



Finance Committee Meeting

Cravath Lakefront room 2nd floor 312 West
Whitewater Str, Whitewater, WI, 53190 *In Person
and Virtual

Tuesday, July 22, 2025 - 5:00 PM

**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.**

Please click the link below to join the webinar: You are invited to a Zoom webinar!

When: Jul 22, 2025 05:00 PM Central Time (US and Canada)

Topic: Finance Committee

Join from PC, Mac, iPad, or Android:

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Webinar ID: 843 1655 8364

**Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number:
(262) 473-0108.**

AGENDA

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.

- [1.](#) Finance Committee Meeting Minutes from June 18, 2025
- [2.](#) Closed Session Minutes

HEARING OF CITIZEN COMMENTS

No formal Committee 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 Committee discusses that particular item.

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

CONSIDERATIONS / DISCUSSIONS / REPORTS

- [3.](#) Discussion and possible action to amend the Budget Amendment Policy and recommend to Common Council
- [4.](#) Review and discussion of the updated cash flow projections related to the Library's donation funds, including recent contributions, expenditures, and anticipated funding timelines
- [5.](#) Discussion and possible action to recommend amending Ordinance 2.48.080 Removal of Members
- [6.](#) Discussion and possible action to recommend the creation of Ordinance 2.12.013 Committee Member Removal Ordinance
- [7.](#) Review and discussion of the Compensation Policy (Draft).
- [8.](#) Discussion and possible action to approve and recommend an amendment to the EMS Employee Benefit Policy to Common Council

FUTURE AGENDA ITEMS

ADJOURNMENT

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.



Finance Committee Meeting Item 1.

City Manager Conference Room, Municipal
Building, 312 W. Whitewater Street, Whitewater, WI
53190

Wednesday, June 18, 2025 - 5:00 PM

**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.**

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83198282604?pwd=cDdLWjUvTTRqRUQ4UVcwQWcrcW1BUT09>

Telephone: +1 (312) 626-6799 US (Chicago) (Houston)

Webinar ID: 831 9828 2604

Passcode: 137945

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0108.

AGENDA

CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Brian Schanen.

ROLL CALL

Present: Patrick Singer, Brian Schanen and Mike Smith.

Absent: None.

Additional Attendees: Rachelle Blich, Director of Finance.

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.

1. Finance Committee Meeting Minutes from May 27, 2025

A motion to approve the consent agenda was made by Patrick Singer, Seconded by Mike Smith.

Voting Yes: Brian Schanen, Mike Smith and Patrick Singer. Voting No: None.

HEARING OF CITIZEN COMMENTS

No formal Committee 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 Committee discusses that particular item.

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

CONSIDERATIONS / DISCUSSIONS / REPORTS

2. Presentation of the 2024 Annual Financial Report by Johnson & Block
3. Discussion and possible action to recommend the Police hiring strategy to Common Council

A motion was made by Patrick Singer, Seconded by Brian Schanen to recommend the Police Hiring Strategy to Common Council for approval.

Voting Yes: Mike Smith, Brian Schanen and Patrick Singer. Voting No: None.

FUTURE AGENDA ITEMS

4. Discussion and possible action on the cost of food truck permits

ADJOURNMENT

A motion to adjourn was made by Mike Smith, Seconded by Patrick Singer.

Voting Yes: Patrick Singer, Mike Smith and Brian Schanen. Voting No: None.

The meeting adjourned at 5:33 p.m.

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.

To: All Committee Chairs and Board Members
From: Heather Boehm, City Clerk
Date: May 28, 2025
Subject: Procedures for Recording Minutes in Closed Session Meetings

This memo is to clarify the procedures regarding the recording of minutes during closed session meetings.

For **closed session meetings of governing bodies**, the **municipal clerk** should be present to record the minutes. The clerk's role is essential in ensuring accurate documentation and compliance with open meetings laws.

In the case of **committee closed sessions** where the municipal clerk is not present, the **committee or board chair** must appoint an individual to record the minutes of the closed session. This appointee should be someone who can maintain confidentiality and accurately reflect the proceedings.

All minutes from closed sessions must be maintained separately from open session minutes and handled with appropriate confidentiality in accordance with Wisconsin's Open Meetings Law.

If you have any questions regarding this procedure or require assistance in designating a recorder, please contact the City Manager, John Weidl or City Clerk, Heather Boehm.

Thank you for your attention to this matter.



Finance Committee Agenda Item

Meeting Date:	July 22, 2025
Agenda Item:	Amendment to the Budget Amendment Policy
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND

(Enter the who, what when, where, why)

As policies are living documents, periodic review and refinement are essential to ensure ongoing alignment with best practices and sound fiscal management. Following discussions with our auditors, it was recommended that the City update its Budget Amendment Policy to require a formal budget amendment for any adjustments that result in changes to the overall allocations within the General Fund.

The current policy only mandates a budget amendment when an adjustment exceeds 10% of a department's budget. The proposed update would enhance financial transparency and ensure that all significant changes to General Fund allocations are formally reviewed and approved.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

8/2024 – Common Council approved policy

FINANCIAL IMPACT

(If none, state N/A)

N/A


STAFF RECOMMENDATION

Staff recommends approval of the proposed amendment to the Budget Amendment Policy and further recommends its adoption by the Common Council.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Budget Amendment Policy, as updated
2. Budget Amendment Policy, approved

		Policy 501.04.15 Budget Amendment			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	5
Issue Date:	8/6/2024	Revision Date:	7/2025	Review Date:	
Special Instructions:					

I. PURPOSE

The municipality is committed to maintaining a balanced budget that reflects the priorities and needs of the community. Amendments to the budget shall only be made in accordance with this policy and subject to the approval processes herein described.

The purpose of this policy is to establish a systematic procedure and set forth clear divisions of responsibility for the amendment of the municipal budget, ensuring fiscal responsibility, transparency, and adherence to all applicable legal requirements. This policy is designed to guide the process of adjusting the approved budget in response to unforeseen financial circumstances or to reallocate resources in alignment with municipal priorities. Additionally, it supports public transparency by providing a clear framework through which residents and stakeholders can understand and follow the rationale and process behind budget modifications.

