



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

**November 1, 2016 - 6:30 p.m.**

**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 Payment of City Invoices processed through 10/26/2016.	P. 1
CA-B	Acknowledgment of Receipt and Filing of: None.	n/a
CA-C	Expedited Approval of the Following Items, per City Staff Recommendation: C-1	n/a

**STAFF REPORTS: None**

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

**RESOLUTIONS: None.**

**ORDINANCES – First Reading:**

O-1	Ordinance repealing Chapter 14.15, Key Lock Box Ordinance. (Asst. City Mgr. Request)	P. 6
O-2	Adopting an Amendment to Key Lock Box Ordinance. (Asst. City Mgr. Request).	P. 8

**ORDINANCE – Second Reading - None.**

**CONSIDERATIONS:**

*C-1	Request for authorization to Purchase Municipal Vehicles (two used pickup trucks and one used Chevrolet Malibu). (Streets Supt. Request).	P. 17
C-2	Annual Update on Innovation Center operations by Mark Johnson. (City Manager Request).	n/a
C-3	Presentation by Downtown Whitewater. (City Manager Request)	n/a
C-4	Update on current and future employee recruitments. (City Manager Request).	n/a
C-5	Presentation of Proposed 2017 Budgets. Fund 200 - Cable TV Fund 205 - 27 <sup>th</sup> Payroll Fund 208 - Parking Permits Fund 210 - Fire/Rescue Equipment Revolving Fund 214 - Election Expense	P. 18

	Fund 215 - DPW Equipment Revolving Fund 216 - Police Vehicle Revolving Fund 217 - Building Repair Fund 235 - Ride Share Grant Fund 250 - Forestry Fund 260 - Sick Leave Severance Fund 280 - Street Repair Fund 452 - Birge Fountain Restoration Fund 810 - Rescue Squad Equipment/Education  Fund 850 - Fire Department Fund 920 - Innovation Center Operations  Proposed Revisions based on prior feedback	
C-5	Councilmember Requests for Future Agenda Items.	n/a
C-6	Adjournment.	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.**

## 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
<b>AHERN CO, J.F.</b>					
1261	AHERN CO, J.F.	WASTEWATER/INFLUENT METER SPOOL PIECES	11/02/2016	1,710.00	620-62810-822
Total AHERN CO, J.F.:				1,710.00	
<b>ALL PEST CONTROL</b>					
4613	ALL PEST CONTROL	COMMUNITY BLDG/ PEST CONTROL	11/02/2016	130.00	100-51600-355
Total ALL PEST CONTROL:				130.00	
<b>ALLEN LLC, L W</b>					
166	ALLEN LLC, L W	WASTEWATER/ANNUAL CALIBRATIONS	11/02/2016	1,200.00	620-62840-342
166	ALLEN LLC, L W	WASTEWATER/GAS SENSOR & WET WELL	11/02/2016	1,692.00	620-62810-822
166	ALLEN LLC, L W	WASTEWATER/EQUIPMENT REPAIRS	11/02/2016	815.52	620-62850-357
166	ALLEN LLC, L W	WASTEWATER/MILWAUKEE LIFT STATION	11/02/2016	3,123.04	620-62830-353
166	ALLEN LLC, L W	WASTEWATER/FREMONT LIFT STATION	11/02/2016	1,889.58	620-62830-353
166	ALLEN LLC, L W	WASTEWATER/FREMONT LIFT STATION	11/02/2016	37.00	620-62830-353
Total ALLEN LLC, L W:				8,757.14	
<b>ALLIANCE GROUP INC</b>					
4204	ALLIANCE GROUP INC	GEN BLDG/LAB ANALYSIS	11/02/2016	35.00	100-51600-244
4204	ALLIANCE GROUP INC	AQUATIC CTR/LAB ANALYSIS	11/02/2016	35.00	247-55700-244
4204	ALLIANCE GROUP INC	INNOVATION CTR/LAB ANALYSIS	11/02/2016	70.00	920-56500-250
Total ALLIANCE GROUP INC:				140.00	
<b>BADGER POPCORN &amp; CONCESSION SUPPLY</b>					
3180	BADGER POPCORN & CONCES	AQUATIC CTR/CONCESSIONS	11/02/2016	288.11	247-55800-342
3180	BADGER POPCORN & CONCES	AQUATIC CTR/CONCESSIONS	11/02/2016	16.25	247-55800-342
Total BADGER POPCORN & CONCESSION SUPPLY:				304.36	
<b>BALL, RICHARD</b>					
1033	BALL, RICHARD	INNOVATION CTR/JANITORIAL SUPPLIES	11/02/2016	164.60	920-56500-250
1033	BALL, RICHARD	AQUATIC CTR/JANITORIAL SUPPLIES	11/02/2016	179.75	247-55500-246
Total BALL, RICHARD:				344.35	
<b>BROWN CAB SERVICE INC</b>					
47	BROWN CAB SERVICE INC	CAB SVC/SEPT 2016	11/02/2016	10,479.47	235-51350-295
Total BROWN CAB SERVICE INC:				10,479.47	
<b>BURNS INDUSTRIAL SUPPLY</b>					
28	BURNS INDUSTRIAL SUPPLY	WASTEWATER/RBC PARTS	11/02/2016	117.22	620-62850-357
Total BURNS INDUSTRIAL SUPPLY:				117.22	
<b>BUTTERS-FETTING CO INC</b>					
8062	BUTTERS-FETTING CO INC	AQUATIC CTR/AIR HANDLING UNIT SVC	11/02/2016	705.78	247-55700-244

