



Finance Committee Meeting

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

Tuesday, July 23, 2024 - 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.**

You are invited to a Zoom webinar.

When: Jul 23, 2024 05:00 PM Central Time (US and Canada)

Topic: Finance Committee

Please click the link below to join the webinar:

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Passcode: 947290

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. June 19, 2024 Finance Committee Meeting 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

- [2.](#) June 2024 Financials
- [3.](#) Update of Procurement Policy
- [4.](#) Room Tax Update with Historical Data
- [5.](#) Budget Amendment Policy
- [6.](#) Part-Time Salary Comparison Review
- [7.](#) MOU - UW Parking Lot
- [8.](#) Discussion on Public Comment in Open Meetings
- [9.](#) Water Tower Referendum Question
- [10.](#) Chapter 2.70 - Human Resources and Compensation
- [11.](#) Ordinance Policy and Hierarchy
- [12.](#) Paid Parental Leave Policy

FUTURE AGENDA ITEMS

13. Debt Policy

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.

Whitewater Municipal Building Community Room,
312 W. Whitewater St., Whitewater WI 53190

Wednesday, June 19, 2024 - 5:00 PM

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You are invited to a Zoom webinar.

When: Jun 19, 2024 05:00 PM Central Time (US and Canada)

Topic: Finance Committee Meeting June 19, 2024

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Webinar ID: 859 2334 2974

International numbers available: <https://us06web.zoom.us/j/85923342974>

AGENDA

CALL TO ORDER

The meeting was called to order by Lisa Dawsey-Smith at 5:00 p.m.

ROLL CALL

Present: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen.

Absent: None.

Additional Attendees: Rachelle Blich, Finance Director and Sara Marquardt, HR Manager

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 May 28, 2024

Motion made to approve the consent agenda by Brian Schanen, Seconded by Patrick Singer. Voting Yes: Lisa Dawsey-Smith, Brian Schanen, and Patrick Singer. Voting No: None.

HEARING OF CITIZEN COMMENTS

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CONSIDERATIONS / DISCUSSIONS / REPORTS

2. Presentation of the 2023 Annual Financial Report -- Johnson Block
3. May 2024 Financials
4. Employee Handbook & Policy Review

Motion made to recommend the 2024 Employee Handbook and Policies to Common Council by Patrick Singer, Seconded by Brian Schanen. Voting Yes: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. Voting No: None.

FUTURE AGENDA ITEMS

5. Room Tax Historical Data
6. Update of Procurement Policy

ADJOURNMENT

Motion made to adjourn made by Patrick Singer, Seconded by Brian Schanen. Voting Yes: Lisa Dawsey-Smith, Patrick Singer, and Brian Schanen. Voting No: None.

The meeting adjourned at 6:05 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.

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General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

Favorable (Unfavorable)