II. SCOPE

This policy applies to all departments, agencies, and entities within the municipality. It covers all forms of budget amendments, including increases or decreases in budget allocations, transfers of funds between accounts, and changes resulting from revised revenue forecasts. While the procedures outlined in this policy are to be followed uniformly across all funds and departments, it is important to note that only amendments involving General Fund allocations are subject to the requirement of a Class I public notice, as stipulated by applicable legal guidelines. This ensures both consistency in internal financial management and compliance with public transparency obligations specific to the General Fund.

III. GUIDELINES

A department's budget is a financial plan that outlines projected revenues (if applicable), anticipated expenditures, and the allocation of resources for a specific department within an organization over a defined period—typically a fiscal year.

For the purposes outlined here, each department is assigned a unique department code. For example, Legislative Support is considered a distinct department but falls under the broader budget classification group known as General Government. These classification groups are used for public reporting purposes.

As a result, budget adjustments between departments within the same classification group do not require a formal budget amendment. However, if a transfer occurs between departments in different classification groups—such as a transfer from Insurance/Risk Management to Police Patrol—an amendment is required.

Conversely, a transfer between Police Patrol and Fire/EMS would not require an amendment, as both departments fall under the Public Safety classification group.

It shall be policy that budget amendments/adjustments require approval at the following levels:

- A. Level 1 (a) adjustments of operating appropriations up to \$5,000 from one account to another within the department's budget. Level 1 (b) adjustments of operating appropriations \$5,001 and over from one account to another within the department's budget. Level 1 (c) adjustments are for substitutions of capital items or adjustments of operating to capital appropriations up to \$25,000 from one account to another within a department's budget. Level 1(d) adjustments are transfers **up to \$25,000** between departments but in the same budget classification group (**see Appendix A**). Level 1 (e) adjustments are transfers **over \$25,000** between departments but in the same budget classification group (**see Appendix A**). Level 1 (a) adjustments shall require the approval of the department director. Level 1 (b) (c), and (d) adjustments shall require the approval of the City Manager. Level 1 (e) adjustments shall require the approval of the **Common Council** (This could be the Finance Committee as an alternative option since it's not an amendment).
- B. Level 2 amendments are for any adjustments between budget classification categories (**see Appendix A**). All level 2 amendments shall require approval of the City Manager, respective department's standing committees and Common Council.

IV. PROCEDURE

Initiation of Amendment: A budget amendment (Level 2) may be initiated by department heads, the City Manager, or the Common Council. A detailed proposal, including the justification for the amendment, its financial impact, and how it aligns with municipal priorities, must be submitted.

- A. **Review and Analysis:** The proposal will undergo a thorough review and analysis by the Finance Department to ensure its accuracy, compliance with legal requirements, and alignment with fiscal policies.

- B. **Public Notification and Input:** Prior to approval, the proposed amendment will be made available to the public. A period for public comment will be provided to ensure transparency and community involvement in the budgetary process.
- C. **Approval Process:** The final approval of any budget amendment requires a majority vote by the Common Council. Certain amendments may also require the City Manager's approval, in accordance with municipal law.
- D. **Implementation:** Upon approval, the amendment will be formally incorporated into the municipal budget. The Finance Department will make the necessary adjustments to financial records and inform all affected departments.

V. REPORTING

All approved budget amendments will be documented and reported in the municipality's annual financial report. The municipality will ensure that information regarding budget amendments is accessible to the public to promote transparency and accountability.

Appendix A


Budget Grouping Classification

Budget Classification Group

Department

General Government		
	51100	Legislative Support
	51200	Court
	51300	Legal
	51400	General Administration
	51450	Information Technology
	51500	Financial Administration
	51540	Insurance/Risk Mgt.
	51600	Facilities Maintenance
Public Safety		
	52100	Police Administration
	52110	Police Patrol
	52120	Police Investigation
	52140	Comm Service Program
	52500	Emergency Preparedness
	52600	Communications/Dispatch
	59240	Fire Department (Transfer)
Public Works		
	53100	Public Works Administration
	53230	Shop/Fleet Operations
	53300	Street Maintenance
	53320	Snow & Ice
	53420	Street Lights
Cultural/Recreation/Education		
	53270	Parks Maintenance

	55200	Parks Administration
	55210	Recreation Administration
	55300	Recreation Programs
	55310	Senior Citizen's Program
	55320	Community Events
	55330	Comm. Based – Coop Projects
Conservation Development		
	52400	Neighborhood Services & Planning
Contingencies		
	51110	Contingencies
Transfers*		
*Each transfer is separate	59230	Debt Service (Fund 300)
	59220	Community Development (Fund 900)
	59220	Library (Fund 220)
	59220	Solid Waste (Fund 230)
	59240	Capital Projects (Fund 450)
Sinking Funds*		
*A combination of total sinking fund transfers	59220	Sick/Severance (Fund 260)
		Health Insurance Fund
	59220	SIR (Fund 271)
	59220	Other Funds (Non-sinking such as Media Services or Forestry)
	59220	DPW Equipment Revolving (Fund 215)
	59220	Police Department Equipment Revolving (Fund 216)
	59220	Building Repair (Fund 217)
	59220	Street Repair (und 280)
	59220	Elections (Fund 214)
	59220	Shared Ride Taxi (Fund 235)
	59240	Birge Fountain (Fund 452)

		Policy 501.04.15 Budget Amendment			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	2
Issue Date:	##/##/####	Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The municipality is committed to maintaining a balanced budget that reflects the priorities and needs of the community. Amendments to the budget shall only be made in accordance with this policy and subject to the approval processes herein described.

The purpose of this policy is to establish a systematic procedure and set forth divisions of responsibility for the amendment of the municipal budget to ensure fiscal responsibility, transparency, and adherence to legal requirements. This policy is designed to guide the process of adjusting the approved budget in response to unforeseen financial circumstances or to reallocate resources in alignment with municipal priorities.