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total BUTTERS-FETTING CO INC:				705.78	
<b>CENTURY FENCE</b>					
666	CENTURY FENCE	CRAVATH PARK/BLACK FENCING	11/02/2016	29,550.00	450-57500-817
Total CENTURY FENCE:				29,550.00	
<b>CULLIGAN WATER CONDITIONING INC</b>					
8061	CULLIGAN WATER CONDITIONING	AQUATIC CTR/DIAGNOSTIC CHARGE	11/02/2016	89.00	247-55700-355
Total CULLIGAN WATER CONDITIONING INC:				89.00	
<b>DEMPICH HEATING AND COOLING LLC</b>					
5283	DEMPICH HEATING AND COOLING	AQUATIC CTR/INSTALL AIR HANDLER CONTROL	11/02/2016	622.00	247-55700-244
Total DEMPICH HEATING AND COOLING LLC:				622.00	
<b>DIVERSIFIED BENEFIT SVC INC</b>					
4192	DIVERSIFIED BENEFIT SVC INC	FINANCE/FLEX PLAN OCT 2016	11/02/2016	294.36	100-51500-217
Total DIVERSIFIED BENEFIT SVC INC:				294.36	
<b>DIVERSIFIED BUILDING MTN</b>					
1809	DIVERSIFIED BUILDING MTN	LIBRARY/JANITORIAL SVC	11/02/2016	1,506.00	100-55111-246
1809	DIVERSIFIED BUILDING MTN	INNOVATION CTR/JANITORIAL SVC	11/02/2016	1,817.44	920-56500-246
1809	DIVERSIFIED BUILDING MTN	CRAVATH LAKEFRONT/JANITORIAL SVC	11/02/2016	590.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	CRAVATH LAKEFRONT/EVENT CLEANING	11/02/2016	225.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	COMM BLDG/JANITORIAL SVC	11/02/2016	956.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	COMM BLDG/EVENT CLEANING	11/02/2016	98.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	CITY HALL/JANITORIAL SVC	11/02/2016	3,800.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	ARMORY/JANITORIAL SVC	11/02/2016	1,193.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	AQUATIC CTR/JANITORIAL SVC	11/02/2016	719.00	247-55500-246
Total DIVERSIFIED BUILDING MTN:				10,904.44	
<b>FASTENAL COMPANY</b>					
1255	FASTENAL COMPANY	WASTEWATER/PRIMARY CLAIRIFIER SWING CHECK	11/02/2016	12.61	620-62850-357
Total FASTENAL COMPANY:				12.61	
<b>FORT HEALTHCARE</b>					
151	FORT HEALTHCARE	POLICE/SPECIMENS	11/02/2016	397.18	100-52110-219
Total FORT HEALTHCARE:				397.18	
<b>GAPPA SECURITY SOLUTIONS LLC</b>					
7653	GAPPA SECURITY SOLUTIONS	AQUATIC CTR/DOOR REKEY	11/02/2016	374.25	247-55800-810
7653	GAPPA SECURITY SOLUTIONS	AQUATIC CTR/KEYS	11/02/2016	26.75	247-55800-810
Total GAPPA SECURITY SOLUTIONS LLC:				401.00	
<b>GREAT AMERICA FINANCIAL SERVICE</b>					
7537	GREAT AMERICA FINANCIAL SERVICE	WASTEWATER/COPIER	11/02/2016	119.25	620-62820-310
Total GREAT AMERICA FINANCIAL SERVICE:				119.25	

