. Business Park buildings.
10. Buildings with occupants required to prepare hazardous chemical inventory forms under the Superfund Amendments and Reauthorization Act (SARA).
11. All new commercial and industrial construction. Installation shall be completed prior to the issuance of an occupancy permit.
12. All commercial and industrial structures with structural remodeling building permits that were issued from _____ [INSERT ORDINANCE AMENDMENT DATE].
13. ~~If the fire department is unable to gain access to a building (other than a one or two family residence) for a 60 minute period due to lack of a lock box, the Fire Chief may order that the building be equipped with a key lock box to be installed within 60 days. [INTENTIONALLY LEFT BLANK]~~
14. All commercial structures in the downtown area. For the purpose of this ordinance, the downtown area shall be defined as all areas included in the below description and shown on the attached map:
 - East of Fourth Street (between Whitewater Street and Center Street) including the east side of Fourth Street
 - South of Center Street (between Fourth Street and Fremont Street) including the south side of Center Street
 - East of Fremont Street (between Center Street and North Street) including the east side of Fremont Street
 - North of Whitewater Street (between Fourth Street and Main Street) including the north side of Whitewater Street
 - South of Whitewater Street (between Second Street and Main Street) including the south side of Whitewater Street
 - South of North Street (between Fremont Street and Whitewater Creek) including the south side of North Street
 - West of Whitewater Creek between North Street and Main Street
 - Main Street (between Whitewater Street and Whitewater Creek) including both sides of Main Street
- ~~14.15. All nonresidential buildings with cooking facilities.~~
- ~~15.16. All buildings where acetylene or similar torches are used.~~
- ~~16.17. All buildings that have occupants that hold a "Hot Work Permit."~~
- ~~17.18. All buildings where welding takes place.~~

- B. The Fire Chief shall designate the type of key lock box system to be implemented within the city.

14.15.030 Installation.

- A. All lock boxes shall be installed on the lock side of the main business door.
- B. All lock boxes shall be flush or surface mounted between five (5) and seven (7) feet from the ground to the center of the entry if possible.
- C. In the event that the rapid entry box cannot be installed at the aforesaid location and/or height, the ~~City of Whitewater~~ Fire Chief may designate in writing a different location and installation specifications.
- D. All realty and/or property with an electronic security gate shall have the lock box installed outside of the gate.
- ~~E. A window decal that is included when the lock box is delivered shall be placed on the exterior access door to alert the fire department that a key box is provided.~~
- ~~F.~~E. The Fire Chief or his or her designee must approve any changes in the installation.

14.15.040 Maintenance. The operator of the building shall immediately notify the Fire Chief whenever locks are changed so that new keys may be installed in the box.

14.15.050 Contents of Lock Box. Keys for the following shall be contained in the lock box:

- A. Locked points of ingress or egress, whether on the interior or exterior of such buildings.
- B. A master key for any residences.
- C. Mechanical rooms
- D. Elevators and control rooms.
- E. Fire alarm panels.
- F. Any special keys to reset pull stations or other fire protective devices.
- G. Any other areas as requested by the Fire Chief.

14.15.060 Security of Lock Box Access Keys.

- A. No personnel shall carry a lock box key except while carrying out an authorized use.
- B. All lock box access keys shall be secured in a lock box in City or Fire Department vehicles.
- C. The Fire Department and the Police Department will maintain a record documenting all uses of lock boxes.

14.15.070 Exceptions To Requirement To Install A Key Lock Box System. The following structures are encouraged to, but are exempt from the mandate to install a key lock box system:

- A. Structures not listed in 14.15.020 are not required to install a lock box unless ordered to do so by the Fire Chief.
- B. Structures that have 24 hour, 365 day on-site security or other personnel.
- C. Businesses that are open and staffed 24 hours, 365 days per year.
- D. Rental storage facilities where there are locks on the separate storage units; however, locked entry security gates will require a lock box.
- E. Residential complexes with multiple buildings will not be required to place key lock boxes on every building but may, at the owner's option, place key lock boxes that serve other buildings on centralized buildings that are within 100 feet of the other buildings. ~~There must be at least one (1) key lock box for every four (4) buildings and the key in the lock box must be able to open all of the residential buildings on the site.~~
- F. The Fire Chief may make exceptions at his/her sole discretion.

14.15.080 Penalties. Any person, entity, or corporation that has violated any provisions of this ordinance or who has failed to comply with any order issued by the Fire Chief, or his/her

designee, shall, upon conviction before the proper judicial authority, pay a forfeiture of not less than fifty dollars (\$50) nor more than five hundred dollars (\$500) per day for each violation, together with the cost of prosecution. Each day a violation continues shall be considered a separate offense. These penalties shall not apply until January 1, 2017.

15.15.090 Invalid Provisions. If any sentence, clause or section or any part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses or sections or parts of the same contained in this Ordinance. It is hereby declared as the intent of City of Whitewater, Wisconsin Common Council that this Ordinance would have been adopted even if such unconstitutionality, illegality or invalid sentence, clause or section or part thereof had not been included therein.

Ordinance introduced by Council Member _____, who moved its adoption.

Seconded by Council Member _____.

AYES:
NOES:
ABSENT:
ADOPTED:

Cameron Clapper, City Manager

Michele R. Smith, City Clerk

<u>Business</u>	<u>Building Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
Rosa's Pizza	178 W Main St.	Whitewater	WI	53190
Rosa's Pizza	180 W Main St..	Whitewater	WI	53190
Apts	152 W Main St.	Whitewater	WI	53190
Salon 154	154 W Main St.	Whitewater	WI	53190
Downtown Whitewater Inc.	150 W Main St.	Whitewater	WI	53190
Tri County Cooling and Heating	187 W Main St.	Whitewater	WI	53190
White Elephant Antiques	183 W Main St.	Whitewater	WI	53190
Jessica's Apartments	138 W Main St.	Whitewater	WI	53190
Jessica's Family Restaurant	140 W Main St.	Whitewater	WI	53190
Woodland Quilts	147 W Main St.	Whitewater	WI	53190
Fink Ink	149 W Main St.	Whitewater	WI	53190
H&R Block	179 W Main St.	Whitewater	WI	53190
Mitchell's	162 W Whitewater St.	Whitewater	WI	53190
Pumping Station	158 W Whitewater St.	Whitewater	WI	53190
Dalee Water Storage	109 N Second St.	Whitewater	WI	53190
Vacant- Second St.	113 N 2nd St.	Whitewater	WI	53190
Apts- Second Street	206 S Second St.	Whitewater	WI	53190
VACANT - Good Morning Advertising	201 W Center St.	Whitewater	WI	53190
Gus's Pizza Palace (vacant)	139 W Center St.	Whitewater	WI	53190
Vacant-Headquarters	137 W Center St.	Whitewater	WI	53190
Apartments- Second	205 S Second St.	Whitewater	WI	53190
Wayne's Barber Shop	207 S Second St.	Whitewater	WI	53190
TNC Enterprises	209 S Second St.	Whitewater	WI	53190
Bergey Jewelry	173 W Main St.	Whitewater	WI	53190
Brass Rail	130 W Main St.	Whitewater	WI	53190
GMA Printing	136 W Main St.	Whitewater	WI	53190
Hicks Insurance	172 W Main St.	Whitewater	WI	53190
Whitewater Property Management	110 N First St.	Whitewater	WI	53190
Ketterhagen Ford Dealership	117 N First St.	Whitewater	WI	53190
Lodgewood Manufacturing And Hobby	129-133 W Center St.	Whitewater	WI	53190
La Preferida	132 W Main St.	Whitewater	WI	53190
Aranda	177 W Main St.	Whitewater	WI	53190
Low Light Vapor	112 S First St.	Whitewater	WI	53190
Hops and Notes	135 W Center St.	Whitewater	WI	53190
Hawk Bowl	1390 W Main St.	Whitewater	WI	53190
Split Decision	1390 W Main St.	Whitewater	WI	53190
Hawk Apartments	1380 W Main St.	Whitewater	WI	53190
Davis Duehr, Dean/St.. Marys	128 N Tratt St.	Whitewater	WI	53190
Thomas W Rowley DDS	128 N Tratt St.	Whitewater	WI	53190
Commercial Bank West Towne Branch	1260 W Main St.	Whitewater	WI	53190
Sentry Foods	1260 W Main St.	Whitewater	WI	53190
City Garage	303 N Fremont St.	Whitewater	WI	53190
Achen House	214 N Tratt St.	Whitewater	WI	53190
Delta Zeta Sorority	604 W Main St.	Whitewater	WI	53190
Pi Kappa Alpha	164 N Prairie St.	Whitewater	WI	53190
Rocky Rocco	1210 W Main St.	Whitewater	WI	53190
Seville Apts	1011 W Shaw CT	Whitewater	WI	53190
Seville Apts	1012 W Shaw CT	Whitewater	WI	53190
Seville Apts	1036 W Shaw CT	Whitewater	WI	53190
Seville Apts	1037 W Shaw CT	Whitewater	WI	53190
Tincher Multi Fam Apts	1206 W Florence St.	Whitewater	WI	53190

Whitewater Quick Lube	1280 W Main St.	Whitewater	WI	53190
Clinton Power	848 E Commercial AVE	Whitewater	WI	53190
Simonswick	1171F Universal BLVD	Whitewater	WI	53190
Marcussen Tool & Die	1227 N Universal BLVD	Whitewater	WI	53190
Pope Collision Repair	847 E Commercial AVE /A	Whitewater	WI	53190
Basin Precision Machining	369 N Newcomb St.	Whitewater	WI	53190
Schenck Accurate	857 E Commercial Ave	Whitewater	WI	53190
Bluff Ridge Marketplace	1202-08 Bluff RD	Whitewater	WI	53190
Pope Semi Repair	814 E Commercial AVE	Whitewater	WI	53190
Wastewater Treatment Plant	109 Hwy U	Whitewater	WI	53190
Grace Fellowship-Assembly of God	1540 Walworth AVE	Whitewater	WI	53190
Jega Trucking	896 S Janesville St.	Whitewater	WI	53190
Zingg Auto Group	1389 W Main St.	Whitewater	WI	53190
Zingg Dodge	1421 W Main St.	Whitewater	WI	53190
Anchor Bible Church	545 Putnam St.	Whitewater	WI	53190
Stritzels Heating	533-543a Putnam St.	Whitewater	WI	53190
Creative Balance	543 Putnam St.	Whitewater	WI	53190
Schaub & Co (VACANT)	261 Fourth St.	Whitewater	WI	53190
Soffa Law Offices	332 W Whitewater St.	Whitewater	WI	53190
Five Points BP Gas Station	804 W Walworth AVE	Whitewater	WI	53190
Congregational Church	130 S Church St.	Whitewater	WI	53190
St. Lukes Episcopal Church	146 Church St.	Whitewater	WI	53190
St. Lukes Episcopal Church	150 Church St.	Whitewater	WI	53190
Mercy Whitewater Medical Center	507 W Main St.	Whitewater	WI	53190
The Sanctuary	921 W Main St.	Whitewater	WI	53190
Wisconsin Dairy Supply-Storage	400-440 W Ann St.	Whitewater	WI	53190
Alpha Sigma House	931 W Main St.	Whitewater	WI	53190
Baxter House	717 W Main St.	Whitewater	WI	53190
Commercial Bank Main Office	200 S Fremont St.	Whitewater	WI	53190
Drake House	975 W Main St.	Whitewater	WI	53190
Griffin House	451 W Main St.	Whitewater	WI	53190
Kerri Kay	965 W Main St.	Whitewater	WI	53190
Lee Matson Dorm	741 W Main St.	Whitewater	WI	53190
Little John House	429 W Main St.	Whitewater	WI	53190
Pierce House	120 S Cottage St.	Whitewater	WI	53190
Prairie Place Apartments	130 S Prairie St.	Whitewater	WI	53190
Theta House	937 W Main St.	Whitewater	WI	53190
Tratt House	727 W Main St.	Whitewater	WI	53190
Tri Sigma House	619 W Main St.	Whitewater	WI	53190
Ricks Eastside Pub and Grill	561 E Milwaukee St.	Whitewater	WI	53190
Revolutionary Machine and Design	928 E Milwaukee St.	Whitewater	WI	53190
Jimmy's Italian Beef	535 E Milwaukee St.	Whitewater	WI	53190
Frawley Firestone/Warehouse	662 E Milwaukee St.	Whitewater	WI	53190
Kettle Moraine Baptist Church	505 S Wisconsin St.	Whitewater	WI	53190
Mills Automotive	707 E Milwaukee St.	Whitewater	WI	53190
841 Restaurant	841 E Milwaukee St.	Whitewater	WI	53190
Whitewater Manufacturing	1108 Bluff RD	Whitewater	WI	53190
Five Star Auto Repair	265 Wisconsin St.	Whitewater	WI	53190
Learning Depot	560 S. Elkhorn Rd.	Whitewater	WI	53190
DCM Landscape	1002 S. Janesville St..	Whitewater	WI	53190
True Value	1415 W. Main St.	Whitewater	WI	53190



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 9/1/16

ITEM:

Class "A" (Packaged Beer) License for Simply Convenient

PRESENTER: Staff Representative: Michele Smith

PREVIOUS ACTION, IF ANY: N/A

SUMMARY OF ITEM BEING PRESENTED: Annie's Pantry business is in the process of selling their convenience store to Bonnie Prince. We are still awaiting Police Department approval on the background check. The parties wish to close on September 7th, if possible, so staff is asking for approval of the application, contingent upon a favorable Police Department recommendation.

FINANCIAL IMPACT: None

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: Not applicable for convenience type stores.

STAFF RECOMMENDATION: Approve on condition Police Department makes a favorable recommendation.

RECOMMENDED MOTION: Approval of application, contingent upon a favorable Police Department recommendation.

ATTACHMENT(S) INCLUDED (If none, please state that) Application for License.