II. SCOPE

This policy applies to all departments, agencies, and entities within the municipality. It covers all forms of budget amendments, including increases or decreases in budget allocations, transfers of funds between accounts, and changes resulting from revised revenue forecasts.

III. GUIDELINES

It shall be policy that budget amendments/adjustments require approval at the following levels:

- A. Level 1 adjustments of operating appropriations up to \$5,000 from one account to another within the department's budget. Level 1 adjustments may be made at the discretion of the Department Head.
- B. Level 2 (a) adjustments of operating appropriations \$5,001 and over from one account to another within the department's budget. Level 2 (b) adjustments are for substitutions of capital items or adjustments of operating to capital appropriations up to \$25,000 from one account to another within a department's budget. Level 2(c) adjustments are transfers up to \$25,000 between departments. Level 2 (a) (b), and (c) adjustments shall require the approval of the City Manager.

- C. Level 3 amendments are for adjustments of operating or capital appropriations needing additional funding from contingency funds that are under 10% of the total funds originally appropriated for an individual department. Level 3 amendments shall require the approval of the City Manager and the Finance Committee.
- D. Level 4(a) amendments are for adjustments of operating or capital appropriations needing additional funding from contingency funds that are over 10% of the funds originally appropriated for an individual department. Level 4(b) amendments are for new programs in a department that were not originally budgeted through an increase in expenditures with an offsetting increase in revenue for that program (such as grant funding or donations). Level 4 (c) amendments are for substitutions of capital items or adjustments of operating to capital appropriations \$50,001 and over from one account to another within a department's budget. Level 4 (d) amendments are for adjustments of operating or capital appropriations needing funding from the general fund balance. All level 4 amendments shall require approval of the City Manager, respective department's standing committees and Common Council.

IV. PROCEDURE

Initiation of Amendment: A budget amendment (Level 4) may be initiated by department heads, the City Manager, or the Common Council. A detailed proposal, including the justification for the amendment, its financial impact, and how it aligns with municipal priorities, must be submitted.

- A. **Review and Analysis:** The proposal will undergo a thorough review and analysis by the Finance Department to ensure its accuracy, compliance with legal requirements, and alignment with fiscal policies.
- B. **Public Notification and Input:** Prior to approval, the proposed amendment will be made available to the public. A period for public comment will be provided to ensure transparency and community involvement in the budgetary process.
- C. **Approval Process:** The final approval of any budget amendment requires a majority vote by the Common Council. Certain amendments may also require the City Manager's approval, in accordance with municipal law.
- D. **Implementation:** Upon approval, the amendment will be formally incorporated into the municipal budget. The Finance Department will make the necessary adjustments to financial records and inform all affected departments.

V. REPORTING

All approved budget amendments will be documented and reported in the municipality's annual financial report. The municipality will ensure that information regarding budget amendments is accessible to the public to promote transparency and accountability.

Date: July 22, 2025

To: Finance Committee

From: Rachelle Blitch, Director of Financial and Administrative Services

Re: Library Donation Update

As requested, the Library Board has provided the City with an updated summary of outstanding donation receivables related to the building project. The summary reflects only pledged contributions and does not include outright gifts already received.

To date, a total of \$1,629,600 has been pledged toward the project, of which \$913,609.84 has been collected. The remaining \$722,991.26 is expected to be received by the end of 2027. Since the last report provided in August 2024, the Library Board has collected \$355,997.25 in pledged donations.

Pledged Amount	Received Amount	Pledge Balance	2025 projected	2026 projected	2027 projected
\$1,000.00	\$372.00	\$628.00	\$228.00	\$200.00	\$200.00
\$1,000.00	\$600.00	\$400.00	\$200.00	\$200.00	
\$1,000.00	\$1,000.00	\$0.00			
\$11,000.00	\$4,028.33	\$6,971.67	\$2,323.89	\$2,323.89	\$2,323.89
\$25,000.00	\$26,000.00	\$0.00			
\$1,000.00	\$1,000.00	\$0.00			
\$1,000.00	\$16.61	\$983.39	\$383.39	\$300.00	\$300.00
\$1,000.00	\$600.00	\$400.00		\$200.00	\$200.00
\$1,000.00	\$600.00	\$400.00		\$200.00	\$200.00
\$1,000.00	\$400.00	\$600.00	\$200.00	\$200.00	\$200.00
\$5,000.00	\$4,900.00	\$100.00	\$100.00		
\$10,000.00	\$11,000.00	\$0.00			
\$5,000.00	\$2,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$1,000.00
\$1,000.00	\$500.00	\$500.00	\$250.00	\$250.00	
\$1,000.00	\$615.05	\$384.95		\$184.95	\$200.00
\$1,000.00	\$615.05	\$384.95		\$184.95	\$200.00
\$600.00	\$240.00	\$360.00	\$120.00	\$120.00	\$120.00
\$1,000.00	\$673.83	\$326.20	\$126.20	\$200.00	
\$30,000.00	\$30,000.00	\$0.00			
\$10,000.00	\$5,000.00	\$5,000.00		\$2,500.00	\$2,500.00
\$1,000.00	\$489.19	\$510.80	\$110.80	\$200.00	\$200.00
\$2,000.00	\$906.94	\$1,093.06	\$364.35	\$364.35	\$364.35
\$1,000.00	\$615.05	\$384.95		\$184.95	\$200.00
\$1,000.00	\$430.10	\$569.90	\$189.96	\$189.96	\$189.96
\$1,000.00	\$615.05	\$384.95		\$184.95	\$200.00
\$1,000.00	\$183.37	\$816.63	\$272.21	\$272.21	\$272.21
\$1,000.00	\$200.00	\$800.00	\$275.00	\$275.00	\$250.00
\$1,000.00	\$487.94	\$512.06	\$112.06	\$200.00	\$200.00
\$1,000.00	\$600.00	\$400.00		\$200.00	\$200.00
\$1,000.00	\$200.00	\$800.00	\$266.67	\$266.67	\$266.67
\$1,000.00	\$215.05	\$784.95	\$261.65	\$261.65	\$261.65
\$333,333.35	\$200,000.01	\$133,333.35	\$66,666.67	\$66,666.67	
\$200,000.00	\$100,000.00	\$100,000.00	\$100,000.00		