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
<b>HARRISON WILLIAMS MCDONNELL</b>					
62	HARRISON WILLIAMS MCDONN	CDA/SDBC	11/02/2016	3,262.50	900-56500-212
62	HARRISON WILLIAMS MCDONN	CDA/PINPOINT LOAN MATTER	11/02/2016	45.00	900-56500-212
Total HARRISON WILLIAMS MCDONNELL:				3,307.50	
<b>JAECKEL BROS INC</b>					
493	JAECKEL BROS INC	WATER/FAIRHAVEN SUBDIVISION	11/02/2016	3,318.11	610-61652-350
Total JAECKEL BROS INC:				3,318.11	
<b>JIM'S KEY SHOP LLC</b>					
4833	JIM'S KEY SHOP LLC	GEN BLDG/KEYS	11/02/2016	18.00	100-51600-355
Total JIM'S KEY SHOP LLC:				18.00	
<b>KB SHARPENING SERVICES INC</b>					
110	KB SHARPENING SERVICES IN	STORMWATER/LAWN MOWER BLADES	11/02/2016	35.00	630-63600-352
Total KB SHARPENING SERVICES INC:				35.00	
<b>LIPARI FOODS OPERATING CO LLC</b>					
7910	LIPARI FOODS OPERATING CO	AQUATIC CTR/CONCESSIONS	11/02/2016	175.12	247-55800-342
7910	LIPARI FOODS OPERATING CO	FIELD OF DREAMS/CONCESSIONS	11/02/2016	238.00	246-55110-346
7910	LIPARI FOODS OPERATING CO	AQUATIC CTR/CONCESSIONS	11/02/2016	226.18	247-55800-342
7910	LIPARI FOODS OPERATING CO	FIELD OF DREAMS/CONCESSIONS	11/02/2016	36.45	246-55110-346
Total LIPARI FOODS OPERATING CO LLC:				675.75	
<b>MADISON TRUCK EQUIPMENT INC</b>					
1461	MADISON TRUCK EQUIPMENT I	DPW EQUIPMENT/#9 PLOW DUMP BODY	11/02/2016	9,544.00	450-57500-827
1461	MADISON TRUCK EQUIPMENT I	DPW EQUIPMENT/#9 PLOW UNDERBODY HOIST	11/02/2016	7,240.00	450-57500-827
1461	MADISON TRUCK EQUIPMENT I	DPW EQUIPMENT/#9 V BOX SPREADER	11/02/2016	9,504.00	450-57500-827
1461	MADISON TRUCK EQUIPMENT I	DPW EQUIPMENT/#9 BOX SPREADER INSTALLATION	11/02/2016	3,686.00	450-57500-827
1461	MADISON TRUCK EQUIPMENT I	DPW EQUIPMENT/#9 POLY TANKS	11/02/2016	4,950.00	450-57500-827
1461	MADISON TRUCK EQUIPMENT I	DPW EQUIPMENT/#9 PLOW & WING	11/02/2016	6,504.00	450-57500-827
1461	MADISON TRUCK EQUIPMENT I	DPW EQUIPMENT/#9 HYDRAULIC SYSTEM INSTALLATIO	11/02/2016	4,856.00	450-57500-827
1461	MADISON TRUCK EQUIPMENT I	DPW EQUIPMENT/#9 HYDRAULIC SYSTEM	11/02/2016	9,600.00	450-57500-827
1461	MADISON TRUCK EQUIPMENT I	DPW EQUIPMENT/#9 STAINLESS STEEL VALVE ENCLOS	11/02/2016	8,373.00	450-57500-827
1461	MADISON TRUCK EQUIPMENT I	STREET/#39 DUPLEX WIRE	11/02/2016	73.21	100-53320-353
1461	MADISON TRUCK EQUIPMENT I	STREET/#39 AMP BREAKER	11/02/2016	78.26	100-53320-353
Total MADISON TRUCK EQUIPMENT INC:				64,408.47	
<b>MIDWEST AQUATICS</b>					
7271	MIDWEST AQUATICS	STORMWATER/WEED CONTROL	11/02/2016	8,875.00	630-63610-295
Total MIDWEST AQUATICS:				8,875.00	
<b>MILPORT ENTERPRISES INC</b>					
1408	MILPORT ENTERPRISES INC	WATER/CHEMICALS	11/02/2016	1,732.00	610-61630-341
1408	MILPORT ENTERPRISES INC	WATER/CHEMICALS	11/02/2016	1,523.00	610-61630-341
1408	MILPORT ENTERPRISES INC	WATER/CHEMICALS	11/02/2016	1,523.00	610-61630-341
1408	MILPORT ENTERPRISES INC	WASTEWATER/ALUM	11/02/2016	4,338.20	620-62840-341
1408	MILPORT ENTERPRISES INC	WATER/CHEMICALS	11/02/2016	443.00	610-61630-341
Total MILPORT ENTERPRISES INC:				9,559.20	

