

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

October 16, 2012

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

It was moved by Councilmember Binnie and seconded by Councilmember Winship to approve the Council minutes of September 18 and September 22, 2012 and to acknowledge receipt and filing of the Park and Recreation Board minutes of September 10, 2012, Irvin L. Young Memorial Library Board minutes of September 10, 2012 and Plan and Architectural Review Commission minutes of September 10, 2012. AYES: Binnie, Kidd, Abbott, Singer, Winship. NOES: None. ABSENT: Olsen, Kienbaum.

APPROVAL OF PAYMENT OF INVOICES. It was moved by Binnie and seconded by Winship to approve payment of invoices processed through October 10, 2012, in the total sum of \$82,508.49. AYES: Binnie, Kidd, Abbott, Singer, Winship. NOES: None. ABSENT: Olsen, Kienbaum.

FIRST READING OF ORDINANCE AMENDING CHAPTER 11.150 RELATING TO SNOW REMOVAL DEADLINES. Councilmember Singer stated that this amendment will change the snow removal deadline for sidewalks from the previous 8 p.m. deadline to 24 hours.

**ORDINANCE AMENDING CHAPTER 12.20- SIDEWALKS
CONCERNING SNOW & ICE REMOVAL REQUIREMENTS**

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

Section 1: Whitewater Municipal Code Chapter 12.20, Section 12.20.020, Snow and ice removal required, is hereby amended to read as follows:

12.20.020 – Snow and ice removal required.

The owner, occupant, and person in charge of any building or lot fronting upon or adjoining any sidewalk shall remove all snow and ice from the sidewalk no later than 24 hours after a snow or ice event. If any such owner, occupant, or person in charge refuses or fails to comply with the provisions of this section within the time aforesaid, the city manager or his appointed representative may remove such snow or ice and the cost thereof shall be charged at a rate of fifty dollars per hour, with a minimum charge of fifty dollars. If the city only places salt and/or sand on the sidewalk the minimum charge shall be thirty-five dollars. If the city contracts the service out for snow and ice removal, the city shall bill back to the property owner the exact cost, for any labor, equipment, and material necessary to remove the snow and ice from the public sidewalk at a rate equal to the cost of the contracted service or, at the city's discretion, the street departments going rate for time, materials and equipment. The cost of such removal shall be reported to the city clerk in writing with a description of the premises, and such costs shall be and become a special tax and lien against the premises, and if not previously paid shall be inserted by the city clerk in the next ensuing tax roll as a special tax against such premises; and such costs may, in the discretion of the common council, be collected by suit against the owner or occupant of the premises. When any ice is so formed on any sidewalk that it cannot be removed, then the person referred to shall keep the same sprinkled with salt or sand.

Ordinance introduced by Councilmember Winship, who moved its adoption. Seconded by Councilmember Binnie. AYES: Binnie, Kidd, Abbott, Singer, Winship. NOES: None. ABSENT: Olsen, Kienbaum. FIRST READING APPROVED: October 16, 2012.

Cameron Clapper, City Manager

Michele R. Smith, City Clerk

SECOND READING OF ORDINANCE AMENDING CHAPTER 11.16.150 TO PROHIBIT PARKING ON PORTIONS OF JEFFERSON STREET AND NORTH STREET.

ORDINANCE AMENDING CHAPTER 11.16.150 OF THE CITY OF WHITEWATER MUNICIPAL CODE ENTITLED "STREET INDEX OF PARKING RESTRICTIONS.