\$1,000.00	\$600.00	\$400.00	\$200.00	\$200.00	
\$100,000.00	\$20,000.00	\$80,000.00	\$26,666.67	\$26,666.67	\$26,666.67
\$1,000.00	\$332.20	\$667.80	\$267.80	\$200.00	\$200.00
\$1,000.00	\$487.94	\$512.06	\$112.06	\$200.00	\$200.00
\$1,000.00	\$450.03	\$549.97	\$149.97	\$200.00	\$200.00
\$1,000.00	\$400.00	\$600.00	\$200.00	\$200.00	\$200.00
\$1,000.00	\$600.00	\$400.00		\$200.00	\$200.00
\$10,000.00	\$10,000.00	\$0.00			
\$1,000.00	\$572.00	\$428.00		\$228.00	\$200.00
\$1,000.00	\$215.93	\$784.07	\$261.36	\$261.36	\$261.36
\$1,000.00	\$500.00	\$500.00	\$100.00	\$200.00	\$200.00
\$25,000.00	\$12,000.00	\$13,000.00	\$4,333.33	\$4,333.33	\$4,333.33
\$10,000.00	\$13,500.00	\$0.00			
\$1,000.00	\$400.00	\$600.00	\$200.00	\$200.00	\$200.00
\$1,000.00	\$182.71	\$817.29	\$217.29	\$300.00	\$300.00
\$10,000.00	\$10,000.00	\$0.00			
\$1,000.00	\$600.00	\$400.00		\$200.00	\$200.00
\$1,000.00	\$400.00	\$600.00	\$200.00	\$200.00	\$200.00
\$50,000.00	\$2,499.99	\$47,500.01	\$15,833.34	\$15,833.34	\$15,833.34
\$10,000.00	\$2,000.00	\$8,000.00	\$2,666.67	\$2,666.67	\$2,666.67
\$10,000.00	\$5,500.00	\$5,000.00	\$1,666.67	\$1,666.67	\$1,666.67
\$1,000.00	\$600.00	\$400.00		\$200.00	\$200.00
\$25,000.00	\$11,300.00	\$13,700.00	\$4,566.67	\$4,566.67	\$4,566.67
\$1,000.00	\$504.55	\$496.45	\$96.45	\$200.00	\$200.00
\$1,000.00	\$486.69	\$513.31	\$113.31	\$200.00	\$200.00
\$1,000.00	\$471.33	\$528.67	\$128.67	\$200.00	\$200.00
\$1,000.00	\$384.53	\$615.47	\$215.47	\$200.00	\$200.00
\$1,000.00	\$400.00	\$600.00	\$200.00	\$200.00	\$200.00
\$1,000.00	\$400.00	\$600.00	\$200.00	\$200.00	\$200.00
\$1,000.00	\$503.30	\$496.70	\$96.70	\$200.00	\$200.00
\$1,000.00	\$200.00	\$800.00	\$266.67	\$266.67	\$266.67
\$6,000.00	\$6,000.00	\$0.00			
\$333,333.35	\$200,000.01	\$133,333.35	\$66,666.67	\$66,666.67	
\$1,000.00	\$1,000.00	\$0.00			

	\$1,000.00	\$400.00	\$600.00	\$200.00	\$200.00	\$200.00
	\$25,000.00	\$11,000.00	\$14,000.00	\$4,666.67	\$4,666.67	\$4,666.67
	\$1,000.00	\$615.05	\$384.95		\$184.95	\$200.00
	\$1,000.00	\$600.00	\$400.00		\$200.00	\$200.00
	\$1,000.00	\$400.00	\$600.00	\$200.00	\$200.00	\$200.00
	\$334,333.35	\$202,000.01	\$133,333.35	\$66,666.67	\$66,666.67	
Totals	\$1,629,600.05	\$913,609.84	\$722,991.26	\$370,809.96	\$276,504.54	\$75,676.78
2024 T	\$1,629,600.05	\$557,611.75	\$1,071,938.30			
	Received 8/17/24-6/30/2025	\$355,997.25				



Finance Committee Agenda Item

Meeting Date:	July 22, 2025
Agenda Item:	Amendment of Ordinance 2.48.080 Removal of Members
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND

(Enter the who, what when, where, why)

At the June 17, 2025 Common Council meeting, this matter was presented and subsequently referred to the Finance Committee for further refinement of the proposed language. Currently, Whitewater Municipal Code Section 2.48.080 outlines procedures solely for the removal of members from the Industrial Development Commission. However, this provision is outdated and lacks comprehensive guidance.

To promote consistency and eliminate ambiguity across all City committees, it is recommended that we amend Section 2.48.080 and that a new ordinance—Section 2.12.013, Committee Member Removal—be drafted and adopted. This ordinance would establish a standardized and modernized framework applicable to all committees, ensuring clarity and uniformity in member removal procedures.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

6/17/2025 – Present to Common Council and referred to Finance Committee

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends incorporating any additional desired language and forwarding the ordinance to the Common Council with a recommendation for adoption.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Proposed amendment of Ordinance 2.48.080

ORDINANCE No. 2025-O-21
AN ORDINANCE AMENDING ORDINANCE 2.480.80
ADOPT THE LANGUAGE FOR 2.12.013

The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, amend to read as follows:

Whitewater Municipal Code Chapter 2.480.80 is adopting the language of 2.12013 is hereby amended to read as follows:

2.480.80 – Committee Member Removal Ordinance.