FOR MORE INFORMATION CONTACT: Michele Smith (262) 473-0102

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning Sept 7 20 16 ;
ending June 30 20 17

TO THE GOVERNING BODY of the: Town of }
 Village of } Whitewater
 City of }

County of Walworth Aldermanic Dist. No. _____ (If required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Photo Enterprises

Applicant's WI Seller's Permit No. FEIN Number: <u>456-10292582602</u> <u>81-3605698</u>	
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Owner</u>	<u>Bonnie J Prince</u>	<u>675 S Wisconsin St Whitewater 53190</u>
Vice President/Member		<u>Daniel P Prince</u>	<u>675 S. Wisconsin St Whitewater 53190</u>
Secretary/Member			
Treasurer/Member			
Agent ▶			
Directors/Managers			

3. Trade Name ▶ Simply Convenient Business Phone Number 762-729-1174
4. Address of Premises ▶ 176 W Main St Whitewater Post Office & Zip Code ▶ 53190

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 8/17/16 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 1st floor storefront, basement

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
(b) If yes, under what name was license issued? Annie's Pantry Inc
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 29 day of August, 20 16

[Signature]
(Clerk/Notary Public)

My commission expires 12 8 2019

Bonnie J Prince
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>8 29 16</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Prince		Bonnie			
Home Address (street/route)	Post Office	City	State	Zip Code	
675 S Wisconsin St		Whitewater	WI	53190	
Home Phone Number	Age	Date of Birth	Place of Birth		
262-729-1174	34	10/07/1981	Waukesha WI		

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **Individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Bonnie Prince of Prote Enterprises
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

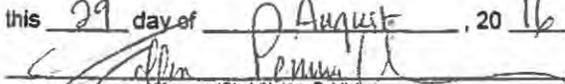
- How long have you continuously resided in Wisconsin prior to this date? 10 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Bonnie Prince	675 S. Wisconsin St.	Oct 2015	current
Tyson Foods	Jefferson WI	2005	2008

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 29 day of August, 2016

(Clerk/Notary Public)


(Signature of Named Individual)

My commission expires 12 8 2019



Printed on Recycled Paper

Wisconsin Department of Revenue



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **09/6/2016**

ITEM: **Discussion of Asphalt Run-Off Concerns**

PRESENTER: **City Manager**

PREVIOUS ACTION, IF ANY: **None.**

SUMMARY OF ITEM BEING PRESENTED:

Staff will provide a report of the events that have transpired in Whitewater since the start of a resurfacing project involving 11 downtown parking lots last week.

Environmental concerns resulting from stormwater run-off associated with rain that fell shortly after the first few lots were resurfaced on August 23 have triggered a clean-up effort that has been ongoing since Friday, August 26. The City has contracted with SET Environmental, Inc. for professional clean-up services. Staff has also been in contact with representatives from the WDNR, Jefferson County, and Meigs Asphalt and Paving regarding the lots and the water run-off.

As part of the report, the Common Council will receive an update on the following:

- 1. An overview of the events that transpired beginning August 23 to the present date related to parking lot resurfacing and all environmental clean-up, mitigation, and preventative actions taken by staff or contracted professionals during that time.**
- 2. An update on next steps in the process.**
- 3. An update on procedures related to pavement resurfacing and chip sealing projects. This will be in an effort to more effectively inform the Council and general public when such projects occur in the future.**
- 4. A presentation of the actual agreement with SET Environmental which was signed by the city manager on August 26.**

BUDGET IMPACT, IF ANY: The full financial impact of any and all environmental clean-up work is not yet known.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None

STAFF RECOMMENDATION: None

RECOMMENDED MOTION: None

ATTACHMENT(S) INCLUDED (If none, please state that)

An agreement with SET Environmental

FOR MORE INFORMATION CONTACT:

Cameron Clapper, cclapper@whitewater-wi.gov, (262) 473-0100



2016 FIELD WORK AND ER RESPONSE AUTHORIZATION

EMERGENCY RESPONSE

The undersigned authorized agent (the "Owner") as owner or authorized agent as represented by signing this agreement for the titleholder of the area, surrounding area or any contaminated area that appears to be related (hereafter, the "Premises") on or off site, authorizes SET Environmental, Inc. ("SET") to undertake any and all work required to estimate, evaluate and restore the surface, subsoil, any structures or waters located at or near the Premises. This authorization includes, but is not limited to, work already performed by SET on the Premises, but prior to the signing of this authorization, which work has been orally approved by authorized agents of the Owner. Moreover, Owner represents to SET that Owner has obtained all necessary consents and approvals for SET to work on the Premises, and all other areas of public or private property requiring restoration and remediation. In the event such approvals have not been obtained, Owner agrees to diligently obtain them. SET is not responsible for inventorying, appraising, or cleaning any personal property not included in SET's scope or any property deemed a total loss by Owner, SET, or Owner's insurance company.

A. CONTINUING WORK AUTHORIZATION

SET is further authorized to continue with restoration and remediation of the Premises after the date of this authorization, with such continuing work to be agreed upon according to SET's scope or by any subsequent written revised scope, the terms of which shall be agreed upon between SET and Owner or as directed by any legal authority as soon as possible. Prior to agreement on a work scope, Owner approves all SET work activity which SET will undertake pursuant to Owner's direction, or pursuant to the direction of Owner's insurance carrier or adjuster, whose representatives shall be deemed to be acting as Owner's authorized agents for this limited purpose.

B. ASSIGNMENT OF BENEFITS

Owner agrees to pay SET for the work performed at the time services are rendered. Moreover, if Owner is a named insured or beneficiary under a valid insurance policy, Owner hereby assigns all such insurance payments for covered charges directly to SET under Owner's policy from the following insurance company (ies):

Owner agrees to pay Owner's insurance deductible, if any, directly to SET upon execution of this agreement. Owner agrees to pay to SET any insurance proceeds received directly from its insurance carrier(s), in the event such carrier(s) do not agree to honor this assignment of benefits. Owner's payment obligation will not be modified, extended, or made in any way contingent upon Owner's insurance carrier's timing of disbursement of any insurance proceeds. Should Owner's insurance company require direct payment to Owner, Owner shall direct that the name of SET Environmental, Inc. be added as a co-payee to the payment check covering SET's services.

C. ESTIMATES

Upon written request, SET will make best efforts to provide an estimate for cost of clean up for budgetary purposes only. Estimates are based upon information made available at the time developed. No estimate should be relied on as a firm final cost and often change dramatically. Owner/agent agrees to hold harmless and not rely on any estimate provided.

Customer Initials:

D. PAYMENT / RATES

1. Payment is due at the time services are rendered. Balances more than thirty (30) days past due shall bear compounded monthly interest at the rate of 1.5% per month thereafter until paid in full. Owner agrees to pay all costs of enforcing this agreement incurred by SET, including reasonable attorney fees, collection and court costs whether or not suit is filed. Owner/Agent understands that they are fully responsible for payment in full for services provided regardless of any amount insurance may or may not pay.
2. Rates charged may be provided in Attachment "A" and are incorporated into this agreement. Customer understands that all work is time and materials and contractually is bound by the rates in attachment "A."

In the event that SET's billing is not timely paid, such unpaid amount, together with interest calculated at the rate of one and one-half percent (1.5%) per month compounded plus reasonable attorney fees, shall constitute a continuing lien upon the Premises. SET and Owner agree that to the extent that SET's services, including estimating services and contents cleaning, are not directly covered by the Illinois Mechanics Lien Act (or similar corresponding state law), it is nevertheless the intention of SET and Owner that this lien be deemed a common law lien, administered by agreement according to the protections and procedures of such Act.

3. A fuel surcharge shall apply to all transportation and equipment refueling related costs. Pricing for all waste will be provided once profiles have been approved by the designated treatment storage and disposal facility.

Client agrees to be fully bound and responsible for all services provided by SET prior to the date signed here in connection with the cost of the ER response and clean up event.

E. WARRANTY AND SATISFACTION

SET represents that its employees have been trained to perform remediation and restoration services of the highest quality and in a workmanlike manner. Owner shall notify SET in writing of any claim against SET, including claims for damaged or improperly treated property, within seven (7) days of SET's completion of work at the Premises. Failure to so notify SET shall be deemed a waiver of such claims.

Due to the nature of hazardous substances and emergency response damage, SET is not responsible for the cost of any fees, permits, fines, or other imposts or charges assessed or claimed against the Owner of the Premises by any unit of government, all of which shall be the sole responsibility of Owner. An additional security and insurance fee will apply to all invoices.

F. CONTRACTUAL EFFECT AND MISCELLANEOUS PROVISIONS

This document will also serve as authorization for SET Environmental, Inc. to sign on behalf of owner/agent regarding any paperwork associated with transportation & disposal of waste, including signing manifests and land disposal restriction forms. Owner/agent acknowledges that authorizing SET Environmental, Inc. to sign on its behalf in no way releases owner/agent from liability associated with being classified as the generator of the waste material.

The terms of this authorization are intended to form an enforceable contract, and all oral or other written representations concerning the subject hereof are deemed merged herein as reflecting the entire agreement. This authorization may not be used by any party as, and is not intended as, in any way admitting any criminal or civil liability or responsibility for any damages or acts which may have caused the need for SET's services in connection with the Premises on site or off.

Customer Initials: *de*

ENVIRONMENTAL FIELD SERVICE WORK

The following sets forth the terms and conditions under which Contractor shall, at Customer's request, provide **Scheduled Environmental Field Services** which may include, but are not limited to, spill response, lab packing, transportation, waste disposal, remediation, in plant environmental services and/or industrial cleaning (hereinafter referred to as "Service").

1. **Term.** This Agreement is effective for one year and shall be renewable for additional one-year terms upon written agreement by both parties. For purpose of contract renewal, Contractor has option of changing prices or other terms at his discretion. All changes shall be agreed upon in writing by Customer and Contractor.
2. **Contractor Services.** Contractor shall, on an as requested basis by Customer, provide **Scheduled Environmental Services** for Customer. Services under this contract may include in plant services, sampling, testing, transportation, disposal, excavation, and decontamination of hazardous and/or non-hazardous materials and/or biologically contaminated materials as well as scheduled environmental services as needed.
3. **Pricing.** Contractor shall provide Customer with pricing schedules for the scope of work identified herein. Pricing schedules may be attached as an addendum to this contract or provided separately in the form of a Proposal ("Proposal"). In either case, the terms and conditions of this agreement shall take precedence over the terms and conditions of any other agreement unless expressly agreed to in writing by both parties.
4. **Invoicing and Payment.** Contractor shall submit invoices for services completed to the customer on a weekly basis. Any necessary extra work not described in the original Proposal shall be described in a written Change Order, completed by the Contractor. This Change Order shall be signed by both parties prior to any work pursuant to the Change Order and shall be considered an Addendum to this Contract. Payment is due in full within 30 days of receipt of invoices. Balances more than thirty (30) days past due shall bear compound interest at a rate of 1.5% per month thereafter until paid in full.

Owner agrees to pay all costs of enforcing this agreement incurred by SET, including reasonable attorney fees, collection and court costs whether or not suit is filed. Owner/Agent understands that they are fully responsible for payment in full for services provided regardless of any amount insurance may or may not pay.

5. **Compliance with Laws/Licenses and Permits.** Contractor represents and warrants that it has all permits and licenses required for the accomplishment of the Service and Contractor represents that it is familiar with, understands, and will comply with the Hazardous Materials Transportation Act, the Resource Conservation and Recovery Act, the Solid Waste Disposal Act, and all similar local, state, and federal laws and regulations concerning the handling, transportation and treatment, storage and/or disposal of Waste and providing of Service.
6. **Warranty.** The Services shall be performed in a good and workmanlike manner by trained, qualified, careful, experienced and efficient workers in conformity with standard industry practices and all legal requirements.
7. **Independent Contractor.** Contractor is an independent Contractor for the performance of the services performed under this Agreement. The Contractor, while on the property of the Customer, shall observe all rules and regulations required by Customer and shall exercise due care and diligence to perform the work to prevent any damage to property of Customer, or injury to persons including Customer's employees.
8. **Knowledge of Materials Handled.** Contractor recognizes that the Waste to be handled may be hazardous to human health and Contractor shall familiarize itself with respect to such hazards and shall, in conformance with the law, advise employees and communities and others who handle the Waste for Contractor. Customer shall represent to Contractor the identity of all wastes and, where available, will provide an analysis of the waste. Customer shall provide information known to Customer concerning the possible dangers and hazards

Customer Initials:

in handling such materials. Contractor shall not be required to accept any waste (for example, but not limited to, dioxins, dioxins suspect or radioactive wastes) for removal for which Contractor cannot arrange permitted disposal. Should the waste differ from the identity, characteristics or analysis as presented by the Customer, the Customer shall bear the total cost of analysis and the total cost to correct handling and transportation of such re-identified waste, to repair or replace damaged equipment, and to cover medical and/or legal expenses. Any other expenses Contractor may incur because of such misrepresentation, regardless of whether or not such misrepresentation was negligent, likewise shall be covered by Customer. Any such misrepresentation of waste will give to Contractor the right to refuse acceptance of any additional wastes and to terminate this Agreement immediately, without notice.

9. Indemnification. Contractor agrees to indemnify and save harmless Customer, its officers and employees against and from any and all liabilities, losses, damages, costs, expenses (including attorney's fees for attorneys furnished or selected by Contractor), causes of action, suits, claims and demands for judgments of any nature whatsoever Customer may sustain as a result of the failure of Contractor to comply with the provisions of this Agreement, or resulting from or arising out of any acts or omissions negligent or otherwise, of Contractor or Contractor's employees, agents or subcontractors in performance of the work herein specified.

Customer agrees to indemnify and save harmless Contractor its officers and employees against any and all liabilities, losses, damages, costs, expense (including attorney's fees for attorneys furnished or selected by Contractor), causes of action, suits, claims and demands for judgments of any nature whatsoever Contractor may sustain as a result of the failure of Customer to comply with the provisions of this Agreement, or resulting from or arising out of any acts or omissions negligent or otherwise, of Customer or Customer's employees, agents or subcontractor.

10. Insurance. Contractor agrees to procure and maintain, at its own expense, the following:
- a. Workmen's Compensation and Employer's Liability Insurance, in an amount consistent with statutory requirements, for all of its employees to be engaged in work under this contract;
 - b. Business Automobile Liability Insurance of not less than \$1,000,000 combined single limit per occurrence, including wrongful death and/or property damage for any one accident.
 - c. Excess Liability - Umbrella Form \$5,000,000.
 - d. Commercial General Liability Insurance, in an amount not less than \$1,000,000 per occurrence and \$2,000,000 aggregate
 - e. Contractor's Pollution Liability Insurance with limits of \$3,000,000 per occurrence and \$5,000,000 aggregate.
 - f. Environmental Impairment Liability Insurance with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Upon request by Customer, Contractor shall furnish certificates of insurance to Customer, naming Customer as an Additional Insured on their policies.

11. Access to Premises. Customer grants to Contractor, its agents and employees, during the term of this Agreement, reasonable access to Customer's premises for purposes of providing services under this Agreement. Contractor shall comply with Customer's safety procedures while on Customer's premises, and copies of the safety procedures will be made available to Contractor.
12. Termination. Either party may terminate this Agreement upon sixty days prior written notice to the other, provided that such termination shall be without prejudice to any other remedy the party may have and shall not affect the covenants of the parties set forth herein with respect to services which have been rendered prior to the effective date of termination.

Customer Initials:

13. Notice. Any notice to be given under this Agreement shall be in writing and addressed or delivered to the following:

For Customer

For Contractor

Camerson Slagoff
City Manager
City of Whitewater
512 W. Whitewater Street, Whitewater
53190

Michael O'Dwyer
CFO
SET Environmental, Inc.
450 Sumac Road, Wheeling, IL 60090

14. Waiver. Any waiver by either party of any provisions or conditions of this Agreement shall not be construed or deemed to be a waiver of any other provisions or conditions of this Agreement, nor a waiver of a subsequent breach of the same provision or condition, unless such waiver be expressed in writing by the party to be bound.

15. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Illinois.

16. Force Majeure. The performance of the Agreement, except for the payment of money, may be suspended by either party in the event of act of God, war, riot, fire, explosion, accident, flood, sabotage, national defense requirements, strike or injunction, (provided that neither party shall be required to settle a labor dispute against its own best judgment); or any other event beyond the reasonable control of such party, which event prevents the removal, transportation, treatment, storage or disposal of wastes.

17. Entire Agreement. This agreement constitutes the entire Agreement between the parties and no addition or modification of any of the provisions shall be binding unless made in writing and signed by a duly authorized representative of Customer and Contractor.

IN WITNESS WHEREOF, the parties hereto have duly executed this agreement on the date and year below.

IN WITNESS WHEREOF, the Parties hereto have executed this authorization this _____ day of _____, 2016.

CLIENT

SET ENVIRONMENTAL, INC.

By: [Signature] 8/26/16
Authorized Agent/Owner Date

By: _____
Authorized Agent of SET Date

Customer Initials: CS

Field Services/ER Billing Schedule-2016

Project Personnel	Scheduled Work (per/hr)
Site Administration	\$39.00 / hour
Hazmat Technician	\$49.00 / hour
Transportation/Disposal Coordinator	\$49.00 / hour
Driver	\$55.00 / hour
Chemist	\$60.00 / hour
Project Foreman	\$55.00 / hour
Site Safety Officer	\$85.00 / hour
Site Supervisor	\$69.00 / hour
Equipment Operator	\$55.00 / hour
Project Manager	\$95.00 / hour
Senior Project Manager	\$110.00 / hour
High Hazard Specialist	\$95.00 / hour
Gas Cylinder Specialist	\$95.00 / hour
Chemical Engineer P.E.	\$120.00 / hour
Senior Gas Cylinder Specialist	\$135.00 / hour

- Mon-Fri scheduled work is straight time for first 8 consecutive hours. OT is billed at 1.5
- Saturday and Sunday work is billed at 1.5
- Emergency Response work is billed at 1.5
- Holiday work is billed at double time
- Time is charged in ¼ hour increments

Trucks	Rate / Unit
Truck, Pickup	\$165.00 / shift
Truck, Stakebed	\$175.00 / shift
Truck, Service Vehicle	\$150.00 / shift
Truck, Box (12' or 24')	\$300.00 / shift
Truck, Semi with Van Trailer and Driver*	\$105.00 / hour
Truck, 3,000-Gallon Vacuum and Driver*	\$125.00 / hour
Truck, 5,000-Gallon Vacuum Tanker and Driver*	\$115.00 / hour
Truck, Semi with Roll-off Trailer and Driver*	\$110.00 / hour
Truck, Semi with Double Roll Off and Driver*	\$125.00 / hour
Truck, Super Sucker and Driver* (minimum 8 hours)	\$185.00 / hour

* Add \$27.50/Hour for Overtime or Emergency Response

Trailers & Pull Behind	Rate / Unit
Trailer, Equipment	\$225.00 / shift
Trailer, Heavy Duty Flatbed/Utility	\$150.00 / shift
Trailer, Tow behind Tanker (1000 Gallon)	\$150.00 / shift
Trailer, Hurricane Vec Loader	\$850.00 / shift
Trailer, High Hazard- Level A/B	\$250.00 / shift
Trailer, Jet Rodder/Meyers Unit	\$500.00 / shift
Trailer, Gooseneck	\$250.00 / shift
Trailer, Fatigue	\$200.00 / shift
Mobile Command Center	\$150.00 / shift
Air Compressor, 185cfm	\$175.00 / shift
Light Tower	\$195.00 / shift
Generator, 70 KV	\$350.00 / shift
Pump, Pit Hog Hydraulic	\$275.00 / shift
Pressure Washer, Trailer Mount 3,000 psi	\$350.00 / shift
Road Message Arrow Board-trailer	\$100.00 / shift

Hoses & Pumps	Rate/Unit
Hose, Air, 50', for Breathing	\$20.00 / shift
Hose, Air, compressor	\$10.00 / shift
Hose, Air Mover (Flex Hose)	\$2.00 / foot
Hose, Air Mover (Rubber Hose), Section	\$50.00 / shift
Pipe, Flex (metal), Section	\$50.00 / shift
Hose, Chemical, 20' Section	\$100.00 / shift
Hose, Discharge (Soft), 2" x 50'	\$15.00 / shift
Hose, Pressure Washer, 50' Section	\$10.00 / shift
Hose, Suction, 20' (Vacuum Truck hose)	\$25.00 / shift
Pump, Aluminum Double Diaphragm	\$175.00 / shift
Pump, Stainless Steel Double Diaphragm	\$250.00 / shift
Pump, Poly Double Diaphragm	\$250.00 / shift
Pump, Submersible (>2")	\$95.00 / shift
Pump, Electric Drum	\$75.00 / shift
Pump, Trash	\$75.00 / shift

Equipment	Rate/Unit
Air Compressor, Portable	\$75.00 / shift
Barricade ("Horse")	\$5.00 / shift
Backhoe	\$425.00 / shift
Banding Machine	\$100.00 / shift
Blower, Electric, IS rated	\$55.00 / shift
Blower, Pneumatic	\$75.00 / shift
Box Rental, Dewatering (plus delivery charge)	\$55.00 / day
Box Rental, Vacuum (plus delivery charge)	\$55.00 / day
Box Liner, Vacuum (bladder)	\$450.00 / each
Box Rental, Roll off (plus delivery charge)	\$15.00 / day
Box Liner, Roll off	\$45.00 / liner
Chain Saw	\$75.00 / shift
Chest Waders w/Suspenders	\$25.00 / shift
Cold Tapping Equipment	\$150.00 / shift
Confined Space Entry Equipment, Side Entry	\$90.00 / shift
Confined Space Entry Equipment, Silo Entry	\$300.00 / shift
Confined Space Entry Equipment, Top Entry	\$150.00 / shift
Cylinder, Salvage vessels, various sizes and types	case by case
Frac Tank Rental (plus delivery charge)	\$55.00 / day
Generator, <=6.5 KW	\$85.00 / shift
Generator, 50KV (8 hours use)	\$225.00 / shift
Hudson Sprayer	\$10.00 / shift
Industrial Heater	\$50.00 / shift
Jack Hammer (50 lbs.)	\$75.00 / shift
Ladder	\$10.00 / shift
Lights, on Portable Stands or Drop	\$25.00 / shift
Mini - Excavator	\$425.00 / shift
Mini-Excavator Breaker Attachment	\$185.00 / shift
Negative Air Machine	\$100.00 / shift
Plasma Cutter	\$125.00 / shift
Portable Ventilation Fan	\$55.00 / shift
Pressure Washer Portable	\$250.00 / shift
Pressure Washer Portable Hotsy/Heated	\$350.00 / shift
Radio, Portable, 2 Channel Hand-held	\$25.00 / shift
Radio, Portable, Intrinsically Safe	\$75.00 / shift
Remote Tank Cleaning System (Spinner Head)	\$990.00 / shift
Road Closure Sign (Large on stand)	\$20.00 / shift
Saw, Circular or Reciprocating (w/o blades)	\$60.00 / shift
Saw, Gas Powered Cut Off (without blades)	\$75.00 / shift
Scale, Portable	\$100.00 / shift
Skid Steer	\$295.00 / shift
Skid Steer, Track	\$395.00 / shift
Skid Steer Sweeper Attachment	\$150.00 / shift
Skid Steer Breaker Attachment	\$185.00 / shift
Spill guard Secondary Containment	\$35.00 / shift
Tank, 3,000 poly tank	\$150.00 / shift
Subsurface Core Sampler (Stainless Steel)	\$25.00 / shift
Subsurface Sample Tubes	\$12.00 / each
Sod Cutter	\$80.00 / shift
Spark Proof Tools	\$100.00 / shift
Tools, Hand/Landscape	\$25.00 / shift
Torch (Oxy-Acetylene)	\$100.00 / shift
Vacuum (Mercury)	\$150.00 / shift
Vacuum (Electric/HEPA)	\$40.00 / shift
Vacuum (Electric Drum)	\$125.00 / shift
Vacuum (Pneumatic Drum)	\$125.00 / shift
Weed Eater/ Brush Cutter /Leaf Blower	\$35.00 / shift

Materials	Rate/Unit
Absorbent Boom (10' section, 8" diameter)	\$140.00 / bale
Absorbent Boom (10' section, 5" diameter)	\$115.00 / bale
Absorbent Pads (oil or universal)	\$75.00 / bale
Bailers, Disposable	\$15.00 / each
Brush, Deck	\$8.00 / each
Excelsior Blanket	\$95.00 / roll
Lint free Rags	\$85.00 / box
Mercury Cup, Bag, and Filter	\$100.00 / set
Nitrogen Cylinder	\$25.00 / each

Field Services/ER Billing Schedule-2016

Materials (cont.) **Rate/Unit**

Oil Pickup Absorbent (25 lb. Bag)	\$15.00 / bag
Poly Sheeting, 6 ml 20' x 100'	\$110.00 / roll
Poly sheeting, Reinforced	\$140.00 / roll
Pump, Barrel (Disposable)	\$30.00 / shift
Rags, Standard	\$65.00 / box
Rope, 3/8"	\$0.50 / foot
Sample Jar	\$5.00 / each
Tape, Duct	\$9.00 / roll
Tape, Caution	\$20.00 / roll
Thieving Rod	\$20.00 / each
Vermiculite (4 cubic feet)	\$45.00 / bag

Testing and Analysis Equipment **Rate/Unit**

Chlor-N-oil PCB Test Kit	\$15.00 / shift
Chlorine Meter	\$75.00 / shift
Benzene Meter	\$90.00 / shift
Draeger Testing Unit	\$25.00 / shift
HAZ-CAT Identification / classification	\$50.00 / test
4 Gas Meter (LEL/O2/CO/H2S)	\$150.00 / shift
5 Gas Meter (LEL/O2/CO/H2S/PID)	\$200.00 / shift
Ludlum (NORM Meter) Geiger Counter	\$75.00 / shift
Lumex Mercury Vapor Analyzer	\$450.00 / shift
Infra-Red Heat Sensor	\$45.00 / shift
PH Meter	\$40.00 / shift
Photo-Ionization Detector (Hnu or Microtip)	\$90.00 / shift
Pump, Air (Bendix, Draeger)	\$20.00 / shift
Tubes, Draeger or Bendix	\$12.00 / shift
Unknown Chemical Identification (Standard)	\$350.00 / each
Unknown Chemical Identification (ER)	\$500.00 / each
Packing and Shipping Unknown Samples	\$100.00 / each
Anthrax/Biological Agent Testing	\$1,500 / panel

Surfactants **Rate/Unit**

Alconox, Non Phosphonated Solution	\$38.00 / gallon
Biosolve Hydrocarbon Emulsification	\$40.00 / gallon
Citric Acid (50 Pound Bag)	\$150.00 / bag
CSI-1 (Biological Decontamination Surfactant)	\$50.00 / gallon
D-Limonene	\$55.00 / gallon
HD 2,000	\$16.00 / gallon
HMCS-100	\$50.00 / gallon
LEL Vapor suppressant (SCS-100)	\$50.00 / gallon
Less Than 10 (PCB Soap)	\$45.00 / gallon
Lime (50 Pound Bag)	\$50.00 / bag
Mercury Soap HGCS-102	\$50.00 / gallon
Metal X	\$50.00 / gallon
Microblaze Hydrocarbon Emulsification Agent	\$45.00 / gallon
Mirachem	\$45.00 / gallon
Mold Soap	\$50.00 / gallon
Petroleum Hydrocarbon Emulsification Agent	\$45.00 / gallon
SET 965 Cleaning Solution	\$35.00 / gallon
Simple Green	\$25.00 / gallon
Soda Ash (50 Pound Bag)	\$55.00 / bag
Sodium Bicarbonate (50 Pound Bag)	\$75.00 / bag
Sodium Hypochlorite	\$9.00 / gallon
Mercaptolite	\$45.00 / gallon

Containers **Rate/Unit**

Box, Cubic Yard	\$140.00 / each
Box, DOT Shipment Container	\$30.00 / each
Box, Poison Inhalation	\$50.00 / each
Box, Bulb 4' or 8'	\$20.00 / each
Drum Liners (6 mL)	\$5.00 / each
Drums, 5 Gallon, Poly (OH)	\$13.00 / each
Drums, 5 Gallon, Steel X Class	\$40.00 / each
Drums, 14 Gallon, Poly (OH)	\$65.00 / each
Drums, 30 Gallon, Poly	\$70.00 / each
Drums, 30 Gallon, Steel	\$79.00 / each
Drums, 55 Gallon, Poly	\$70.00 / each
Drums, 55 Gallon, Steel Open Head	\$50.00 / each

Drums, 55 Gallon, Steel Closed Head	\$65.00 / each
Drums, 95 Gallon, Poly Overpack	\$225.00 / each
Drums, 85 Gallon, Steel Overpack	\$180.00 / each
Poly Tote, 275 Gallon	\$225.00 / each
Poly Tote, 330 Gallon	\$325.00 / each
Super Sack, Non Haz	\$100.00 / each
Super Sack, Haz	\$145.00 / each

Personal Protective Equipment **Rate**

Level D PPE	\$35.00
Level D Modified with tyvek	\$50.00
Level D Modified with poly coated Tyvek	\$65.00
Level C	\$100.00
Level C with Acid Suits or Saranex	\$150.00
Level B with Saranex Suit	\$185.00
Level B with acid suit	\$285.00
Level A	\$1,000.00
Fall Protection	\$50.00
Turn Out Gear	\$150.00
Aluminized Kevlar Suit w/Flak Jacket per day	\$200.00
Nomex Coveralls	\$35.00

NOTE: The quoted rates include one personal protective clothing ensemble (inner nitrile and outer chemical gloves, suit, latex booties and one pair of cartridges, or 50' of airline). Additional PPE will be billed per the rate sheet.