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

SECTION 1: Chapter 11.16.150 entitled "Street Index of Parking Restrictions" shall be amended as follows:

The following is hereby *added* to the chart entitled Street Index of Parking Restrictions:

Jefferson St.	Both sides; from E. Main St., north to Cravath St.	11.16.090	No parking 2:00 am to 5:00 am
North Street	Both sides; from N. Jefferson St., east to Cherry St.	11.16.090	No parking 2:00 am to 5:00 am

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

Ordinance introduced by Councilmember Winship, who moved its adoption. Seconded by Councilmember Binnie. AYES: Binnie, Kidd, Abbott, Singer, Winship. NOES: None. ABSENT: Olsen, Kienbaum. ADOPTED: October 16, 2012

Cameron L. Clapper, City Manager

Michele R. Smith, City Clerk

REPAIRS TO ROOF FOR WATER UTILITY, WELLS #6 AND #8. It was moved by Binnie and seconded by Winship to authorize repairs to roof for water utility, wells #6 and #8 to be completed by Riedel and Son Exterior specialists in the amount of \$27,309.81. AYES: Binnie, Kidd, Abbott, Singer, Winship. NOES: None. ABSENT: Olsen, Kienbaum.

TRANSIENT MERCHANT ORDINANCE. Councilmember Kidd stated that this request comes from the Parks and Recreation Board, particularly as it would apply to such concessions as would exist in the "Field of Dreams" ball field and other City properties. Attorney McDonell agreed that it would also be a good idea to generally update the ordinance. Park and Recreation Director Amundson added that some municipalities recover a percentage of sales from concession sales in parks. The Parks and Recreation Department was directed by Council to bring back possible amendments to the Transient Merchant Ordinance relating to Parks.

APPOINTMENT OF MEMBERS TO AD HOC BUILDING & PLANNING FEE STUDY COMMISSION. The Ad Hoc Building and Planning Fee Study Commission is being formed to look at possible changes to building permit and planning fees in the City of Whitewater. The committee nominees are Scott Ehlert (Ehlert Construction), Rich Rozelle (Delta Electric), Russell Walton (RR Walton), Mike Kachel (DLK Enterprises) and Ronald Walenton (Bright Nights Electrical). All the nominated members for the study commission have responded that they will be able to participate, with the exception Ronald Walenton (Bright Nights). Birkeland indicated that there will be one or two meetings to look at comparable fees charged by communities in the area with input given to Council before the end of the year. Clapper suggested that Bright Nights be an alternate member of the committee if they wish to participate, as Delta Electric is already on the commission as a representative for electric contractors. It was moved by Singer and seconded by Binnie to approve nominations for the Ad Hoc Building and Planning Fee Study Commission. AYES: Binnie, Kidd, Abbott, Singer, Winship. NOES: None. ABSENT: Olsen, Kienbaum.

AUTHORIZATION TO SUBMIT ANNUAL APPLICATION FOR TAXI CAB RIDE SHARE GRANT. Requested was approval, after the fact, for submission of the annual taxi cab grant application. Councilmember Singer requested that in the future, permission to submit documents be requested prior to actual submission of the documents. In response to Singer's question, Finance Director Saubert indicated that no ride share money was used for the Innovation Express bus service. Karl Schulte of Brown Cab Service was present to answer questions. Councilmember Binnie indicated that more information concerning hours and phone numbers for Brown Cab Service should be displayed on the City website. It was moved by Binnie and seconded by Winship to authorize submission of the annual application for a Taxi Cab Ride Share Grant. AYES: Binnie, Kidd, Abbott, Singer, Winship. NOES: None. ABSENT: Olsen, Kienbaum.

2013 BUDGET PRESENTATIONS: The following budgets were presented to the Council by City Staff members: Revenues-General Fund; Debt Service-Revenue and Expenses; TIDS 4 through 9, Revenue and Expenses; Administration (Legislative Support, Contingencies, Court, Legal, General Administration); Information Technology, Finance (Financial Administration; Insurance Risk Management).

City Manager Clapper presented key revenue and expenditure changes on proposed budget items. For 2013, total revenues and expenditures will be \$9,183,855. Revenue sources are state shared revenues (no change), utility shared revenue (down 4.07%), transportation aids (up 14%) and payments for municipal services (down 1.5%, not including \$40,000 in payments from the University for parking on Prince Street). The Municipal Levy is budgeted for the allowable increase of 0.61% as a result of new construction in the City, and the Debt Service Levy is budgeted for an increase of 16.8%. There is no 2012 Fund Balance budgeted for use in 2013. Planned is a study of licensing & permitting fees, as well as utility transfer rates.