The city manager and the common council, by a majority vote, shall have the authority to remove any member of a city board, committee, or commission from office for just cause when the best interests of the city shall be served thereby. It shall be considered just cause for the removal of a board, committee, or commission member if that member fails to attend two consecutive regular or special meetings with unexcused absences. Members may be excused from attendance of any meeting only by the city manager. Members of a city board, committee, or commission may also be removed for malfeasance, misfeasance, or nonfeasance in office at the discretion of the city manager.

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:

John Weidl, City Manager

Heather Boehm, City Clerk



Finance Committee Agenda Item

Meeting Date:	July 22, 2025
Agenda Item:	Creation of Ordinance 2.12.013 Committee Member Removal Ordinance
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND

(Enter the who, what when, where, why)

At the June 17, 2025 Common Council meeting, this matter was presented and subsequently referred to the Finance Committee for further refinement of the proposed language. Currently, Whitewater Municipal Code Section 2.48.080 outlines procedures solely for the removal of members from the Industrial Development Commission. However, this provision is outdated and lacks comprehensive guidance.

To promote consistency and eliminate ambiguity across all City committees, it is recommended that a new ordinance—Section 2.12.013, Committee Member Removal—be drafted and adopted. This ordinance would establish a standardized and modernized framework applicable to all committees, ensuring clarity and uniformity in member removal procedures.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

6/17/2025 – Present to Common Council and referred to Finance Committee

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends incorporating any additional desired language and forwarding the ordinance to the Common Council with a recommendation for adoption.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Memo from Atty Brovold
2. Proposed Ordinance

Respond to the Sender Directly:
tbrovold@russelllawwi.com

May 21, 2025

City of Whitewater
312 West Whitewater Street
Whitewater, WI 53190

Re: City of Whitewater | Draft Ordinance Allowing Removal of Board, Committee, & Commission Members

To Whom It May Concern:

I have reviewed your prior email regarding the City's desire to craft an ordinance allowing for the removal of all board, committee, and commission members working for the City through a majority vote of the common council and the city manager.

I have crafted a new ordinance, 2.12.013, to reflect this desire and parallel the removal clause found in ordinance 2.48.080 (the Industrial Development Commission removal clause). Please let me know if there are any other desires or modifications that you would like to be reflected in 2.12.013.

The draft ordinance can be found on the next page.

2.12.013 – Removal of board, committee, and commission members

The city manager and the common council, by a majority vote, shall have the authority to remove any member of a city board, committee, or commission from office for just cause when the best interests of the city shall be served thereby. It shall be considered just cause for the removal of a board, committee, or commission member if that member fails to attend two consecutive regular or special meetings with unexcused absences. Members may be excused from attendance of any meeting only by the city manager. Members of a city board, committee, or commission may also be removed for malfeasance, misfeasance, or nonfeasance in office at the discretion of the city manager.

Sincerely,



Attorney Timothy Brovold
Russell Law Offices, SC

ORDINANCE No. 2025-O-20
AN ORDINANCE CREATING SECTION 2.12.013
COMMITTEE MEMBER REMOVAL ORDINANCE

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

SECTION 1. Whitewater Municipal Code Chapter 2.12.013 is hereby amended to read as follows:

2.12.013- The city manager and the common council, by a majority vote, shall have the authority to remove any member of a city board, committee, or commission from office for just cause when the best interests of the city shall be served thereby. It shall be considered just cause for the removal of a board, committee, or commission member if that member fails to attend two consecutive regular or special meetings with unexcused absences. Members may be excused from attendance of any meeting only by the city manager. Members of a city board, committee, or commission may also be removed for malfeasance, misfeasance, or nonfeasance in office at the discretion of the city manager.

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:

John Weidl, City Manager

Heather Boehm, City Clerk



Common Council Agenda Item

Meeting Date:	6/3/25
Agenda Item:	Create ordinance 2.12.013 Committee Member Removal Ordinance
Staff Contact (name, email, phone):	Becky Magestro

BACKGROUND

(Enter the who, what, when, where, why)

The current ordinance, Section 2.48.080, only describes how to remove a member from the Industrial Development Commission. However, this language is outdated. Since then, a new, more comprehensive rule needs to be created.

To avoid confusion and ensure consistency across all city committees, we need to create ordinance 2.12.013 which states- The city manager and the common council, by a majority vote, shall have the authority to remove any member of a city board, committee, or commission from office for just cause when the best interests of the city shall be served thereby. It shall be considered just cause for the removal of a board, committee, or commission member if that member fails to attend two consecutive regular or special meetings with unexcused absences. Members may be excused from attendance of any meeting only by the city manager. Members of a city board, committee, or commission may also be removed for malfeasance, misfeasance, or nonfeasance in office at the discretion of the city manager.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

2.48.080- states under the Industrial Development Commission- The council, by a majority vote, shall have the authority to remove any member of the commission from office for just cause when the best interests of the city shall be served thereby. It shall be considered just cause for the removal of a commission member his failure to attend two consecutive regular or special meetings with unexcused absences. Members may be excused from attendance of any meeting only by the city manager. In order that the above definition of just cause for removal shall not be exclusive, a commission member may be removed for malfeasance, misfeasance, or nonfeasance in office at the discretion of the city manager.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Adopt the Ordinance 2.12.013. Waive the second reading to streamline the update process and avoid unnecessary delay.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Memo from Atty Brovold.



Finance Committee Agenda Item

Meeting Date:	July 22, 2025
Agenda Item:	Review and discussion of the Compensation Policy Draft
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND

(Enter the who, what when, where, why)

The Compensation Policy was originally presented to the Finance Committee in December 2024. At that time, there was a request to revise and clarify the respective roles and authority of the City Manager and the Common Council concerning the creation of minor administrative positions.