Additional PPE **Rate/Unit**

Booties, Latex (pair)	\$5.00 / pair
Boots, Haz Mat Beta	\$105.00 / pair
Boots PVC Overboots	\$25.00 / pair
Cartridge, Mercury P-100	\$55.00 / pair
Cartridge, Combination	\$35.00 / pair
Cartridge, P-100	\$20.00 / pair
Dust Masks	\$30.00 / box
Gloves, Chem master (neoprene)	\$5.00 / pair
Gloves, Leather or Jersey	\$2.50 / pair
Gloves, Kevlar	\$8.00 / pair
Gloves, N-Dex (Nitrile Inner)	\$15.00 / box
Gloves, Latex or Nitrile (outer)	\$3.50 / pair
Gloves, Silver Shield (4-H)	\$10.00 / pair
Gloves, PVC	\$5.50 / pair
Suits, FR Paper	\$15.00 / each
Suits, FR Coated	\$35.00 / each
Suits, Rain, 2-Piece PVC	\$25.00 / each
Suits, Saranex	\$35.00 / each
Suits, River City Acid	\$40.00 / each
Suits, Tyvek	\$10.00 / each
Suits, Tyvek (Poly coated)	\$25.00 / each
SCBA, 45 Minute Complete Unit	\$120.00 / shift
SCBA, 5 or 10 Minute Escape Unit	\$70.00 / shift
Breathing Air Bottles, 45 Minutes	\$15.00 / each
Breathing Air Cylinder (300cf)	\$75.00 / each

Water Response **Rate/Unit**

Absorbent Roll (38" x 100 feet)	\$175.00 / roll
Boat, 2 Man With Motor (10-12 feet)	\$120.00 / shift
Boat, 3 Man With Motor (12-16 feet)	\$350.00 / shift
Boat, 3 Man With Motor (16-20 feet)	\$475.00 / shift
Boom, Skirted Containment 10-inch	\$1.50/foot/shift
Boom, Skirted Containment 18-inch	\$2.00/foot/shift
Boom, Skirted Containment 24-inch	\$3.00/foot/shift
Boom Trailer	\$150.00 /shift
Kit, Boom Anchor 22 lb	\$35.00 /shift
Life Vest, ANSI rated	\$14.00 /shift
Skimmer, Double Drum	\$550.00 /shift
Skimmer, 36 inch aluminum	\$150.00 /shift
Skimmer, Weir	\$175.00 /shift
Snare, Oil (on a 50' line)	\$120.00 / bale
Sweep, Oil (50 foot section)	\$95.00 / bale

Field Services/ER Billing Schedule-2016

ADDENDUM TO STANDARD AND EMERGENCY SCHEDULE OF FEES

Prior to mobilization, SET Environmental, Inc. requires a standard SET Environmental Services contract endorsed by the client and/or a signed customer purchase order with terms acceptable to SET.

- (1) SET's fee shall be calculated by multiplying the appropriate fixed rate for labor, equipment and other items (Rates) for which Rates are specified, and any other items or Fees (Schedule), by the amount of time spent in performance of the Work and in mobilization, demobilization, and other services described in paragraph (4) below. Rates for equipment and materials do not cover labor used in operating such equipment or using such materials unless specified.
- (2) All items supplied by SET for which rates appear in this schedule will be charged at the appropriate rate. For all equipment, materials, supplies and services not described in the schedule or unavailable at the time of service which are obtained by SET from subcontractors or suppliers, the Client shall reimburse SET for the cost to SET plus a handling charge of 20% of such cost (with the exception of Waste Transportation and Disposal which will be quoted on a case by case basis). Equipment is charged portal to portal, with a 4 hour minimum (upon activation for ERs). Pick up and delivery charges may apply to rented and specialized equipment.
- (3) A daily rental charge will apply in the event that waste or product generated by the Client is required to remain in SET's tankers at shift completion. The charges are as follows - Product Tanker:\$150/Day; Vacuum Tanker:\$350/Day; 3,000 Gallon Vacuum Truck:\$500/Day.
- (4) Personnel will be charged portal to portal, with a 4 hour minimum (upon activation for ERs). Personnel travel time via air, land or water will be charged per the rates schedule. Extraordinary travel expenses, i.e. airline tickets, taxi, parking, etc., will be charged at cost plus 20%. Travel expenses for long term, on-site personnel who are permitted to return home every three weeks will be charged at cost plus 20%. Services provided prior, during, and/or subsequent to actual cleanup activities may also be charged, including without limitation: preparation for mobilization, loading and unloading of equipment and materials, equipment and clothing decontamination, project management, regulatory liaison, work and/or safety plan preparation, site visits, coordination of transportation and disposal, sampling and monitoring, report preparation, and such other work as shall be deemed necessary in the judgment of SET to prepare the work to be left unattended for an indefinite period. Time taken by personnel to decontaminate prior to breaks and re-don protective clothing and equipment after breaks is considered part of the work period.
- (5) All hours on Saturdays, Sundays are considered overtime. Holidays will be billed at double straight time rates. When the holidays fall on a weekend, the nearer weekday will be charged at the Double time rate.
- (6) Lodgings, subsistence and other living expenses of personnel in the field are included in a Per Diem charge of \$150 per person per day. In certain regions at certain times, hotels at average rates are not available and will be billed at cost plus 20% plus \$35 food per diem per man per day. When work is performed in excess of 12 hours or in an Emergency Response event SET may provide the crew a meal billed at cost plus 20% to the Client.
- (7) Any waste materials generated on-site will be profiled into an approved disposal facility. Waste Transportation and Disposal will be quoted on a case by case basis. A Profile Fee of \$50 for generating new waste streams will be applied.

Field Services/ER Billing Schedule-2016

- (8) Tanker, vacuum box, roll off, frac tanks, secondary containment and hose washout fees will apply at cost plus 20% if provided by a 3rd party or at time and materials if performed by SET. Additional charges may apply for any waste materials generated from cleaning activities.
- (9) Due to the number of personnel or conditions at a work site, SET may require a safety Officer(s) to be dispatched to the site. The safety officer(s) will remain on site and billed for until SET and Customer agree that the services are no longer needed.
- (10) In the event any personnel scheduled above are engaged to provide expert testimony in any court or administrative proceeding, including document recovery and preparation, the rate for such person while testifying either at a deposition or hearing shall be two (2) times the regularly hourly rate schedule above.
- (11) This rate sheet does not cover Prevailing Wage projects.
- (12) A Fuel Surcharge will apply on full transportation rates and all fuel powered equipment and shall be based on the national average of fuel cost at the time of the service(s) event.
- (13) A 9% Energy & Security fee will be added to all invoices excluding the fuel surcharge.
- (14) Terms are COD or Net 30 as approved. Balances past due accrue at 1.5% compounded per month. All court costs, attorney, arbitration, and collection fees on unpaid balances will be paid by customer. Customer is fully responsible for payment in full regardless of insurance payments.
- (15) A 2.5% escalator will be applied to labor each year effective 1/1/2017.

STANDBY RATES FOR EQUIPMENT AND PERSONNEL:

- (1) Equipment held in SET's yard in reserve for the exclusive benefit of the client will be charged at a stand-by rate equal to half the standard rate until released by the client. If the equipment is needed on another project, the client will be notified and offered the option of releasing the equipment. If the client chooses to retain the equipment on standby it will be charged at the full daily rate until released.
- (2) Personnel held in reserve for the exclusive benefit of the client, either on-site or at a dispatch point, will be charged at full rates.



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **9/6/2015**

ITEM: **DTWW ART INSTALLATION**

PRESENTER: **Wally McDonell City Attorney**

PREVIOUS ACTION, IF ANY: **None.**

SUMMARY OF ITEM BEING PRESENTED: **Proposed Installation Agreement**

BUDGET IMPACT, IF ANY: **N/A**

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

STAFF RECOMMENDATION: **Recommend Approval**

RECOMMENDED MOTION: **N/A**

ATTACHMENT(S) INCLUDED (If none, please state):

Art Sales and Installation Agreement.

FOR MORE INFORMATION CONTACT:

**Courtney Nelson, Executive Director DTWW Director@DowntownWhitewater.com,
262-473-2200.**

ART SALES AND INSTALLATION AGREEMENT

Richard Taylor, LLC, ("the Artist"), Downtown Whitewater Inc. ("the Purchaser"), and the City of Whitewater Wisconsin ("the City") hereby agree as follows:

1. The Artist shall design and fabricate two standing sculptures approximately 10' - 12' in height. The sculptures shall be made of weathering steel with a rusted steel finish.
2. Artist will deliver and oversee the installation of the sculptures on concrete footings provided by the City with size and location of footings to be determined and concrete work to be done by the City Public Works. Artist will provide a full size template for placement of stainless steel threaded rods at base of sculpture. A crane will be necessary to install the sculpture and will be provided by Purchaser.
3. The Artist shall present final designs in model form. Two initial designs will be presented. The Purchaser will evaluate these designs and choose the final design. Artist will refine final design if necessary.
4. Sculpture to be fabricated and installed no later than June 1, 2017.
5. The price of the sculpture shall be \$20,000.

Payments shall be as follows:

- 1/2 down-payment 9/19/2016
- 1/2 upon installation of piece

6. All expenses of fabrication and materials of the sculpture shall be the Artist's responsibility, except as provided elsewhere in this agreement.
7. The Artist shall not be responsible for any damages or injury caused by or resulting from the sculpture or its installation after completion of the installation.
8. The signator on behalf of the Purchaser shall have express authority of the Purchaser to enter into this agreement. Evidence of such authority shall be provided to the Artist upon request.
9. This represents the entire agreement of the parties and any modifications shall be in writing executed by the parties.

Date: _____ Richard Taylor LLC, Artist _____

Date: _____ Downtown Whitewater, Inc., Purchaser _____
Courtney Nelson, Executive Director

Date: _____ The City of Whitewater _____
Cameron Clapper, Whitewater City Manager

Michele Smith, City Clerk



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 09/06/2016

ITEM: Special Event Permit Policy

PRESENTER: Assistant City Manager

PREVIOUS ACTION, IF ANY:

July 19, 2016 – City Council deferred action on the policy based on the number of recommended changes proposed by council members.

SUMMARY OF ITEM BEING PRESENTED:

Questions and changes requested at the July 19, 2016, Council Meeting:

1. Changes to the policy

- a. Concern was raised regarding the charge of an application fee. The fee has been removed completely.
- b. The \$800 fence installation fee was removed since council approved a contract to have a permanent fence installed in Cravath Park on both sides of the railroad track.
- c. Facility reservation fee language was changed to “Contact the City Parks & Recreation Department for pricing.”
- d. Request was made to remove application fee, parking and street closure fee for nonprofit organizations. Changes have been incorporated for all non-profit, governmental, and city co-sponsored events.
- e. Concern was raised that the requirement for \$1M insurance liability coverage for events expected to draw 300 – 10,000 people was too wide of a range. It was also noted that events with only 300 people should not be required to carry this insurance requirement. The language was changed to state 750 people rather than 300.
- f. Liquor Liability language was changed from “If the event holder is selling alcoholic beverages...” to “If a group is selling alcoholic beverages....” And, “Whoever is serving alcohol must have a temporary liquor license,” was added.
- g. There was considerable language in the policy that discussed process of review if an application is submitted less than forty-five (45) days prior to an event. This language was removed and replaced with, “If an application is filed with the city less than 45 days prior to the event, the city cannot guarantee there will be sufficient time to review and approve the application.”
- h. Is 45 days enough time for staff to review an application and, if necessary, leave enough time for PD to contact other departments if they need help? The police department has confirmed that the 45 day requirement is acceptable.

2. Changes to the application

- a. Language was added under the sanitation portion of the application that says, “All cleanup efforts must be completed the same day as the event.”
- b. Language referring to a tent permit fee was removed. There is no fee for a tent inspection. However, fire code requires the fire department review and approve tents 400 square feet or larger. The Fire Department does not charge a fee for tent inspection.

Once the above changes were incorporated into the policy and application, a meeting was held with the city staff that had helped develop the policy so they could understand them. Based on this meeting, a number of additional changes were made.

Addition changes based on an August 11, 2016, city staff meeting:

1. Changes to the policy

- a. The application fee was removed completely.
- b. A new Special Event Permit Fee Waiver, Section II C., was created.
- c. A new City Review Process, Section II F., was created. All of this language was in the previous version that council reviewed, it was simply reorganized under the same section.
- d. Under Class B Insurance requirements language was added, “Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B Event.
- e. Street/parking lot fee of \$50 removed and replaced with barricade rental fees.

2. Changes to the application

- a. Under Liquor, the number of checkboxes was reduced to two, and now only includes, “Liquor will not be present at the event,” and “Liquor will be present at the event.” If liquor will be present, the event organizer must contact the City Clerk to discuss.
- b. An “Approved by: and Date” signature line was added to the last page, which will be signed by the city when the application is approved.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: **None**

STAFF RECOMMENDATION: **Staff recommends approving the Special Event Permit Policy**

RECOMMENDED MOTION: **I move to approve the Special Event Permit Policy.**

ATTACHMENT(S) INCLUDED (If none, please state that)

Special Event Permit Policy and Application (Clean Copy)

Special Event Permit Policy and Application (Redline Copy)

FOR MORE INFORMATION CONTACT:

Chris McDonell, cmcdonell@whitewater-wi.gov, 262.473.0139

CITY OF WHITEWATER POLICY	TITLE: SPECIAL EVENT PERMIT POLICY
POLICY SOURCE: Police Dept./City Clerk/DPW/Parks & Recreation	Common Council Approval Date: _____

I. DEFINITIONS

Special Event: Any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, concerts, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which, by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary or intended use of public facilities or property shall be determined by the City Manager or his/her designee.

City Co-Sponsored Event: Public event open to anyone, and is designated in the annual City budget or formally supported by the city through labor or materials.

II. REQUIREMENTS, FEES, INSURANCE, and OTHER PROVISIONS

A. Permit Requirements

~~1. A Special Event Permit Application shall must be filed with the Recreation and Community Events Programmer a minimum of 45 days prior to the event. If an application is filed with the city less than 45 days prior to the event, the city cannot guarantee there will be sufficient time to review and approve the application. Permits for events that have been held in the City of Whitewater for at least the immediate past two (2) years which are filed less than forty five (45) days prior to the event may be issued, provided all conditions for such approval are met.~~

~~1. Sponsors of Special Events must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.~~

~~2. Every city department receiving a copy of a Special Event Permit Application shall recommend either approving or denying the application and listing any reasons for denial. Each department shall review an application based upon the following criteria:~~

- ~~a. Use of department resources~~
- ~~b. Costs to the department~~
- ~~c. Benefit to the community~~
- ~~d. Any perceived public health or safety problems~~

~~e. Use of city property~~ For each Special Event Permit Application submitted which requests city services, the Recreation and Community Events Programmer may schedule a meeting if deemed necessary or requested by the event sponsors and/or the affected city departments. The purpose of the meeting shall be to discuss the specific nature of the services requested. It shall be held no later than thirty (30) days before the event.