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
<b>MIRON CONSTRUCTION CO INC</b>					
7923	MIRON CONSTRUCTION CO IN	WASTEWATER/CAPITAL IMPROVEMENT	11/02/2016	728,392.78	620-62810-820
7923	MIRON CONSTRUCTION CO IN	WASTEWATER/CAPITAL IMPROVEMENT	11/02/2016	646,000.56	620-62810-820
Total MIRON CONSTRUCTION CO INC:				1,374,393.34	
<b>NAHN, CHARLES E</b>					
7784	NAHN, CHARLES E	CRAVATH & TRIPP/DREDGING DNR SAMPLES	11/02/2016	1,561.67	450-57500-829
Total NAHN, CHARLES E:				1,561.67	
<b>NATIONAL ELEVATOR INSPECTION SVC INC</b>					
1803	NATIONAL ELEVATOR INSPECT	WHITE BLDG/ELEVATOR INSPECTION	11/02/2016	89.00	100-51600-355
1803	NATIONAL ELEVATOR INSPECT	INNOVATION CTR/ELEVATOR INSPECTION	11/02/2016	89.00	920-56500-250
1803	NATIONAL ELEVATOR INSPECT	GEN BLDG/MUNICIPAL ELEVATOR INSPECT	11/02/2016	89.00	100-51600-355
1803	NATIONAL ELEVATOR INSPECT	ARMORY/ELEVATOR INSPECTION	11/02/2016	89.00	100-51600-355
Total NATIONAL ELEVATOR INSPECTION SVC INC:				356.00	
<b>ON-TIME TEES</b>					
7541	ON-TIME TEES	REC/SHIRTS	11/02/2016	697.50	247-55800-324
Total ON-TIME TEES:				697.50	
<b>PEPSI-COLA</b>					
7941	PEPSI-COLA	AQUATIC CTR/CONCESSIONS	11/02/2016	180.19	247-55800-342
7941	PEPSI-COLA	AQUATIC CTR/CONCESSIONS	11/02/2016	267.82	247-55800-342
Total PEPSI-COLA:				448.01	
<b>RETAIL FINANCE CREDIT SVC LLC</b>					
1507	RETAIL FINANCE CREDIT SVC	CRIME PREVENTION/CANDY	11/02/2016	67.62	100-25212
1507	RETAIL FINANCE CREDIT SVC	ANIMAL CONTROL/FOOD & PAPER TOWELS	11/02/2016	41.86	100-51400-217
1507	RETAIL FINANCE CREDIT SVC	POLICE/TOWELS & WIPES	11/02/2016	77.21	100-52100-340
1507	RETAIL FINANCE CREDIT SVC	POLICE PATROL/MARATHON FOOD	11/02/2016	23.77	100-52110-340
1507	RETAIL FINANCE CREDIT SVC	POLICE INV/KEY HOLDERS	11/02/2016	3.94	100-52120-340
1507	RETAIL FINANCE CREDIT SVC	NEIGHBORHOOD SVC/SUPPLIES	11/02/2016	22.40	100-52400-330
1507	RETAIL FINANCE CREDIT SVC	LIBRARY/OFFICE SUPPLIES	11/02/2016	42.97	220-55110-310
1507	RETAIL FINANCE CREDIT SVC	LIBRARY/JUVENILE PROGRAM SUPPLIES	11/02/2016	23.28	220-55110-342
Total RETAIL FINANCE CREDIT SVC LLC:				303.05	
<b>SABEL MECHANICAL LLC</b>					
7825	SABEL MECHANICAL LLC	WATER/WELL #6 FILTER WORK	11/02/2016	1,100.75	610-61630-350
7825	SABEL MECHANICAL LLC	WATER/WELL #6 CONTROL VALVE REBUILD	11/02/2016	1,297.62	610-61630-350
Total SABEL MECHANICAL LLC:				2,398.37	
<b>STAFFORD ROSENBAUM</b>					
1210	STAFFORD ROSENBAUM	WASTEWATER/WPDES PERMIT COMPLIANCE	11/02/2016	192.00	620-62820-219
Total STAFFORD ROSENBAUM:				192.00	
<b>TAYLOR ENTERPRISES OF WISCONSIN</b>					
8060	TAYLOR ENTERPRISES OF WIS	FIELD OF DREAMS/MOTOR	11/02/2016	724.32	246-55110-350
Total TAYLOR ENTERPRISES OF WISCONSIN:				724.32	