The updated policy now specifically outlines the City Manager's authority to establish minor, non-budgeted administrative positions as necessary to support operational needs, provided such actions remain within existing budgetary constraints and are properly reported. Additionally, the policy reaffirms the Common Council's oversight and approval responsibilities for more substantial staffing changes.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

FINANCIAL IMPACT

(If none, state N/A)

N/A


STAFF RECOMMENDATION

No action is being requested from the Committee at this time. Staff will bring the policy back for further consideration, including a detailed financial impact analysis, no later than the October meeting at which time we will be requesting approval.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Updated Compensation Policy

		Compensation Policy			
Owner:	Human Resources	Approving Position:	Common Council	Pages:	7
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The purpose of a Classification and Compensation System is twofold. First, it establishes internal equity among employees across Departments in the City. Second, it assures external equity and competitiveness by comparing the compensation of Whitewater employees against market data.

Additionally, the plan helps to ensure that the City can recruit the best and brightest employees, as well as retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the City avoids the cost of turnover and lost productivity.

II. POLICY

The Common Council serves as the legislative body responsible for setting policy and providing oversight. With regard to the City's compensation plan, the Council plays a critical role through approval of the compensation policy and accountability. The Council holds the City Manager accountable for implementing and managing the approved compensation plan in compliance with applicable laws, regulations, and best practices.

In accordance with Wisconsin Statutes § 64.09, the City Manager serves as the chief executive officer and head of city administration. The City Manager retains the authority to organize and manage the administrative structure of the city, based on the operational needs of the organization. The City Manager is authorized to pay employees and adjust staffing levels consistent with the adopted pay plans and bargaining unit contracts.

While the City Manager may exercise executive discretion in managing the organizational structure, the creation of any new regular full-time or part-time positions that would result in a budgetary amendment requirement must receive prior approval from the Common Council. Reallocation of existing full-time or part-time positions within the authorized staffing levels may be done at the City Manager's discretion, provided that such changes do not exceed the overall personnel budget approved by the Common Council.

Any anticipated savings from employee vacancies or staffing adjustments may not be used to supplement expenditures elsewhere in the department or organization without prior City Manager approval and, when applicable, Council authorization for a budget amendment.

The annual City budget should include sufficient funds to address the needs of the compensation plan and individual pay issues as they arise due to market conditions, meritorious work and exceptional or remarkable performance.

III. DEFINITIONS

- A. Defined Increment Plan: This is a Compensation Plan that has salary ranges with a minimum and a maximum with defined percentage increments (e.g., 3%) in between. If an employee has a satisfactory performance evaluation, they systematically advance through the compensation range. The performance evaluation and resulting salary increment increase occurs annually.
- B. Open Range Merit Plan: This is a Compensation Plan that also has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the compensation range based on an annual satisfactory performance evaluation, with the percentage of their increase determined annually by City Administration.
- C. Blended Merit Plan: This is a Compensation Plan that uses techniques from both a Defined Increment Plan and an Open Range Merit Plan.

IV. PROCEDURE

A. Internal Equity

Job Evaluations include the completion of a questionnaire by employees covered in a non-union group and interviews with at least one (1) employee working in each position. Numerical values are assigned to each position so that like positions within the organization are grouped together in a classification to produce an internal equity hierarchy. Ten (10) factors are used for the evaluation of Whitewater's positions:

1. Preparation and Training
2. Experience Required
3. Decision Making and Independent Judgment
4. Responsibility for Policy Development
5. Planning of Work
6. Contact with Others
7. Work of Others (Supervision Exercised)
8. Working Conditions
9. Use of Technology/Specialized Equipment
10. Confidentiality/Risk Liability

The Human Resources Department staff will evaluate all newly proposed positions to determine proper placement on the pay plan. In addition, all current positions will be evaluated on a regular basis to ensure positions are properly classified every five (5) years.

Department Directors may request a review of a position at any time, based upon significant changes which fall within the factors listed above. All changes will be evaluated for their effect on the integrity of the classification relationships established in the Compensation Plan.

B. External Equity – Market Competitiveness

To provide external competitiveness for City salaries, the salary ranges were originally derived from 2024 survey data from communities with specific comparison criteria (e.g., equalized assessed valuation, property tax levy, basic spending, etc.). The following communities were used in the 2024 Pay Plan Analysis: Platteville, River Falls, Delavan, Jefferson, Elkhorn, Fort Atkinson and Weston.

Salary data is also obtained from various compensation surveys conducted by the State, Municipalities and private sector employers.

The City recognizes the importance of making periodic salary wage range adjustments to account for changes in the cost of living in the region, while maintaining flexibility to adapt to economic shifts. The salary ranges will be reviewed every three (3) years to ensure its pay structure remains competitive, equitable and aligned with market trends.

The following factors will be considered when determining comparable communities and the true competition for talent (i.e. the likelihood that our workforce would choose other employers):

1. Population
2. Total Equalized Value
3. Property Tax Levy per Capita
4. Basic Spending per Capita
5. Property Tax Rate
6. Per Capita Income
7. Operational Spending
8. General Obligation Debt
9. Shared Revenue

The City will continue to use the jurisdictions identified in 2024 as a comparable salary survey group for regular salary comparison purposes, until it is determined that they are no longer valid.

All ranges have a 35% range spread from minimum to maximum. The Finance Director is authorized, with prior written approval of the City Manager, to make annual adjustments to the upper and lower limits of the salary ranges for City positions. These salary range adjustments may be based on the ERIP, and shall be adjusted up to 5% based on the ERIP figures. Adjustments greater than 5% will require Common Council approval.

C. Pay Philosophy

The City's current pay plan was created in 2024 to compensate employees at the 50th percentile of a defined market.

To ensure employee wages reflect changes in economic conditions, annual Cost of Living Adjustments (COLA) will be applied based on economic indices like the Expenditure Restraint Incentive Program (ERIP) or other relevant market factors. COLA adjustments will be applied uniformly to eligible employees who have completed one year of service and are in good

standing. Employees with less than one year of service will receive the adjustment on their one-year employment anniversary.

D. Pay Plan Structure - Blended Merit Plan

This Compensation Plan uses techniques from both a Defined Increment Plan and an Open Range Merit Plan.