~~f. 2.~~

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~~3. Special Event permit requirements shall be waived in those cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details.~~

~~4. All Special Event Permit Applications will be reviewed by city staff, with the Recreation and Community Events Programmer issuing the special event permit upon staff approval. If any recommendation for denial is received from one or more departments, the Special Events Committee will meet with the applicant to attempt to resolve concerns. If the final staff recommendation is denial, the application shall be submitted to the Common Council for review and a determination whether to grant the permit.~~

~~5. Where an event application is filed less than forty five days prior to the event, and the event has been held for at least the immediate past two (2) years, but a substantial change to the pending event is indicated (including but not limited to change of location, route, event organizer, etc.) the application shall be sent to Police, Park and Recreation, Public Works, City Clerk, and City Manager's Office for review and final determination.~~

~~6.3 For each Special Event Permit Application submitted which requests city services, the Recreation and Community Events Programmer may schedule a meeting if deemed necessary or requested by the event sponsors and/or the affected city departments. The purpose of the meeting shall be to discuss the specific nature of the services requested. It shall be held no later than thirty (30) days before the event.~~

~~7.4~~ Each event shall have a designated head of security that can be contacted at any time by the Police and Fire Departments. Each event may be required to have city provided and/or city approved security personnel at the rate of one security person for every 300 persons estimated to be present if alcohol is available or for every 600 persons present if alcohol is not available. The police department shall have the right to modify the levels based on the risk or need for heightened security and require the replacement of security personnel with sworn law enforcement personnel. The modification, barring extenuating circumstances, will be made at the time the application is approved.

If law enforcement services are needed, which may include but not limited to crowd control, traffic control or due to a concern for heightened security risk, the costs of reimbursement will be at the expense of the organization hosting the event. Barring extenuating circumstances, the identified costs will be provided at the time the application is approved.

Any exception from security requirements or a request for reduction of the outlined levels must be submitted in writing to the Recreation and Community Events Programmer or designee prior to the approval of the application. The Special Events Committee will review the exception request and make a recommendation to the City Manager.

B. Special Event Permit Fees

~~1. A non-refundable application fee of \$25 will be required.~~

~~2.1~~ The amount of services provided will be determined by the city staff by reviewing the previous year's event cost analysis. If this is a first time event, a comparison of like events will be done to set the fee schedule. Fees are set forth on Exhibit A to the Special Events Policy.

~~3. City co-sponsored events, even though they may meet the definition of a special event, shall not be required to pay a fee. The City Manager shall determine whether an event~~

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~~is city co-sponsored. Any city co-sponsored event which is anticipated to exceed cost expenditures to the City of \$2,500 will require Common Council approval.~~

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~~4.2~~ Charges for park facilities, food sales permits, ~~tent permit fees~~, statutorily required alcohol permits, etc. shall be paid **IN ADDITION** to ~~the applicable~~ Special Event Permit ~~Application~~ fees.

~~5.3~~ Submittal of a Special Event Permit Application does **NOT** reserve a park or include application for any other permits as may be required.

~~6.~~ ~~Non city co-sponsored event fee waiver requests must be approved by the Common Council.~~

C. Special Event Permit Fee Waivers

1. The City of Whitewater recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the City would otherwise provide or is unable to provide, and to provide uniform and consistent guidelines for a Fee Waiver Request within the City the following guidelines have been established for determining when permit and facility fees may be waived.

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Special event fees may be waived for Parking Lot/Street Closure Barricades and Notification Mailings by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

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a. Intergovernmental Cooperation - Fees may be waived for events or uses when the applicant is another government agency and is a benefit to residents of Whitewater.

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b. City co-sponsored events - Even though they may meet the definition of a special event, shall not be required to pay parking lot or street closure barricade rental, or notification mailing fees. The City Manager shall determine whether an event is city co-sponsored.

c. Nonprofit sponsored events – Fees may be waived for events that will benefit the community and Whitewater residents and all of the following criteria are met:

i. The organization/agency requesting sponsorship by the City has a 501(C) status;

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ii. Appropriate recognition as Sponsor or co-Sponsor of the event or program is provided for the City of Whitewater on all promotional materials and at the event or program; and

iii. All resources provided by the City in sponsorship of the event (fee waiver or in-kind service) must be provided for within the City's current budget allocations without a reduction or increase of services or costs.

Any city co-sponsored event which is anticipated to exceed expenditures to the City of \$2,500 will require Common Council approval. The waiver of fees does not relieve insurance or security requirements.

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All waiver decisions of the City Manager may be appealed to the City Council for review. If the Council finds that the City Manager's interpretation of the fee waiver policies for an appealed request are not consistent with the intent of these guidelines or are not in the best interest of the community the City Council may overturn the decision of the City Manager.

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C-D. Insurance Requirements

1. There are ~~four~~ three (3) classes of events, Class A, Class B ~~and~~, ~~Class C and Class D~~. Each class shall be determined by its characteristics. An event does not have to have all the characteristics listed to be in the classification. The City reserves the right to make final determination of an event's classification and the related requirements that will be imposed upon the event organizer.

- ~~a. Class A: Any event whose attendance is anticipated to be over 10,000.~~
- ~~b-a. Class AB:~~ Large exposure events including but not limited to, parades, concerts, bike races, auto shows, circuses, ~~sidewalk sales,~~ or activities that have the potential to draw ~~between over 7,000~~ 5,001 and 10,000 people or events with amusement devices, pony rides, bleachers used to seat more than 500 people, or fireworks displays.
- ~~e-b. Class BC:~~ Medium exposure events including, but not limited to, parades, concerts, dances, animal shows or any activity that is likely to draw between ~~300-750~~ and ~~57,000~~ people. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event.
- ~~e-c. Class CD:~~ Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than ~~300-750~~ people. Event organizers in this class are encouraged to obtain insurance even though it is not required.

2. Each applicant shall furnish the City a certificate of insurance showing insurance written by a company licensed in the State of Wisconsin and covering any and all liability. (See Exhibit B).

D-E. Other Requirements

3-1. Mapped Routes

Routes for special events must be submitted with the permit application, regardless of historical precedent. Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works. In the event that the organizer or sponsor of any special event deviates from the route submitted without the approval of the city, the Police Department will have discretion to shut down the event route and the organizer or sponsor of such special event may be denied a permit for future special events.

4-2. Event Cancellation

The City Manager, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the city, or any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

5-3. Block Party Neighboring Consent Form

For neighborhood block parties that require a street closure, a Neighboring Consent Form (Exhibit C) must be completed, which requires the signature from an adult resident/occupant of at least 75% of all residential and/or non-residential units on the street(s) for which closure is requested.

6-4. Street and/or Parking Lot Closure Notification Requirement

If a street and/or parking lot will be closed, not related to a neighborhood block party, the applicant is required to notify affected property owners. If requested, city will provide a list of affected addresses and complete the notification mailing. The applicant

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is responsible to pay the actual cost of the notification mailing, which includes costs for envelopes, paper, and postage.

F. City Review Process

1. Every city department (Police, Park and Recreation, Public Works, City Clerk, and City Manager's Office) receiving a copy of a Special Event Permit Application shall recommend either approving or denying the application and listing any reasons for denial. Each department shall review an application based upon the following criteria:

- a. Use of department resources
- b. Costs to the department
- c. Benefit to the community
- d. Any perceived public health or safety problems
- e. Use of city property

For each Special Event Permit Application submitted which requests city services, the Recreation and Community Events Programmer may schedule a meeting if deemed necessary or requested by the event sponsors and/or the affected city departments. The purpose of the meeting shall be to discuss the specific nature of the services requested. It shall be held no later than thirty (30) days before the event.

All Special Event Permit Applications will be reviewed by city staff, with the Recreation and Community Events Programmer issuing the special event permit upon staff approval. If any recommendation for denial is received from one or more departments, the Special Events Committee will meet with the applicant to attempt to resolve concerns. If the final staff recommendation is denial, the application shall be submitted to the Common Council for review and a determination whether to grant the permit.

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EXHIBIT A TO SPECIAL EVENTS POLICY
Special Event Fees

Application Fee _____ \$25.00

Police Services

- Regular Time _____ ACTUAL COST
- Overt-Time _____ ACTUAL COST

Parking Lot Repair (\$50/hr) _____ ACTUAL COST

Clean-Up/Restoration of Site (\$50/hr) _____ ACTUAL COST

Fence Installation & Take Down _____ \$800.00 (when Railroad must be fenced off)

*Fencing of Cravath Lakefront railroad track area is required when park property on both sides of track is being used.

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Banner Fees _____ \$75.00 - \$175.00
 _____ \$75 to hang banner for one week
 _____ \$115 to hang banner for two weeks
 _____ \$60 to rent actual banner.

Facility Reservation Fees _____ Contact the City Parks & Recreation Department for pricing

*Parking Lot/Street Closure _____ Type 1: Small Fold Out - \$7.50/daily
Barricade Rental _____ Type 2: Medium Fold Out - \$9.00/daily
 _____ Type 3: Large Barricades - \$12.50/daily
 _____ 6' A-Frame Barricades - \$5.00/daily
 _____ 10' A-Frame Barricades - \$7.50/daily
 _____ 28" Safety Cones - \$1.00/daily \$50.00 per Parking

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Lot

Street Closure _____
 _____ \$50.00 per Street closed
 _____ ~~Parking Lot Repair (\$50/hr)~~
 _____ ~~ACTUAL COST~~

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~~Clean-Up/Restoration of Site (\$50/hr) _____ ACTUAL COST~~
~~Banner Fees _____ \$75.00 - \$175.00~~
~~_____ \$75 to hang banner for one week~~
~~_____ \$115 to hang banner for two weeks~~
~~_____ \$60 to rent actual banner.~~

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*Street and/or Parking Lot Closure _____ ACTUAL COST of envelopes, paper and postage
Notification _____ ACTUAL COST of envelopes, paper and postage _____
Notification Mailing _____

Notification Mailing

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Facility Reservation Fees _____ \$50.00 +

NOTE: Facility must be reserved separately*Fees waived for events hosted by nonprofit organizations and for city co-sponsored events

EXHIBIT B TO SPECIAL EVENTS POLICY
City of Whitewater Liability Insurance Requirements

It is hereby agreed and understood that the insurance required by the City of Whitewater is **primary coverage** and that any insurance maintained by the City of Whitewater, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.

Class A events – Large Exposure – over 107,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage
- 2) Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; and
- 3) Name the City as an Additional Named Insured.

Class B & C events – Large Exposure – 300-750 to 107,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the

State of Wisconsin. [Any event that serves alcohol and is likely to draw more than 300 people will considered a Class B event.](#) Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage; and
- 2) Name the City as an Additional Named Insured.

Class CD events – under 300-750 people

Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than [300-750](#) people. Event organizers in this class are encouraged to obtain insurance even though it is not required.

Liquor Liability

~~If the event holder is~~ [If a group is](#) selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

- 1) Limits - \$500,000 each occurrence/\$500,000 aggregate.

[Whoever is serving alcohol must have a temporary liquor license.](#)

A Certificate of Insurance shall be provided to the City Clerk, 14 days prior to commencement of the special event.

CITY OF WHITEWATER POLICY	TITLE: SPECIAL EVENT PERMIT POLICY
POLICY SOURCE: Police Dept./City Clerk/DPW/Parks & Recreation	Common Council Approval Date: _____

I. DEFINITIONS

Special Event: Any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, concerts, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which, by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary or intended use of public facilities or property shall be determined by the City Manager or his/her designee.

City Co-Sponsored Event: Public event open to anyone, and is designated in the annual City budget or formally supported by the city through labor or materials.

II. REQUIREMENTS, FEES, INSURANCE, and OTHER PROVISIONS

A. Permit Requirements

1. A Special Event Permit Application must be filed with the Recreation and Community Events Programmer a minimum of 45 days prior to the event. If an application is filed with the city less than 45 days prior to the event, the city cannot guarantee there will be sufficient time to review and approve the application.
2. Sponsors of Special Events must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.
3. Special Event permit requirements shall be waived in those cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details. Each event shall have a designated head of security that can be contacted at any time by the Police and Fire Departments. Each event may be required to have city provided and/or city approved security personnel at the rate of one security person for every 300 persons estimated to be present if alcohol is available or for every 600 persons present if alcohol is not available. The police department shall have the right to modify the levels based on the risk or need for heightened security and require the replacement of security personnel with sworn law enforcement personnel. The modification, barring extenuating circumstances, will be made at the time the application is approved.

If law enforcement services are needed, which may include but not limited to crowd control, traffic control or due to a concern for heightened security risk, the costs of reimbursement will be at the expense of the organization hosting the event. Barring extenuating circumstances, the identified costs will be provided at the time the application is approved.

Any exception from security requirements or a request for reduction of the outlined levels must be submitted in writing to the Recreation and Community Events Programmer or designee prior to the approval of the application. The Special Events Committee will review the exception request and make a recommendation to the City Manager.

B. Special Event Permit Fees

1. The amount of services provided will be determined by the city staff by reviewing the previous year's event cost analysis. If this is a first time event, a comparison of like events will be done to set the fee schedule. Fees are set forth on Exhibit A to the Special Events Policy.
2. Charges for park facilities, food sales permits, statutorily required alcohol permits, etc. shall be paid **IN ADDITION** to applicable Special Event Permit fees.
3. Submittal of a Special Event Permit Application does **NOT** reserve a park or include application for any other permits as may be required.

C. Special Event Permit Fee Waivers

1. The City of Whitewater recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the City would otherwise provide or is unable to provide, and to provide uniform and consistent guidelines for a Fee Waiver Request within the City the following guidelines have been established for determining when permit and facility fees may be waived.

Special event fees may be waived for Parking Lot/Street Closure Barricades and Notification Mailings by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

- a. Intergovernmental Cooperation - Fees may be waived for events or uses when the applicant is another government agency and is a benefit to residents of Whitewater.
- b. City co-sponsored events - Even though they may meet the definition of a special event, shall not be required to pay parking lot or street closure barricade rental, or notification mailing fees. The City Manager shall determine whether an event is city co-sponsored.
- c. Nonprofit sponsored events – Fees may be waived for events that will benefit the community and Whitewater residents and all of the following criteria are met:
 - i. The organization/agency requesting sponsorship by the City has a 501(C) status;
 - ii. Appropriate recognition as Sponsor or co-Sponsor of the event or program is provided for the City of Whitewater on all promotional materials and at the event or program; and
 - iii. All resources provided by the City in sponsorship of the event (fee waiver or in-kind service) must be provided for within the City's current budget allocations without a reduction or increase of services or costs.

Any city co-sponsored event which is anticipated to exceed expenditures to the City of \$2,500 will require Common Council approval. The waiver of fees does not relieve insurance or security requirements.

All waiver decisions of the City Manager may be appealed to the City Council for review. If the Council finds that the City Manager's interpretation of the fee waiver policies for an appealed request are not consistent with the intent of these guidelines or are not in the best interest of the community the City Council may overturn the decision of the City Manager.