Employee health insurance, retirement costs and worker's compensation costs will be higher in 2013. There will be a 0% increase in wages for all City employees with the exception of represented police officers, who will have a 2% increase. There will be the elimination of one full time position (Assistant to the City Manager) along with increases in part-time and seasonal positions. The total debt supported by the Tax Levy is \$525,426.

City Manager Clapper stated that there will be no additional City borrowing in TID #4, as the district closed in September of this year. Since TIF 4 is designated as "Distressed", the City can use up to 10 years beyond the original termination date of September 18, 2017 to pay off the TID #4 debt. TID districts #5, #7, and #9 have less than \$1,000 activity collectively at this time. TID #6 has total

revenues of \$30,064 and total expenditures of \$41,806, with the fund balance covering the gap of \$11,743 in 2013.

The telephone/mobile communications budget (\$11,700 increase) has been moved from facilities maintenance to the Information Technology budget. Software improvements include installing Laser Fiche software for Neighborhood Services, and installing a Windows 7 operating system (\$8,700). There will be an expense for new squad car laptops (\$4,800).

The change to CVMIC insurance has caused the insurance cost for the City to be reduced by \$22,000. In the administration budget, legal services and municipal court have an increase of less than \$3,000. Legislative support has an increase of \$11,297 due to increased room tax revenue projected for 2013. Contingencies have been reduced by \$60,546 and General Administration has a decrease of \$68,903 due to the elimination of the Assistant to the City Manager Position.

Items to be considered by Council in the near future are funding for Emerald Ash Borer treatment, support for Downtown Whitewater, Inc. and funding for the Innovation Express bus service in 2013.

Councilmember Singer asked what the impact of the increased tax levy would be on a typical home. City Manager Clapper indicated that he will have that figure available at the next meeting. Clapper also confirmed that there is no planned new borrowing in 2013.

Singer confirmed that \$105,000 pulled from the CDA budget is UDAG money. Clapper added that funds are no longer coming from the CDA budget to pay the City Manager, as there is now a part-time CDA Director.

Finance Director Saubert stated that equipment revolving funds are continuing at prior levels. Solid waste transfer was increased by about \$20,000. \$47,000 will be funded in the police vehicle revolving fund for a squad and a vehicle to be used by investigators. A building repair revolving fund has been instituted with a starting amount of \$40,000. Street repair will remain at the same level, and ride share will show an increase of \$13,000. The fund balance should be close to 20% by the end of the year.

It was noted that the City's fund balance should be at least 20% of the municipal budget for cash flow purposes, and to maintain the City's bond rating. Clapper indicated that there will be changes in how the duties of the Assistant to the City Manager position will be carried out by using existing staff and the part time analyst proposed in the 2013 budget. There will be changes in how these positions are to be funded by individual departments as well. Councilmembers Singer and Winship requested more detail in the budget regarding personnel funding. It was noted by Councilmember Singer that no funding for professional development was included in the administrative budgets. Finance Director Saubert indicated that an error must have occurred, and that matter would be reviewed.

Singer requested a cost benefit analysis for a possible telephone upgrade from IT Coordinator Nobling. Nobling indicated that waiting until the City can use a fiber backbone for the telephone system would provide savings and unite City buildings into one internal network.

Clapper stated that he will bring more detail for budget items as Council requests it. Finance Director Saubert will bring back additional information on department funding percentages for employees.

COUNCILMEMBER REQUEST FOR FUTURE AGENDA ITEMS. None.

ADJOURNMENT. It was moved by Binnie and seconded by Winship to adjourn the meeting. The meeting was adjourned by unanimous approval at 7:46 p.m.

Respectfully submitted,

Michele R. Smith
City Clerk