All non-union exempt and non-exempt employees are part of a Blended Merit Plan. Under this plan, salary ranges begin at the minimum with six (6) defined increments over a five-year period, after which employees transition into an Open Range Merit Plan.

Initial hire/promotion rate starts at the minimum of the assigned salary range.

Increment 1: A 1.75% increase is awarded upon successful completion of six months of service.

Increment 2: An additional 1.75% increase is awarded after one year of service.

Increment 3: A 3.5% increase is awarded after two years of service.

Increment 4: A second 3.5% increase is awarded after three years.

Increment 5: A 3.2% increase is awarded after four years.

Increment 6: A 3.1% increase is awarded after five years.

Employees who begin employment at a rate above the minimum of the salary range will follow a comparable increment schedule based on their placement within the range, and will transition to the Open Range Merit Plan upon reaching the midpoint of the salary range.

Upon completion of the defined increments, employees move into the Open Range Merit Plan, where further salary growth is based on successful performance evaluations. The top 10% of the salary range is reserved for employees who consistently exceed performance expectations, ensuring that exceptional contributions are rewarded appropriately.

Employees hired below the salary range mid-point may also be assigned targeted training and development goals to support their growth and provide opportunities to progress to the mid-point of the range.

E. Administration of the Compensation Plan

The City's compensation plan provides guidelines for managers in making compensation decisions based upon defensible policies.

1. Each of the pay ranges identifies a minimum, midpoint, and maximum pay rate. No employee will be paid below the minimum of their pay grade or above the maximum of their grade, unless special incentive pay is provided for job-related licensure and/or specialized certifications and/or market conditions dictate an "in training" hire.
2. Employees may be hired at any point within the established pay range, depending on market conditions, candidate qualifications, and internal equity considerations. While many hires may still occur near the minimum of the range, starting salaries may be set higher to remain competitive in the market, recognize exceptional qualifications, or accommodate internal promotions where the employee's current compensation exceeds the minimum of the new

grade. Any hiring above the midpoint of the pay range requires approval from the City Manager.

3. Each year, the plan will be reviewed and recommendations made for adjustments to the plan that may be necessary to ensure that the plan remains fair and competitive in the market. When a cost-of-living adjustment is made, it is made to all pay ranges in the plan. Employees in the plan whose performance is rated as meeting standards (or better) normally receive the cost-of-living pay increase. It is recommended that this adjustment be made at the beginning of the year; however, timing will depend upon the detail during the budget adoption process.
4. An employee progresses through the range annually, based upon performance. The use of this type of system allows the manager to recognize individual employee growth and performance. The timing of pay increases is July 1. Individuals hired prior March 1st of the previous year are eligible for July 1 pay increases. The timing of the pay increases may be adjusted by Administration, as part of the budget process.
5. The City Manager can approve an additional bonus for exemplary performance. This payment would be a lump sum payment and not added to their base salary. Such additional adjustments shall be based upon performance and within the approved budget.
6. Employees currently on a Performance Improvement Plan are ineligible for cost-of-living adjustments (COLA) or performance-based increases until the plan is successfully completed.
7. In an effort to limit compression of salaries between supervisors and subordinates, the City has adopted a policy that supervisors shall be paid at least 5% more than the midpoint of their highest subordinates' pay grade. Periodic review (every 5 years recommended) will take place to reduce compression for experienced employees relative to new hires.
8. The implementation and use of a formal performance evaluation process for all staff members is a key component to the success of this Plan. Equally, if not more important, is that supervisors are adequately trained to perform the formal performance evaluation process.
9. Departments may adjust the composition and scheduling of PT/Seasonal employees within the limits of their designated budget line items. Department Heads are authorized to determine the number and scheduling of PT/S employees, provided the total compensation remains within the approved budget.

F. Adjustments

1. Permanent Salary Adjustments

- a. The City Manager and Department Directors may request adjustments to pay in writing to the Human Resources Manager at any time during the year. This request may be made jointly with division managers and must:
 - 1) Identify the specific pay issue and outline a recommendation with an effective date.
 - 2) Provide background information and supporting data.
 - 3) Discuss how the cost of the increase or staffing change will be covered in the budget for current and future years.


- b. The Human Resources Manager will provide the request to the Finance Director and City Manager with a recommendation. The City Manager will have final authority to approve or deny the request.
- c. The City Manager has the discretion to adjust the compensation of employees who have provided formal notice of retirement. While not a mandatory provision, the City Manager may choose to reward such employees by moving them to the top of the salary range for their position as part of their final years of service. This decision will be based on the City Manager's assessment of factors such as the employee's overall performance, the importance of their role and the impact of their retirement on the organization.

2. Lump-sum Performance Payments

The City Manager and Department Directors may request lump sum performance payments, including stipends, one-time payments or a percentage, at any time during the year based upon the following criteria. Such requests must be in writing to the City Manager, after being reviewed by Human Resources. If approved, detail will be provided to Human Resources outlining the amount and payroll effective date. The following categories will be used to determine the appropriateness of the request:

- a. Performance
 - 1) Through the employee's initiative, developed a new work method or way of doing business, which had a major impact on their department.
 - 2) Successful completion of a significant project impacting the department or City as a whole, in a momentous way. The employee's work was outside of their normal role and was pivotal to the success of the unique program or project.
 - 3) Uncompensated time or training outside of normal work hours.
 - 4) Employee's performance exceeds expectations but employee is at the top of the salary range.
- b. Temporary Change in Duties (where no reclassification or change in salary grade occurred)
 - 1) The Employee assumed additional duties or responsibilities beyond what is expected of their position.
 - 2) The employee assumed additional duties or responsibilities of a person for an extended period of time.
- c. Enhancement of Services
 - 1) The employee improved service, increased service or added service for either another department or the public (with little or no increase in costs).
- d. Savings or Revenue Generation
 - 1) The employee created savings in employee time, materials, energy, equipment or money.
 - 2) The employee was able to increase the City's revenue for a department.