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
<b>THYSSE PRINTING SERVICE INC</b>					
7361	THYSSE PRINTING SERVICE IN	AQUATIC CTR/BANNER	11/02/2016	494.58	247-55800-324
Total THYSSE PRINTING SERVICE INC:				494.58	
<b>TULLY, TIMOTHY J</b>					
495	TULLY, TIMOTHY J	REC/BASKETBALLS & SCOREBOOKS	11/02/2016	564.00	248-55110-410
Total TULLY, TIMOTHY J:				564.00	
<b>VARELA, ALEJANDRO</b>					
7783	VARELA, ALEJANDRO	COURT/INTERPRETING SVC	11/02/2016	60.00	100-51200-219
Total VARELA, ALEJANDRO:				60.00	
<b>WALWORTH CO VISITOR'S BUREAU</b>					
3887	WALWORTH CO VISITOR'S BUR	AQUATIC CTR/MEMBERSHIP DUES	11/02/2016	60.00	247-55500-320
Total WALWORTH CO VISITOR'S BUREAU:				60.00	
<b>WINCHESTER TRUE VALUE HARDWARE INC</b>					
24	WINCHESTER TRUE VALUE HA	FIRE/REPAIR SUPPLIES	11/02/2016	186.10	100-15815
24	WINCHESTER TRUE VALUE HA	GEN BLDG/BLDG SUPPLIES	11/02/2016	170.37	100-51600-355
24	WINCHESTER TRUE VALUE HA	PARKS/REPAIR SUPPLIES	11/02/2016	374.03	100-53270-340
24	WINCHESTER TRUE VALUE HA	AQUATIC CTR/HARDWARE	11/02/2016	22.80	247-55700-355
24	WINCHESTER TRUE VALUE HA	WATER/THERMOMETER	11/02/2016	16.99	610-61650-350
24	WINCHESTER TRUE VALUE HA	WATER/SERVICE PARTS	11/02/2016	59.10	610-61652-350
24	WINCHESTER TRUE VALUE HA	WATER/PAINT	11/02/2016	10.99	610-61654-350
24	WINCHESTER TRUE VALUE HA	WATER/BLDG SUPPLIES	11/02/2016	14.34	610-61935-350
24	WINCHESTER TRUE VALUE HA	WASTEWATER/SHOP EQUIPMENT	11/02/2016	81.29	620-62850-357
24	WINCHESTER TRUE VALUE HA	WASTEWATER/UPS SHIPPING	11/02/2016	19.45	620-62870-295
Total WINCHESTER TRUE VALUE HARDWARE INC:				955.46	
Grand Totals:				1,538,483.49	