D. Insurance Requirements

1. There are three (3) classes of events, Class A, Class B and Class C. Each class shall be determined by its characteristics. An event does not have to have all the characteristics listed to be in the classification. The City reserves the right to make final determination of an event's classification and the related requirements that will be imposed upon the event organizer.
 - a. **Class A:** Large exposure events including but not limited to, parades, concerts, bike races, auto shows, circuses, or activities that have the potential to draw over 7,000 people or events with amusement devices, pony rides, bleachers used to seat more than 500 people, or fireworks displays.
 - b. **Class B:** Medium exposure events including, but not limited to, parades, concerts, dances, animal shows or any activity that is likely to draw between 750 and 7,000 people. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event.
 - c. **Class C:** Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 750 people. *Event organizers in this class are encouraged to obtain insurance even though it is not required.*
2. Each applicant shall furnish the City a certificate of insurance showing insurance written by a company licensed in the State of Wisconsin and covering any and all liability. (See Exhibit B).

E. Other Requirements

1. Mapped Routes

Routes for special events must be submitted with the permit application, regardless of historical precedent. Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works. In the event that the organizer or sponsor of any special event deviates from the route submitted without the approval of the city, the Police Department will have discretion to shut down the event route and the organizer or sponsor of such special event may be denied a permit for future special events.

2. Event Cancellation

The City Manager, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the city, or any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

3. Block Party Neighboring Consent Form

For neighborhood block parties that require a street closure, a Neighboring Consent Form (Exhibit C) must be completed, which requires the signature from an adult resident/occupant of at least 75% of all residential and/or non-residential units on the street(s) for which closure is requested.

4. Street and/or Parking Lot Closure Notification Requirement

If a street and/or parking lot will be closed, not related to a neighborhood block party, the applicant is required to notify affected property owners. If requested, city will provide a list of affected addresses and complete the notification mailing. The applicant is responsible to pay the actual cost of the notification mailing, which includes costs for envelopes, paper, and postage.

F. City Review Process

1. Every city department (Police, Park and Recreation, Public Works, City Clerk, and City Manager's Office) receiving a copy of a Special Event Permit Application shall recommend either approving or denying the application and listing any reasons for denial. Each department shall review an application based upon the following criteria:
 - a. Use of department resources
 - b. Costs to the department
 - c. Benefit to the community
 - d. Any perceived public health or safety problems
 - e. Use of city property

For each Special Event Permit Application submitted which requests city services, the Recreation and Community Events Programmer may schedule a meeting if deemed necessary or requested by the event sponsors and/or the affected city departments. The purpose of the meeting shall be to discuss the specific nature of the services requested. It shall be held no later than thirty (30) days before the event.

All Special Event Permit Applications will be reviewed by city staff, with the Recreation and Community Events Programmer issuing the special event permit upon staff approval. If any recommendation for denial is received from one or more departments, the Special Events Committee will meet with the applicant to attempt to resolve concerns. If the final staff recommendation is denial, the application shall be submitted to the Common Council for review and a determination whether to grant the permit.

EXHIBIT A TO SPECIAL EVENTS POLICY
Special Event Fees

Police Services

• Regular Time	ACTUAL COST
• Overtime	ACTUAL COST
Parking Lot Repair (\$50/hr)	ACTUAL COST
Clean-Up/Restoration of Site (\$50/hr)	ACTUAL COST
Banner Fees	\$75.00 - \$175.00 \$75 to hang banner for one week \$115 to hang banner for two weeks \$60 to rent actual banner.
Facility Reservation Fees	Contact the City Parks & Recreation Department for pricing
*Parking Lot/Street Closure Barricade Rental	Type 1: Small Fold Out - \$7.50/daily Type 2: Medium Fold Out - \$9.00/daily Type 3: Large Barricades - \$12.50/daily 6' A-Frame Barricades - \$5.00/daily 10' A-Frame Barricades - \$7.50/daily
28" Safety Cones - \$1.00/daily*Street and/or Parking Lot Closure envelopes, paper and postage Notification	ACTUAL COST of Notification Mailing

*Fees waived for events hosted by nonprofit organizations and for city co-sponsored events

EXHIBIT B TO SPECIAL EVENTS POLICY
City of Whitewater Liability Insurance Requirements

It is hereby agreed and understood that the insurance required by the City of Whitewater is **primary coverage** and that any insurance maintained by the City of Whitewater, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All

insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.

Class A events – Large Exposure – over 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage
- 2) Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; and
- 3) Name the City as an Additional Named Insured.

Class B events – Large Exposure – 750 to 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage; and
- 2) Name the City as an Additional Named Insured.

Class C events – under 750 people

Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 750 people. Event organizers in this class are encouraged to obtain insurance even though it is not required.

Liquor Liability

If a group is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

- 1) Limits - \$500,000 each occurrence/\$500,000 aggregate.

Whoever is serving alcohol must have a temporary liquor license.

A Certificate of Insurance shall be provided to the City Clerk, 14 days prior to commencement of the special event.

Special Event Permit Application

Purpose: Thank you for choosing the City of Whitewater as the location for your event. The purpose of the application is for the applicant and city staff to discuss the proposed event request and the information that is necessary for city staff to process an application that complies with all rules, regulations and best practices for a safe event.

Submittal: You may submit your application in person at 312 W. Whitewater Street. Please note that there is a \$25.00 nonrefundable submittal fee for the application. All checks shall be payable to “City of Whitewater;” cash and credit cards are also accepted. Please complete all items, attach additional pages as necessary. If you feel a section is not applicable to the event please put N/A.

The amount of services provided will be determined by the city staff by reviewing the previous year’s event cost analysis. If this is a first time event, a comparison of like events will be done to set the fee schedule. Charges for park facilities, food sales permits, ~~tent permit fees~~, statutorily required alcohol permits, etc. shall be paid IN ADDITION to the Application fee. Submittal of a Permit Application does NOT reserve a park or include application for any other permits as may be required.

Scheduling: After this packet has been accepted, a staff member will review and contact the applicant to schedule a meeting with the City within five (5) to fifteen (15) working days from the date of the submittal.

Public Information: Please note the information you provide becomes public information.

CONTACT INFORMATION
Application Name:
Mobile Phone:
E-Mail:
Sponsoring Organization:
Planning contact (Name, Address, Email and Phone):
Date of Application

EVENT INFORMATION						
Event Name:						
Event Address:						
Event Site Contact (Name and Cell Phone#):						
Event Head of Security (Name and Cell Phone#)						
Event Website (required if available):						
Event Description (or attach narrative):						
Event Includes Music? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:						
EVENT DETAILS DATES AND TIMES						
	Date	Event Set Up Start Time	Event Start Time	Event End Time	Event Clean Up Complete Time	Estimate Attendance per Day
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Anticipated Attendance:						
SPECIAL EVENT SITE PLAN						
<p>Site Plan: A detailed site plan is required—applications will not be processed without it. Attach separate document(s). Site plans should clearly show the location of the event, areas used for parking, fencing, entry/exit points, tents/canopies (include dimensions), stages (include dimensions), generators, bars, tables/chairs, portable restrooms, signs, etc. A route map is required for distance events such as walks, runs, rides, and parades. Useful mapping resources include (print and draw on map):</p>						

CONTACT INFORMATION
<p>Applicant is responsible for ensuring adequate parking for attendees and for minimizing any negative impacts to adjacent areas. Applicant is responsible for obtaining authorized approval for any private parking areas; a copy of the approval must be included with this application. For events using volunteers for traffic control (e.g., course marshals), event volunteers cannot direct traffic in the street. They may provide guidance from the sidewalk, other pedestrian area, or on a closed street.</p> <p>The event will include the following (check all that apply):</p> <p><input type="checkbox"/> Existing public parking (city parking lot, city parking garage, on-street parking)</p> <p><input type="checkbox"/> On-site parking (may require property owner and/or landlord approval)</p> <p><input type="checkbox"/> Off-site parking (approval from property manager/owner required)</p> <p><input type="checkbox"/> Shuttle service from off-site parking areas (attach shuttle plan)</p>

STREET CLOSURE/PARADE
<p>Does your event require the closing of a street and/or parking lot, or involve a parade? <input type="checkbox"/> Yes or <input type="checkbox"/> No.</p> <p>If yes, provide details of event (For extended details, use the back of this form and include drawings of proposed event or route):</p> <p>What: _____</p> <p>When: _____ Start Time and Duration: _____</p> <p>Where: _____</p> <p>Security Measures Being Used: _____</p> <p>If Parade, Assembly Area: _____</p> <p>Notification of the street and/or parking lot closure has been given to affected property owners?</p> <p><input type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>Does your event require fencing to be installed by the City? <input type="checkbox"/> Yes or <input type="checkbox"/> No</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

TENTS and CANOPIES
<p>The Fire Department requires review and approval of Tents 400 square feet or larger (20 feet x 20 feet or larger). Tents shall be shown on the Special Event site plan and have usage labeled.</p> <p><input type="checkbox"/> There will be tents 400 square feet or larger.</p> <p>Supplier: _____</p> <p>Contact person: _____</p> <p>Phone number: _____</p>

GENERATORS

Location of the generator shall be shown on the Special Event site plan and have usage labeled.

There will be a generator 20kw or larger.

Licensed contractor:

Contact person:

Phone number:

PUBLIC SAFETY

Applicant is responsible for providing a safe and secure event. This includes the event venue, event parking areas, and adjacent areas affected by the event. Applicant must ensure adequate personnel are present to provide general security, maintain order, contain liquor to licensed premises, protect money, provide medical assistance, etc. Depending on the nature of the event, private security personnel and/or off-duty police officers may be required. The Whitewater Fire Department recommends an emergency medical standby when daily attendance exceeds 2,000 people. Occupancy loads must adhere to that which is set by the Fire Department. The event will include the following (check all that apply):

Security Personnel

In-house staff and/or volunteers

Hired security personnel

Company name:

Contact person:

Phone number:

Hired off-duty police officers. Estimated number:

Other agency name:

Contact person: _____

Phone number: _____

Medical Standby

Standby emergency medical staff (paramedics/EMTs)

Company Name: _____

Contact person: _____

Phone number: _____

SIGNS AND BANNERS

Signs and banners are regulated by the Zoning Ordinance and will require a second application. The application can be reviewed as part of this application request. Sign permit applications can be found at http://www.whitewater-wi.gov/images/stories/neighborhood_services/other/Sign_Permit_Application_Checklists_2016-0311.pdf

The event will include the following (check all that apply):

Directional signs (show locations on Special Event site plan and/or area map)

Signs or banners visible from outside the venue (show locations on Special Event site plan)

VENDORS					
<p>If vendors (food, retail sales, display/information, games, etc.) will be present at your event, please supply the City with a list of vendors and contact information with this application.</p> <p>The event will include the following categories of vendors (circle all that apply):</p> <p style="text-align: center;"> <input type="checkbox"/> Food <input type="checkbox"/> Retail <input type="checkbox"/> Display/Info <input type="checkbox"/> Games <input type="checkbox"/> Other: </p>					

LIQUOR					
<p>If liquor is present at your event, state law requires liquor to be contained within the event venue. A liquor license is required if the event is open to the public, or if there is a fee for admission, food or drink. Anyone serving liquor must be familiar with state liquor laws. Additionally the event needs to provide adequate fencing and security personnel to prevent alcohol from being removed from your liquor licensed premises.</p> <p>Check only one:</p> <p><input type="checkbox"/> Liquor will <u>not</u> be present at the event.</p> <p><input type="checkbox"/> The event is adjacent to an existing liquor establishment (restaurant or bar) and the establishment will temporarily extend their liquor licensed premises to include an area which does not have a liquor license. Liquor will be present at the event</p> <p><input type="checkbox"/> Liquor will be present and I am making arrangements with a charitable, civic, fraternal, political party/campaign committee, or religious organization for Special Event Liquor License. If liquor will be present, the event organizer must contact the City Clerk to discuss requirements.</p> <p>Organization name <u> serving liquor </u>:</p>					

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ENTERTAINMENT					
<p>Applicant is required to have an event staff member responsible for monitoring sound levels when sound/music/noise may be audible beyond the event venue. Noise complaints can result in calls for service from the Police Department. A police officer or code enforcement inspector may require the volume to be reduced or ceased based on complaints or unreasonable sound levels.</p> <p>The event will include the following (check all that apply):</p> <p><input type="checkbox"/> Live Band and/or DJ Name of bands/performers: _____</p> <p><input type="checkbox"/> Pre-recorded Music</p>					

EVENT DETAILS AND TIMES						
	Live Band		DJ		Pre-Recorded Music	
	Start Time	End Time	Start Time	End Time	Start Time	End Time

Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

PA System
 Fireworks / Pyrotechnics
 Inflatable(s): Number# _____
 Dunk Tank
 Petting Zoo
 Other: _____
 Sound/music/noise may be audible beyond the event venue; therefore, an event staff member will be assigned to monitor the sound level during the event to ensure sound does not unreasonably disturb the surrounding area.

What type of electrical supply will you be using for your event? _____

Contact person: _____

Phone number: _____

EVENT NOTIFICATION

Notification is required to inform nearby or affected businesses, and property owners within 300 feet at least two weeks prior to the event. Notification is required for events with off-site parking, outdoor amplified sound, street closures, fireworks, or other notable impact to adjacent areas. Notification letters must include a detailed description of the event including setup and teardown times, starting and ending times for outdoor music, estimated attendance, and the event organizer's name and mobile phone number for contact before, during and after the event for all street closures.

If applicable, event notification will be made by (circle all that apply):

Mail Email Door hangers Fliers In person Other

Please note that approval/sign off may be required if your event includes a street closure, sound amplification or other impacts to the surrounding neighbors or businesses.

SANITATION

Applicant is responsible for (a) having a sufficient number of containers to handle all trash generated by the event; (b) removing trash during and after the event; (c) completely cleaning the site and adjacent/affected areas after the event; and (d) providing a sufficient number of restroom facilities (including ADA accessible facilities). **All cleanup efforts must be completed the same day as the event.** If

any portion of the event takes place on city property and city personnel need to perform additional cleaning due to your event, you will be billed by the City of Whitewater for this service.
The event will include the following (check all that apply):
<input type="checkbox"/> Garbage dumpsters (show on Special Event site plan)
Sanitation Company: _____
Contact person: _____
Phone number: _____
<input type="checkbox"/> Portable restroom facilities (show on Special Event site plan)
Restroom Company: _____
Contact person: _____
Phone number: _____

LIABILITY INSURANCE REQUIREMENTS

It is hereby agreed and understood that the insurance required by the City of Whitewater is primary coverage and that any insurance maintained by the City of Whitewater, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.

Class A events – Large Exposure – over 7,000 people
The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage
- 2) Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; and
- 3) Name the City as an Additional Named Insured.

Class B events – Large Exposure – 750 to 7,000 people
The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage; and
- 2) Name the City as an Additional Named Insured.

Class C events – under 750 people
Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 750 people. Event organizers in this class are encouraged to obtain insurance even though it is not required.

Liquor Liability
If a group is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

- 1) Limits - \$500,000 each occurrence/\$500,000 aggregate.

Whoever is serving alcohol must have a temporary liquor license.