V. JOB AIDS Payroll Change Request Form

		Payroll Change Form					
Employee Name:				Department:			
Date:				Effective Date:			
POSTION INFORMATION							
Initial Hire	<input type="checkbox"/>	Step Increase	<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Leave of Absence	<input type="checkbox"/>
Termination	<input type="checkbox"/>	Adjustment	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Additional Position	<input type="checkbox"/>
Classification	<input type="checkbox"/>	Status	<input type="checkbox"/>	Other Change	<input type="checkbox"/>		
Title:							
Supervisor:							
Classification:		Status:		New Grade & Step:			
Full-Time	<input type="checkbox"/>	Exempt	<input type="checkbox"/>	New Wage Rate:			
Part-Time	<input type="checkbox"/>	Non Exempt	<input type="checkbox"/>				
Seasonal	<input type="checkbox"/>			Old Grade & Step:			
Limited Term	<input type="checkbox"/>			Old Wage Rate:			
Intern	<input type="checkbox"/>						
COMMENTS AND/OR INSTRUCTIONS INCLUDING BUDGET IMPACT							
SIGNATURES							
Finance Director		Date		City Manager		Date	
Supervisor		Date		Human Resources		Date	
Department Head		Date		Employee		Date	
PAYROLL SECTION							
Changes Completed: _____ Date: _____							

Please forward to Payroll for processing. Payroll will forward to Human Resources for placement in Personnel File.



Finance Committee Agenda Item

Meeting Date:	July 22, 2025
Agenda Item:	Amendment to the EMS Employee Benefit Policy
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND

(Enter the who, what when, where, why)

This policy was approved by the Common Council in April of this year. Following its adoption, further review and discussion determined that the benefit qualifies as a fringe benefit and is therefore taxable under IRS regulations.

While this does not pose an issue for current employees—since the benefit can be processed through payroll—it does create a challenge for retirees, who are no longer on the City’s payroll system. At present, there is no mechanism to process this type of benefit through accounts payable in a manner that would generate a 1099 form, as required for tax reporting.

To remain compliant with federal tax reporting requirements, we have updated the policy language to include a maximum annual (calendar year) family benefit of \$599 for retirees. This threshold allows the benefit to be offered without triggering the need for a 1099.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

3/25/2025 – Finance Committee approved and recommended the policy to the Common Council

4/3/2025 – Common Council approved the EMS Employee Benefit Policy

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommends the amended policy be submitted to the Common Council for approval and incorporated into the employee handbook.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Amended EMS Employee Benefit Policy

Whitewater Fire and EMS Department			Item 8.
Order Topic: Employee and Retiree Billing			
Issue Date: 03/17/2025	Last Revision: 07/2025	Review Date: 01/01/2026	
Special Instructions:			

Purpose

The purpose of this policy is to outline the provision of Emergency Medical Services (EMS) care to employees and retirees of the Whitewater Fire & EMS Department and current employees of the City of Whitewater. This benefit is offered as a recognition of their dedication and service to the community and to ensure their health and well-being are prioritized.

Statement

~~Employees, retirees and their immediate family (spouse and minor children living in the same household) of the Whitewater Fire & EMS Department and current employees and their immediate family (spouse and minor children living in the same household) of the City of Whitewater are entitled to receive EMS care provided by the Fire Department's EMS division with no out of pocket expense to the covered person. This benefit covers emergency medical evaluations, treatment, and transport (when necessary) within the scope of services provided by the Fire Department's EMS team.~~

Employees, retirees, and their immediate family members (spouse and minor children residing in the same household) of the Whitewater Fire & EMS Department, as well as current employees and their immediate family members of the City of Whitewater, are eligible to receive EMS care provided by the Fire Department's EMS division.

For current employees, this benefit includes emergency medical evaluations, treatment, and transport (when necessary) with no out-of-pocket expense to the covered individual.

For retirees and their immediate family, the same EMS services are covered; however, the benefit is limited to a maximum benefit of \$599 per calendar year in waived out-of-pocket expenses.

This benefit applies only to services provided within the scope of the Fire Department's EMS capabilities.

Eligibility

Covered Individuals:

- Current full-time and part-time employees of the Whitewater Fire & EMS Department.
 - Spouse & minor children.
 - This is a taxable fringe benefit. The amount waived will be included in the employee's taxable wages.
- Retirees of the Whitewater Fire & EMS Department & all previous names the organization has

held. These names are maintained by the Fire & EMS Chief.

- Spouse & minor children.
- **Maximum annual benefit of \$599**
- Current full-time and part-time employees of the City of Whitewater.
 - Spouse & minor children.
 - **This is a taxable fringe benefit. The amount waived will be included in the employee's taxable wages.**

Exclusions:

- This policy does not extend to other family members or dependents unless otherwise specified in writing.

Limitations

Transport Beyond City Limits:

- This benefit is limited to services provided within the WFD response area. Chief Officer approval must be acquired to transport outside of this area if possible.

Third-Party Charges:

- Any costs incurred from third-party providers (e.g., hospital services, medications, advanced diagnostics, or external department care) are the responsibility of the retiree/employee.

Insurance Billing:

- The Fire Department reserves the right to bill the retiree/employee's insurance for services rendered. Any remaining balance after insurance payments will be waived for eligible employees.
- Employees who do not have insurance will not be personally billed for EMS services provided under this policy.

Procedure

Identification:

- Covered individuals must identify themselves as an employee or retiree of the Fire Department or employee of the City of Whitewater during the EMS call. A valid City or Fire Department ID may be requested by EMS personnel if feasible.

Documentation:

- EMS personnel will document the service provided via patient care report in WARDS as required by the State of Wisconsin.
- The crew rendering care will place the report in "Requires QA Review" status in WARDS.
- The EMS Officer performing the QA will place the report in "DO NOT BILL – Completed"

status.

Billing Adjustment:

- If a report was sent for billing for a covered individual, the EMS Chief will change the report status to “DO NOT BILL – Completed” in WARDS and then email the billing company to request the charges be changed to \$0.

Enclosures

- Enclosure 1 – WFD Retiree List