Dated: \_\_\_\_\_10/26/2016\_\_\_\_\_

Finance Director: \_\_\_\_\_DOUG SAUBERT\_\_\_\_\_

## Report Criteria:

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



*City of Whitewater Council Agenda Item Information Sheet*

MEETING DATE: 11/1/2016

ITEM: **Lock Box Ordinance Repealing**

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.**

**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. This will provide for a box in each vehicle (e.g. police, fire, rescue), which would be opened with a pass code that will be issued to each member of the departments. Each member will have a unique, confidential pass code. This will provide an audit trail by recording the date, time and identity of person opening the box. This would add a sense of security for the public. Staff recommends considering this purchased after the ordinance second reading. The cost is approximately \$20,000.**

**September 20, 2016 – City Council approved, 4-3, the first reading of this ordinance.**

**October 4, 2016 – Council presented a revised ordinance based on feedback from the September 20, 2016 council meeting.**

SUMMARY OF ITEM BEING PRESENTED:

**If the Ordinance Amending the City of Whitewater Key Lock Box Ordinance is not approved, staff recommends repealing the Lock Box Ordinance.**

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)

**An Ordinance Repealing Chapter 14.15, City of Whitewater Key Lock Box Ordinance**

FOR MORE INFORMATION CONTACT:

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

ORDINANCE No. \_\_\_\_\_  
ORDINANCE REPEALING CHAPTER 14.15  
CITY OF WHITEWATER KEY LOCK BOX ORDINANCE

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

Section 1. Whitewater Municipal Code Title 14 is hereby amended by repealing Chapter 14.15 which is the City of Whitewater Key Lock Box Ordinance.

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

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



*City of Whitewater Council Agenda Item Information Sheet*

MEETING DATE: 11/1/2016

ITEM: **Whitewater Key Lock Box Ordinance Amendment**

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.**

**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. This will provide for a box in each vehicle (e.g. police, fire, rescue), which would be opened with a pass code that will be issued to each member of the departments. Each member will have a unique, confidential pass code. This will provide an audit trail by recording the date, time and identity of person opening the box. This would add a sense of security for the public. Staff recommends considering this purchased after the ordinance second reading. The cost is approximately \$20,000.**

**September 20, 2016 – City Council approved, 4-3, the first reading of this ordinance.**

**October 4, 2016 – Council presented a revised ordinance based on feedback from the September 20, 2016 council meeting.**

SUMMARY OF ITEM BEING PRESENTED:

**Significant changes incorporated into this version of the ordinance include:**

- If the Fire Department responds to a call to a building that is not equipped with a lock box and a person does not respond with keys to open the building within twenty minutes of police dispatch calling the number on record as an emergency contact, the building will be required to have a lock box installed within 45 days. One- and two-family residences are exempt from this requirement.**
- The owners of all buildings in the City of Whitewater (except one- and two-family residential buildings) shall be required to provide, in writing, to the City of Whitewater Police Department a current emergency contact name and phone number.**
- Lock boxes will be allowed to be installed up to nine (9) feet high.**
- The only buildings required to install a Lock Box are schools; 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; and new commercial and industrial construction.**

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)

**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)**

FOR MORE INFORMATION CONTACT:

**Chris McDonell, [cmcdonell@whitewater-wi.gov](mailto: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 by building owners 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. 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.
  - 3. All new commercial and industrial construction. Installation shall be completed prior to the issuance of an occupancy permit. 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. If the Fire Department responds to a call to a building that is not equipped with a lock box and a person does not respond with keys to open the building within twenty minutes of police dispatch calling the number on record as an emergency

contact, the building will be required to have a lock box installed within 45 days. One- and two-family residences are exempt from this requirement.

- B. The Fire Chief shall designate the type of key lock box system to be implemented within the city
- C. The owners of all buildings in the City of Whitewater (except one- and two-family residential buildings) shall be required to provide, in writing, to the City of Whitewater Police Department a current emergency contact name and phone number.

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 nine (9) 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 that is required to have a lock box, that has 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
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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 **by building owners** 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.

~~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.~~

~~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.~~

~~1.2. 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.~~

~~Municipal buildings and locked gates leading to building(s) that are required to have a lock box installed.~~

~~University buildings and locked gates leading to building(s) that are required to have a lock box installed.~~

~~[INTENTIONALLY LEFT BLANK]~~

~~Nursing homes, Community Based Residential Facilities, and Residential Care Apartment Complexes.~~

~~Business Park buildings.~~

~~Buildings with occupants required to prepare hazardous chemical inventory forms under the Superfund Amendments and Reauthorization Act (SARA).~~

~~2.3. All new commercial and industrial construction. Installation shall be completed prior to the issuance of an occupancy permit. 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.~~

~~3.4. If the Fire Department responds to a call to a building that is not equipped with a lock box and a person does not respond with keys to open the building within twenty minutes of police dispatch calling the number on record as an emergency contact, the building will be required to have a lock box installed within 45 days. One- and two-family residences are exempt from this requirement. All commercial and industrial structures with structural remodeling building permits that were issued from \_\_\_\_\_ [INSERT ORDINANCE AMENDMENT DATE].~~

~~4.5. [INTENTIONALLY LEFT BLANK]~~

~~5.6. 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~~

~~6.7. All nonresidential buildings with cooking facilities.~~

~~8. All buildings where acetylene or similar torches are used.~~

~~9. All buildings that have occupants that hold a "Hot Work Permit."~~

~~7. All buildings where welding takes place.~~

~~10. All buildings that have occupants that hold a "Hot Work Permit."~~

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

C. The owners of all buildings in the City of Whitewater (except one- and two-family residential buildings) shall be required to provide, in writing, to the City of Whitewater Police Department a current emergency contact name and phone number.

#### 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)~~ nine (9) 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~~ that is required to have a lock box, that has 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:

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#### 14.15.060 Security of Lock Box Access Keys.

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- 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



*City of Whitewater Council Agenda Item Information Sheet*

MEETING DATE: 11/1/2016

ITEM: DPW Equipment Replacement Fund Purchases

PRESENTER: Assistant City Manager & Streets/Parks/Forestry Superintendent

PREVIOUS ACTION, IF ANY: None

**SUMMARY OF ITEM BEING PRESENTED:**

**The Streets/Parks/Forestry Division of Public Works manages the fleet replacement schedule for all municipal vehicles, excluding the police department and utilities. For several years, the division has been unable to follow the replacement schedule for municipal vehicles due to inadequate funding for equipment replacement.**