~~A Certificate of Insurance shall be provided to the City Clerk, 14 days prior to commencement of the special event. It is hereby agreed and understood that the insurance required by the City of Whitewater is primary coverage and that any insurance maintained by the City of Whitewater, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.~~

~~Class A events — Large Exposure — over 10,000 people~~

~~The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:~~

- ~~1. Provide a minimum of \$1,000,000 liability coverage~~
- ~~2. Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; and~~
- ~~3. Name the City as an Additional Named Insured.~~

~~Class B & C events — Large Exposure — 300 to 10,000 people~~

~~The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:~~

- ~~1. Provide a minimum of \$1,000,000 liability coverage; and~~
- ~~2. Name the City as an Additional Named Insured.~~

~~Class D events — under 300 people~~

~~Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 300 people. Event organizers in this class are encouraged to obtain insurance even though it is not required. Liquor Liability~~

~~If the event holder is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:~~

- ~~1. Limits — \$500,000 each occurrence/\$500,000 aggregate.~~
- ~~2. A Certificate of Insurance shall be provided to the City Clerk, 14 days prior to commencement of the special event.~~

OTHER INFORMATION

Does your event require any additional city services not listed above? Yes or No

If yes, please explain:

NOTE: The City does not provide tables or equipment for rental

APPLICANT AUTHORIZATION

WARRANTY: Applicant warrants that the information provided in this application is true and accurate to the best of Applicant's knowledge and belief.

INDEMNIFICATION: To the fullest extent allowed by law, the Applicant agrees to defend, indemnify and hold harmless the City, its officers, officials, representatives, agents, employees and volunteers from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, the cost of appellate proceedings, and all claim adjusting and handling expenses, arising from or related to any acts or omissions of the permit holder or its agents, contractors and subcontractors related to the Special Event.

SPECIAL EVENT PERMIT CONDITIONS: Other conditions may be imposed.

- State law requires that liquor must be contained within the area permitted by your State license.
- City law prohibits discharges of anything but storm water into the City's rights-of-way, storm drain system and natural washes.
- Street closures, barricades and event layout shall be as shown on the approved site and barricade plan.
- If the City performs any cleanup due to your event, you will be billed and required to pay for the cleaning.
- If there is damage to City property due to your event, you will be billed and required to pay for its repair.
- You are required to provide a safe and secure environment at your event.
- A city police officer or code enforcement inspector may require the music volume to be reduced or ceased.
- You must comply with the maximum occupancy load set by the Fire Department.
- You must allow for immediate fire lane and other security access at your event.

The Applicant's signature below authorizes a City representative to inspect a special event on City or private property at any time, including setup.

AUTHORITY: For special events on private property, the Applicant warrants:

1. I am the property owner or the authorized agent of the property owner for this application, excluding City property. If the property has more than one owner, then I am the agent for all owners, and the word "owner" refers to them all.
2. I have written authority from the property owner regarding any and all Special Event regulatory and related matters involving all property identified in this application, excluding City property.

Signature of Applicant-must be the same person listed on page 1.

Date

Printed Name and Title of Applicant

Special Event Permit Application

Purpose: Thank you for choosing the City of Whitewater as the location for your event. The purpose of the application is for the applicant and city staff to discuss the proposed event request and the information that is necessary for city staff to process an application that complies with all rules, regulations and best practices for a safe event.

Submittal: You may submit your application in person at 312 W. Whitewater Street. Please note that there is a \$25.00 nonrefundable submittal fee for the application. All checks shall be payable to “City of Whitewater;” cash and credit cards are also accepted. Please complete all items, attach additional pages as necessary. If you feel a section is not applicable to the event please put N/A.

The amount of services provided will be determined by the city staff by reviewing the previous year’s event cost analysis. If this is a first time event, a comparison of like events will be done to set the fee schedule. Charges for park facilities, food sales permits, statutorily required alcohol permits, etc. shall be paid IN ADDITION to the Application fee. Submittal of a Permit Application does NOT reserve a park or include application for any other permits as may be required.

Scheduling: After this packet has been accepted, a staff member will review and contact the applicant to schedule a meeting with the City within five (5) to fifteen (15) working days from the date of the submittal.

Public Information: Please note the information you provide becomes public information.

CONTACT INFORMATION
Application Name:
Mobile Phone:
E-Mail:
Sponsoring Organization:
Planning contact (Name, Address, Email and Phone):
Date of Application

EVENT INFORMATION

Event Name:

Event Address:

Event Site Contact (Name and Cell Phone#):

Event Head of Security (Name and Cell Phone#)

Event Website (required if available):

Event Description (or attach narrative):

Event Includes Music? Yes No If yes, describe:

EVENT DETAILS DATES AND TIMES

	Date	Event Set Up Start Time	Event Start Time	Event End Time	Event Clean Up Complete Time	Estimate Attendance per Day
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Anticipated Attendance:						

SPECIAL EVENT SITE PLAN

Site Plan: A detailed site plan is required—applications will not be processed without it. Attach separate document(s). Site plans should clearly show the location of the event, areas used for parking, fencing, entry/exit points, tents/canopies (include dimensions), stages (include dimensions), generators, bars, tables/chairs, portable restrooms, signs, etc. A route map is required for distance events such as walks, runs, rides, and parades. Useful mapping resources include (print and draw on map):

CONTACT INFORMATION

Applicant is responsible for ensuring adequate parking for attendees and for minimizing any negative impacts to adjacent areas. Applicant is responsible for obtaining authorized approval for any private parking areas; a copy of the approval must be included with this application. For events using volunteers for traffic control (e.g., course marshals), event volunteers cannot direct traffic in the street. They may provide guidance from the sidewalk, other pedestrian area, or on a closed street.

The event will include the following (check all that apply):

- Existing public parking (city parking lot, city parking garage, on-street parking)
- On-site parking (may require property owner and/or landlord approval)
- Off-site parking (approval from property manager/owner required)
- Shuttle service from off-site parking areas (attach shuttle plan)

STREET CLOSURE/PARADE

Does your event require the closing of a street and/or parking lot, or involve a parade? Yes or No.

If yes, provide details of event (For extended details, use the back of this form and include drawings of proposed event or route):

What: _____

When: _____ Start Time and Duration: _____

Where: _____

Security Measures Being Used: _____

If Parade, Assembly Area: _____

Notification of the street and/or parking lot closure has been given to affected property owners?

- Yes or No

Does your event require fencing to be installed by the City? Yes or No

TENTS and CANOPIES

The Fire Department requires review and approval of Tents 400 square feet or larger (20 feet x 20 feet or larger). Tents shall be shown on the Special Event site plan and have usage labeled.

- There will be tents 400 square feet or larger.

Supplier: _____

Contact person: _____

Phone number: _____

GENERATORS
Location of the generator shall be shown on the Special Event site plan and have usage labeled.
<input type="checkbox"/> There will be a generator 20kw or larger.
Licensed contractor:
Contact person:
Phone number:

PUBLIC SAFETY
Applicant is responsible for providing a safe and secure event. This includes the event venue, event parking areas, and adjacent areas affected by the event. Applicant must ensure adequate personnel are present to provide general security, maintain order, contain liquor to licensed premises, protect money, provide medical assistance, etc. Depending on the nature of the event, private security personnel and/or off-duty police officers may be required. The Whitewater Fire Department recommends an emergency medical standby when daily attendance exceeds 2,000 people. Occupancy loads must adhere to that which is set by the Fire Department. The event will include the following (check all that apply):
Security Personnel
<input type="checkbox"/> In-house staff and/or volunteers
<input type="checkbox"/> Hired security personnel
Company name:
Contact person:
Phone number:
<input type="checkbox"/> Hired off-duty police officers. Estimated number:
Other agency name:
Contact person: _____
Phone number: _____
Medical Standby
<input type="checkbox"/> Standby emergency medical staff (paramedics/EMTs)
Company Name: _____
Contact person: _____
Phone number: _____

SIGNS AND BANNERS
Signs and banners are regulated by the Zoning Ordinance and will require a second application. The application can be reviewed as part of this application request. Sign permit applications can be found at http://www.whitewater-wi.gov/images/stories/neighborhood_services/other/Sign Permit Application Checklists 2016-0311.pdf
The event will include the following (check all that apply):
<input type="checkbox"/> Directional signs (show locations on Special Event site plan and/or area map)
<input type="checkbox"/> Signs or banners visible from outside the venue (show locations on Special Event site plan)

VENDORS					
<p>If vendors (food, retail sales, display/information, games, etc.) will be present at your event, please supply the City with a list of vendors and contact information with this application.</p>					
<p>The event will include the following categories of vendors (circle all that apply):</p>					
Food	Retail	Display/Info	Games	Other:	

LIQUOR					
<p>If liquor is present at your event, state law requires liquor to be contained within the event venue. A liquor license is required if the event is open to the public, or if there is a fee for admission, food or drink. Anyone serving liquor must be familiar with state liquor laws. Additionally the event needs to provide adequate fencing and security personnel to prevent alcohol from being removed from your liquor licensed premises.</p>					
<p>Check only one:</p>					
<p><input type="checkbox"/> Liquor will not be present at the event.</p>					
<p><input type="checkbox"/> Liquor will be present at the event</p>					
<p>If liquor will be present, the event organizer must contact the City Clerk to discuss requirements.</p>					
<p>Organization name serving liquor:</p>					

ENTERTAINMENT					
<p>Applicant is required to have an event staff member responsible for monitoring sound levels when sound/music/noise may be audible beyond the event venue. Noise complaints can result in calls for service from the Police Department. A police officer or code enforcement inspector may require the volume to be reduced or ceased based on complaints or unreasonable sound levels.</p>					
<p>The event will include the following (check all that apply):</p>					
<p><input type="checkbox"/> Live Band and/or DJ Name of bands/performers: _____</p>					
<p><input type="checkbox"/> Pre-recorded Music</p>					

EVENT DETAILS AND TIMES						
	Live Band		DJ		Pre-Recorded Music	
	Start Time	End Time	Start Time	End Time	Start Time	End Time
Monday						
Tuesday						
Wednesday						

Thursday						
Friday						
Saturday						
Sunday						

PA System
 Fireworks / Pyrotechnics
 Inflatable(s): Number# _____
 Dunk Tank
 Petting Zoo
 Other: _____
 Sound/music/noise may be audible beyond the event venue; therefore, an event staff member will be assigned to monitor the sound level during the event to ensure sound does not unreasonably disturb the surrounding area.

What type of electrical supply will you be using for your event? _____

Contact person: _____

Phone number: _____

EVENT NOTIFICATION
<p>Notification is required to inform nearby or affected businesses, and property owners within 300 feet at least two weeks prior to the event. Notification is required for events with off-site parking, outdoor amplified sound, street closures, fireworks, or other notable impact to adjacent areas. Notification letters must include a detailed description of the event including setup and teardown times, starting and ending times for outdoor music, estimated attendance, and the event organizer's name and mobile phone number for contact before, during and after the event for all street closures.</p> <p>If applicable, event notification will be made by (circle all that apply): Mail Email Door hangers Fliers In person Other</p> <p>Please note that approval/sign off may be required if your event includes a street closure, sound amplification or other impacts to the surrounding neighbors or businesses.</p>

SANITATION
<p>Applicant is responsible for (a) having a sufficient number of containers to handle all trash generated by the event; (b) removing trash during and after the event; (c) completely cleaning the site and adjacent/affected areas after the event; and (d) providing a sufficient number of restroom facilities (including ADA accessible facilities). All cleanup efforts must be completed the same day as the event. If any portion of the event takes place on city property and city personnel need to perform additional cleaning due to your event, you will be billed by the City of Whitewater for this service.</p>
<p>The event will include the following (check all that apply):</p>
<p><input type="checkbox"/> Garbage dumpsters (show on Special Event site plan)</p>

Sanitation Company: _____
Contact person: _____
Phone number: _____
<input type="checkbox"/> Portable restroom facilities (show on Special Event site plan)
Restroom Company: _____
Contact person: _____
Phone number: _____

LIABILITY INSURANCE REQUIREMENTS

It is hereby agreed and understood that the insurance required by the City of Whitewater is primary coverage and that any insurance maintained by the City of Whitewater, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.

Class A events – Large Exposure – over 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage
- 2) Provide Umbrella Coverage of \$2,000,000 each occurrence/\$2,000,000 aggregate; and
- 3) Name the City as an Additional Named Insured.

Class B events – Large Exposure – 750 to 7,000 people

The City of Whitewater requires each special event group to provide the City with a copy of their Certificate of Insurance, provided by an Insurance Company licensed to do business in the State of Wisconsin. Any event that serves alcohol and is likely to draw more than 300 people will be considered a Class B event. Said Certificate of Insurance shall:

- 1) Provide a minimum of \$1,000,000 liability coverage; and
- 2) Name the City as an Additional Named Insured.

Class C events – under 750 people

Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 750 people. Event organizers in this class are encouraged to obtain insurance even though it is not required.

Liquor Liability

If a group is selling alcoholic beverages then Liquor Liability with the following limit and coverage must be carried:

- 1) Limits - \$500,000 each occurrence/\$500,000 aggregate.

Whoever is serving alcohol must have a temporary liquor license.

A Certificate of Insurance shall be provided to the City Clerk, 14 days prior to commencement of the special event.

OTHER INFORMATION

Does your event require any additional city services not listed above? Yes or No
If yes, please explain:

NOTE: The City does not provide tables or equipment for rental

APPLICANT AUTHORIZATION

WARRANTY: Applicant warrants that the information provided in this application is true and accurate to the best of Applicant’s knowledge and belief.

INDEMNIFICATION: To the fullest extent allowed by law, the Applicant agrees to defend, indemnify and hold harmless the City, its officers, officials, representatives, agents, employees and volunteers from and against all allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, the cost of appellate proceedings, and all claim adjusting and handling expenses, arising from or related to any acts or omissions of the permit holder or its agents, contractors and subcontractors related to the Special Event.

SPECIAL EVENT PERMIT CONDITIONS: Other conditions may be imposed.

- State law requires that liquor must be contained within the area permitted by your State license.
- City law prohibits discharges of anything but storm water into the City’s rights-of-way, storm drain system and natural washes.
- Street closures, barricades and event layout shall be as shown on the approved site and barricade plan.
- If the City performs any cleanup due to your event, you will be billed and required to pay for the cleaning.
- If there is damage to City property due to your event, you will be billed and required to pay for its repair.
- You are required to provide a safe and secure environment at your event.
- A city police officer or code enforcement inspector may require the music volume to be reduced or ceased.
- You must comply with the maximum occupancy load set by the Fire Department.
- You must allow for immediate fire lane and other security access at your event.

The Applicant’s signature below authorizes a City representative to inspect a special event on City or private property at any time, including setup.

AUTHORITY: For special events on private property, the Applicant warrants:

1. I am the property owner or the authorized agent of the property owner for this application, excluding City property. If the property has more than one owner, then I am the agent for all owners, and the word “owner” refers to them all.
2. I have written authority from the property owner regarding any and all Special Event regulatory and related matters involving all property identified in this application, excluding City property.

Signature of Applicant-must be the same person listed on page 1.

Date

Printed Name and Title of Applicant

****All Applicants Must Read and Sign the Following Statement****

The submittal of an application for special events permit is an agreement to pay for any additional services associated with the application or petition. The City may apply the charges for these services to the applicant in accordance with this agreement. The City may delay acceptance of an application or petition (considering it incomplete), or may delay final action or approval of the associated proposal, until the applicant pays such fees.

I have read and understand the above statement

Signature of Applicant-must be the same person listed on page 1.

Date

Printed Name and Title of Applicant

Approved by: City of Whitewater

Date



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **09/6/2016**

ITEM: **Private Party Policy**

PRESENTER: **Assistant City Manager**

PREVIOUS ACTION, IF ANY: **None**

SUMMARY OF ITEM BEING PRESENTED:

During council's last discussion of the Special Event Policy, which is intended to regulate special events planned on public property that is not within the normal use of the space and/or may have an impact on city services or resources, a councilmember raised concern that the policy, as drafted would not assist in the regulation of events such as the April 16, 2016, Spring Splash. The Spring Splash event, for example, had a significant impact on residents, businesses, and city resources.

Staff would like direction from the Common Council on the topic of the creation of a policy that would regulate parties on private property that meet certain criteria, and the possible creation of a Task Force to draft the policy.

BUDGET IMPACT, IF ANY: **N/A**

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: **None**

STAFF RECOMMENDATION: **None**

RECOMMENDED MOTION: **None**

ATTACHMENT(S) INCLUDED (If none, please state that)
None

FOR MORE INFORMATION CONTACT:

Chris McDonell, cmcdonell@whitewater-wi.gov, (262) 473-0139



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: **09/6/2016**

ITEM: **Approval of RFP for City Engineering Services,
and Authorization to Obtain Proposals**

PRESENTER: **City Manager**

PREVIOUS ACTION, IF ANY:

On February 8, 2012, the city entered into a technical services agreement with Strand Associates, Inc. to act as the city's engineer and provide engineering, scientific, computer-aided design drafting, clerical, and administrative activities. The term of the agreement was for three years following its execution with the option to be renewed in one-year increments for up to two years thereafter.

On April 9, 2015, City Council approved Amendment No. 1 to the contract, which extended the agreement for the first of its allowable one-year increments.

On March 1, 2016, City Council approved Amendment No. 2 to the contract, which extended the agreement for the second, and last, of its allowable one-year increments.

SUMMARY OF ITEM BEING PRESENTED:

The city is currently under contract with Strand Associates, Inc. of Madison, WI for engineering services. Staff has been pleased with the work quality of Strand; however, we also want to ensure that the city is being charged a reasonable rate for the services.

Staff has prepared a Request for Proposals for City Engineering Services. A copy is attached for your review.

BUDGET IMPACT, IF ANY: **N/A**

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: **None**

STAFF RECOMMENDATION: **Staff recommends releasing the RFP in order to obtain proposals for city engineering services.**

RECOMMENDED MOTION: **I move to approve the RFP for City Engineering Services and authorize staff to obtain proposals.**

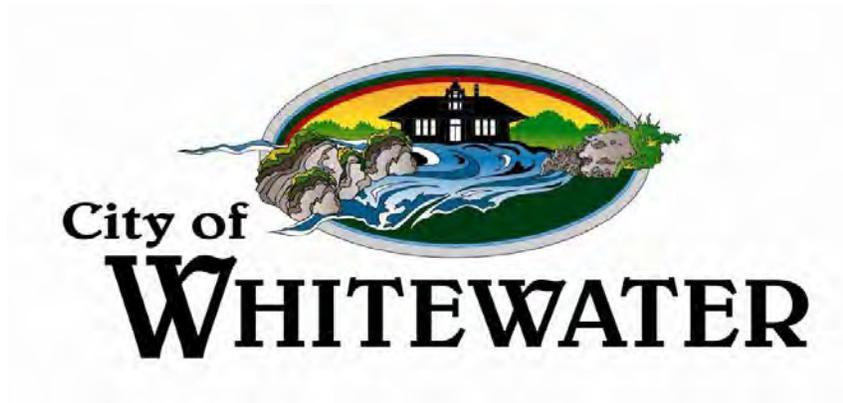
ATTACHMENT(S) INCLUDED (If none, please state that)

City of Whitewater Request for Proposals for City Engineering Services

FOR MORE INFORMATION CONTACT:

Chris McDonell, cmcdonell@whitewater-wi.gov, (262) 473-0139.

**CITY OF WHITEWATER
REQUEST FOR PROPOSALS
FOR
CITY ENGINEERING SERVICES**



**Christopher McDonell
Asst. City Manager
City of Whitewater
312 W. Whitewater St.
Whitewater, WI 53190**

CITY OF WHITEWATER REQUEST FOR PROPOSALS CITY ENGINEERING SERVICES

INTRODUCTION

General Information

The City of Whitewater is requesting proposals from qualified civil engineering firms to provide City Engineer services to the City. As the City Engineer, the firm will be expected to play a proactive role in helping the City Council and City Staff make appropriate decisions regarding City present and future infrastructure. As City Engineer, the selected firm will be expected to provide a wide range of engineering services.

To be considered, six (6) copies of a proposal must be received by Christopher McDonnell, Assistant City Manager, 312 W. Whitewater St., PO Box 178, Whitewater, WI 53190, **by 3:00 p.m. on November 4, 2016.** The City reserves the right to reject any or all proposals submitted.

During the evaluation process, the City of Whitewater reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposers or to allow corrections of errors or omissions at the discretion of the City of Whitewater, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Whitewater and the firm selected.

Based upon input from this review process, the City may decide to perform individual interviews with two or more proposers. If so, proposers will be notified with the details of the interview process. After the interviews, should they occur; a recommendation will be made to the City Manager. The City Manager will make a recommendation to the City Council for award of contract services.

Background Information

The City of Whitewater is located in Walworth and Jefferson Counties, approximately 14 miles east of Interstate 90/39, 18 miles south of Interstate 94, and 18 miles north of Interstate Highway 43 and services a population of about 14,997. The City's fiscal year begins on January 1, and ends on December 31.

The City of Whitewater is a Municipal Corporation operating under the Council/Manager form of government as outlined in Chapter 64 of Wisconsin State Statutes. Like many other cities under the Home-Rule Charter of Wisconsin, Whitewater has the power to govern itself regarding local matters except where the State has specifically prohibited that power.

The Whitewater Common Council is the chief governing body for the City of Whitewater. While the City Manager in the Council/Manager form of government is typically given executive authority for the day-to-day operations of the city, the Common Council is ultimately responsible for the effective management and control of city property, finances, highways, streets, utilities, and public service. The Common Council usually exercises its authority by providing direction to the City Manager and through the establishment of municipal policy.

The City of Whitewater operating budget in Fiscal Year 2016 is approximately \$9,777,098 and the budget for all funds combined is approximately \$30.8 million.

General Conditions

Any award of contract for services shall be made to the firm best qualified and responsive in the opinion of the City. The City reserves the right to negotiate special requirements and proposed service levels using the selected proposals as a basis. Compensation for services will be negotiated with the selected firm.

All responses to this RFP shall become the property of the City of Whitewater and will be retained or disposed of accordingly.

NATURE OF SERVICES REQUIRED

Typical areas of specific project engineering services may include, but are not limited to the following:

- Transportation
- Bridges and culverts
- Dams
- Water distribution
- Wastewater collection
- Land and construction surveying
- Land use planning
- Development review

- Drainage and storm sewers
- Flood control
- Assist with utility and access easements

The City views its relationship with consultants as a partnership where they assist the City as needed in planning, design, and construction of public improvements. The consultants will provide technical expertise, services, and resources as needed. Consulting engineers will be expected to participate with the City to resolve construction issues, including construction claims, as needed.

Work tasks may include, but are not limited to the following:

- Project Management
 - Work scope and proposal development
 - Preparation and maintenance of the project schedule, including adding staff sub-consultants and other resources as needed to meet scheduled milestones.
 - Periodic progress reports and analysis of cost verses progress.
 - Scheduling and staffing project team meetings during both design and construction phases, including preparation of agendas and meeting notes.
 - Participate with city staff in project management team meetings, typically through a conference call, twice per month to discuss status updates on current projects.
- Planning and Engineering
 - Planning and analysis including modeling, alternatives analysis, and evaluation.
 - Identify system deficiencies and needs and develop cost estimates for improvements.
 - Develop alternative utility location concepts as appropriate and analyze advantages and disadvantages.
 - Review hydrology and/or hydraulics, including performance of computer modeling as necessary to review and size adequate piping or channels.
 - Research “as-built” records and other historical data.
 - Gather field information and other data, including utility information, traffic counts, existing conditions, turning movement, and other salient features.
 - Participate in preliminary design(s) preparation that may show roadway and existing utility configuration and rights-of-way location, including reports, traffic analysis, supporting data, survey information, and preliminary construction cost estimate(s). (A specific project may require several design alternatives.)
 - Revise preliminary design as appropriate following City review.
 - Participate in public meetings, to include preparation of graphics and visual aids, and assistance in the presentation of design concepts to neighborhood groups, advisory committees, City Council, and the general public.
- Final Design

- Prepare pertinent final engineering plans, including alignment and grade, special details, detours and staging plans, and erosion control plans.
- Prepare construction specifications, including contract special provisions and supplemental standard specifications for construction contract documents.
- Prepare permit applications as appropriate for a specific project
- Prepare right-of-way survey maps, descriptions, parcel maps, and additional information needed to purchase right-of-way.
- Attend utility, pre-bid, pre-construction meetings (if needed).
- Construction Engineering
 - Provide surveying services for and during construction
 - Provide engineering support during construction
 - Provide construction inspection services
 - Review contactor's progress payment requests, and certify that quantities claimed accurately reflect work performed and materials supplied during the payment period.
 - Review contractor materials and other contract submittals
 - Provide record drawings as necessary following completion of construction
- Development Review Function
 - Review proposed improvements and land developments and provide recommendations as to engineering matters to insure conformance with City ordinances and State law.
 - Provide necessary and related functions as required with standard practice of the City Engineer in administration of private development.

PROPOSED CITY PROJECTS

The projects that could be anticipated by the City over the next ten years requiring the services covered by this Request for Proposals would typically be included in an adopted Capital Improvement Plan (CIP). The CIP can be viewed on the City web site <http://www.whitewater-wi.gov/budget-information>. In addition, other public works projects will include those discovered during routine operations and maintenance or emergencies, and other projects, studies, or problem solving needs that may arise from time to time.

REQUIRED PROPOSAL ELEMENTS

The ideal firm should have extensive experience in municipal engineering, planning and reviewing of construction projects (public and private), feasibility reports, and construction inspection.

The proposal should be as brief as possible while adequately describing the qualifications of the firm.

Proposals are to be submitted in the same envelope, clearly marked with the firm's name, address and phone number.

Response proposals must include:

1. Cover letter and introduction including the name, phone number and email address of the person(s) authorized to represent the company regarding all matters related to the proposal.
2. A description of the candidate firm, including brief history, number of employees and their disciplines, philosophy regarding client and customer service, location, years in business, biographies of principals, etc.
3. A general statement indicating how the candidate envisions being able to provide services to the City of Whitewater and a demonstrated understanding of the high expectations of the City and its residents.
4. Listing of current and relevant projects in relation to similarities of Whitewater.
5. List of current clients for engineering services.
6. Information regarding the candidate firm's current and projected workload and its ability to meet project schedules and be available for staff.
7. Contact information for five references (past or current clients).
8. A fee proposal shall be submitted, which should include the names, title, hourly rates, overhead factors, and any other details by which the overall and project element costs will be derived.

Identification and Qualifications of Assigned Personnel:

The qualifications and commitment of the key personnel assigned to this community is critically important in the selection of a firm. Please provide the following in your proposal:

1. The name of the person who will be responsible for the management and administration of an agreement with the City of Whitewater together with the name of the person who will serve as a backup and a resume describing each person's experience and qualifications.
2. The names and resumes of the professional staff who will be assigned to this community.
3. An organizational chart identifying team members and their areas of responsibility.
4. A statement committing the aforementioned staff to this community.
5. The proposal should detail how the firm and its staff are qualified to complete tasks related to the Scope of Services.

6. The individuals identified must be licensed to provide engineering services in the State.
7. The selected engineering firm / consultant will be required to provide a certificate of insurance showing coverage for liability, workers' compensation and automobile.

INSURANCE REQUIREMENTS

GENERAL LIABILITY (Occurrence basis)

\$1,000,000 – Each Occurrence

\$1,000,000 – Personal & Advertising Injury

\$2,000,000 – General Aggregate Limit

\$2,000,000 – Products/Completed Operations Aggregate

\$5,000 – Medical Expense limit – any one person

Claims made form of coverage is not acceptable

Additional Insured Endorsement & Waiver of Subrogation in favor of the City of
Whitewater

AUTOMOBILE LIABILITY

\$1,000,000 – Combined Single Limit

Additional Insured Endorsement in favor of the City of Whitewater

Must cover liability for “Any Auto”

WORKERS COMPENSATION & EMPLOYER LIABILITY

\$100,000 – Each Accident

\$100,000 – Disease - Each Employee

\$500,000 – Disease Policy Limit

Waiver of Subrogation in favor of the City of Whitewater

EXCESS LIABILITY (Umbrella-Follow Form Policy)

\$2,000,000 – Each Occurrence

\$2,000,000 – Aggregate

Claims made form of coverage is not acceptable

Excess must cover: General Liability, Automobile Liability, and Workers
Compensation

EVALUATION AND SELECTION PROCESS

The City reserves the right to make the selection based on its sole discretion and intends to retain the engineering services of the individual or firm evaluated to be the

best qualified to perform the work for the City, cost and other factors considered.

A review panel selected by the City Manager will evaluate the proposals provided in response to this RFP. The review panel also will recommend the individuals or firms selected for interview.

EVALUATION CRITERIA

Selection of the firms to be interviewed shall be based on the following criteria:

- The firm's approach to and understanding of the Scope of Services.
- The firm's experience with and expertise in municipal engineering services as listed in the Scope of Services.
- The experience and qualifications of the firm's staff that will have primary contact with Whitewater staff.
- The extent to which previous and/or current clients have found the firm's services acceptable.
- The ability of the firm to provide quality municipal engineering services at a reasonable cost.
- Geographical location in relation to the City of Whitewater.
- Familiarity and experience with the City of Whitewater and its staff, Walworth and Jefferson Counties, WisDOT, and other State and County agencies and departments that are necessary to collaborate with in carrying out various projects.
- The City reserves the right to accept any or all proposals in whole

CONTACT INFORMATION

Written questions about this RFP may be sent by email to cmcdonell@whitewater-wi.gov. The deadline for submitting questions or requests for clarifications is **3 PM on October 14, 2016.**