**The 2016 budget provided funding to allow the division to help speed up the cycling out of old vehicles long overdue for replacement. This request is the direct result of the additional funding and coincides with the intent of staff and the common council in budgeting the 2016 funds.**

**Currently, there are a number of older trucks and cars in use that require extra hours of labor to maintain. There is also concern among staff when these vehicles need to be taken out of the city as part of routine staff travel due to the age and frequent maintenance needs of the vehicles.**

**S/P/F Superintendent, Chuck Nass has made contact with local auto dealers requesting assistance in locating one regular cab pick-up, one extended cab pick-up, and one small car for use by public works and administrative staff for daily operations and travel to training meetings.**

**Local dealers have identified the following vehicles and staff is requesting authorization to purchase. These vehicles would complete the vehicle rotation planned for 2016.**

**The located truck is as follows;**

**2013 used Chevrolet 1500 pickup from Burtness Chevrolet for \$18,500.00**

**2012 used Ford extended cab 4x4 pickup from Ketterhagen Motors for \$25,495.00**

**2014 used Chevrolet Malibu car from Burtness Chevrolet for \$15,877**

**BUDGET IMPACT, IF ANY: Funds would be drawn from the DPW equipment replacement fund. In 2016, \$300,000.00 was added to the DPW Equipment replacement fund for purchases such as these. Any moneys received through the auction of the replaced vehicles would return to this fund.**

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

**STAFF RECOMMENDATION: Staff recommends approval.**

**RECOMMENDED MOTION: Motion to approve an expenditure of the \$59,872.00 from the DPW equipment replacement fund for vehicle purchases as proposed.**

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

**FOR MORE INFORMATION CONTACT:**

**Chuck Nass, [cnass@whitewater-wi.gov](mailto:cnass@whitewater-wi.gov), (262) 458-2804**



*City of Whitewater Council Agenda Item Information Sheet*

MEETING DATE: **11/01/2016**

ITEM: **Municipal Budget Presentation**

PRESENTER: **City Manager**

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

**SUMMARY OF ITEM BEING PRESENTED:**

**The city manager will lead staff and the Common Council in a review of sections of the proposed municipal budget for 2017.**

**Staff will be seeking feedback and the opportunity to answer questions posed by the Common Council regarding budget items on the agenda for discussion.**

**This presentation will include a review of the following funds:**

<b>Fund 200 - Cable TV</b>	<b>Fund 235 - Ride Share Grant</b>
<b>Fund 205 - 27<sup>th</sup> Payroll</b>	<b>Fund 250 - Forestry</b>
<b>Fund 208 - Parking Permits</b>	<b>Fund 260 - Sick Leave Severance</b>
<b>Fund 210 - Fire/Rescue Equipment Revolving</b>	<b>Fund 280 - Street Repair</b>
<b>Fund 214 - Election Expense</b>	<b>Fund 452 - Birge Fountain Restoration</b>
<b>Fund 215 - DPW Equipment Revolving</b>	<b>Fund 810 - Rescue Squad Equipment/Education</b>
<b>Fund 216 - Police Vehicle Revolving</b>	<b>Fund 850 - Fire Department</b>
<b>Fund 217 - Building Repair</b>	<b>Fund 920 - Innovation Center Operations</b>

**The presentation will also include a review of Downtown Whitewater funding for 2017.**

**Staff will also be seeking feedback on proposed revisions as noted to this point as well as additional direction on any further amendments desired by the common council.**

**Additional budget presentations and discussions will take place on the following dates:**

- **Tuesday, November 15 (Public Hearing and Anticipated Approval)**

**BUDGET IMPACT, IF ANY: None for 2016.**

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

**STAFF RECOMMENDATION: None.**

**RECOMMENDED MOTION: None.**

**ATTACHMENT(S) INCLUDED (If none, please state): None.**

**FOR MORE INFORMATION CONTACT:**

**Cameron Clapper, City Manager, [cclapper@whitewater-wi.gov](mailto:cclapper@whitewater-wi.gov), 262-473-0100**