	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-JUNE	2024 Act v Bud		2024 YTD vs. PY			
								\$	%	2023 YTD	Variance	%	
TAXES													
100-41110-00	LOCAL TAX LEVY	3,093,547	3,133,033	3,154,970	4,499,748	4,538,657	4,090,943	(447,714)	-10%	4,068,924	22,019	1%	
100-41111-00	DEBT SERVICE TAX LEVY	892,438	946,352	1,045,965	1,257,105	1,313,705	-	(1,313,705)	-100%	0	0	-	
100-41112-00	OMITTED PROPERTY TAXES	-	-	-	-	-	-	0	-	0	0	-	
100-41113-00	RESCINDED TAXES-REAL ESTATE	4,183	-	6,611	2,625	-	-	0	-	2,439	(2,439)	-100%	
100-41114-00	USE VALUE PENALTY	224	546	-	-	-	-	0	-	0	0	-	
100-41140-00	MOBILE HOME FEES	17,400	38,885	57,754	41,587	58,000	12,090	(45,910)	-79%	(20,815)	32,905	-158%	
100-41210-00	ROOM TAX-GROSS AMOUNT	56,542	192,583	233,465	237,932	230,000	35,929	(194,071)	-84%	40,363	(4,435)	-11%	
100-41320-00	IN LIEU-UNIV GARDEN & WW MANOR	27,513	27,733	120,606	27,820	27,820	28,035	215	1%	27,820	215	1%	
100-41800-00	INTEREST ON TAXES	12,263	744	5,620	32,372	26,700	33,205	6,505	24%	24,482	8,723	36%	
	TOTAL TAXES	4,104,110	4,339,875	4,624,990	6,120,288	6,194,882	4,208,211	(1,986,671)	-248%	4,143,212	64,999	-232%	
SPECIAL ASSESSMENTS													
100-42010-00	INTEREST ON SP ASSESS.	53	53	-	-	-	-	0	-	0	0	-	
100-42100-61	WATER MAINS	-	-	-	-	-	-	0	-	0	0	-	
100-42200-62	SEWER MAINS & LATERALS	316	316	-	-	-	-	0	-	0	0	-	
100-42300-53	ST CONST. - PAVING	-	-	-	-	-	-	0	-	0	0	-	
100-42310-53	CURB & GUTTER	58	58	-	-	-	-	0	-	0	0	-	
100-42320-53	SIDEWALKS	32	32	-	-	-	-	0	-	0	0	-	
100-42350-53	TRAFFIC SIGNAL	-	-	-	-	-	-	0	-	0	0	-	
100-42400-53	SNOW REMOVAL	641	1,675	150	-	-	975	975	-	0	975	-	
100-42500-53	FAILURE TO MOW FINES	425	1,175	-	138	-	-	0	-	0	0	-	
100-42550-53	EQUIPMENT USED-DPW	-	-	-	-	-	-	0	-	0	0	-	
	TOTAL SPECIAL ASSESMENTS	1,523	3,308	150	138	-	975	975	0%	0	975	0%	
INTERGOVERNMENTAL REVENUES													
100-43344-00	EXPENDITURE RESTRAINT PROGM	67,958	71,382	63,331	53,306	-	-	0	-	0	0	-	
100-43410-00	SHARED REVENUE-UTILITY	371,011	422,541	397,001	395,596	394,892	-	(394,892)	-100%	0	0	-	
100-43420-00	SHARED REVENUE-BASE	2,836,916	2,836,783	2,836,846	2,836,844	3,534,954	-	(3,534,954)	-100%	0	0	-	
100-43507-52	POLICE-MISC SAFETY GRANTS	7,697	6,841	8,013	4,164	-	-	0	-	0	0	-	
100-43510-00	FEDERAL/STATE GRANTS-REIMBURSE	268,360	-	-	-	-	-	0	-	0	0	-	
100-43520-52	LAW ENFORCEMENT TRNG REIMBURSE	-	-	-	8,103	-	-	0	-	8,103	(8,103)	-100%	
100-43530-53	TRANSPORTATION AIDS	664,597	625,414	576,591	572,087	580,479	292,818	(287,660)	-50%	286,043	6,775	2%	
100-43531-52	STATE GRANT--PUBLIC SAFETY	-	-	9,356	38,060	-	-	0	-	0	0	-	
100-43540-52	UNIVERSITY-LEASE-PARKING	45,000	45,000	45,000	-	45,000	-	(45,000)	-100%	0	0	-	
100-43550-52	MOU-DISPATCH SERVICE	166,561	170,491	178,963	-	-	-	0	-	185,287	(185,287)	-100%	
100-43610-52	MSP-STATE UNIVERSITY SVCS PYMT	284,694	279,097	329,598	192,781	7,331	7,304	(27)	0%	192,781	(185,477)	-96%	
100-43663-52	2% FIRE DUES-ST OF WISC	27,783	29,711	32,121	-	-	-	0	-	0	0	-	
100-43670-60	EXEMPT COMPUTER AID-FR STATE	5,587	5,587	5,846	16,330	16,330	-	(16,330)	-100%	0	0	-	
100-43670-61	PERSONAL PROPERTY AID	35,160	31,433	35,656	43,214	43,214	43,214	0	0%	0	43,214	-	
100-43745-52	WUSD-JUVENILE OFFICIER	62,051	58,228	65,117	65,211	65,237	83,294	18,057	28%	32,363	50,931	157%	
100-43750-52	DRUG GRANT REIMBURSEMENT	-	-	-	94	-	-	0	-	0	0	-	
100-43760-00	WEIGHTS & MEASURES RECOVERY	2,800	2,800	3,408	1,583	3,000	-	(3,000)	-100%	0	0	-	
100-43765-00	REIMB-HIST SOC-DEPOT-EL/GAS	1,784	1,571	1,416	2,029	2,029	1,839	(190)	-9%	2,029	(189)	-9%	
100-43767-52	REIMB-BADGERNET-FORT ATKINSON	2,480	2,480	2,480	2,480	2,480	2,480	0	0%	2,480	0	0%	
100-43775-52	FEDERAL EXCISE TAX REIMB	930	-	-	-	-	-	0	-	0	0	-	
	TOTAL INTERGOVT REVENUES	4,851,368	4,589,357	4,590,742	4,231,883	4,694,945	430,950	(4,263,995)	-532%	709,086	(278,136)	-146%	
LICENSES & PERMITS													



General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-JUNE	2024 Act v Bud		2024 YTD vs. PY		
							\$	%	2023 YTD	Variance	%
100-44110-51 Liquor & Beer	10,589	18,400	18,608	18,858	18,733	14,570	(4,163)	-22%	6,340	8,230	130%
100-44120-51 CIGARETTE	700	1,350	1,540	1,300	1,300	733	(567)	-44%	600	133	22%
100-44122-51 BEVERAGE OPERATORS	2,948	4,360	3,020	3,515	3,600	2,175	(1,425)	-40%	820	1,355	165%
100-44200-51 MISC. LICENSES	1,725	1,725	2,233	2,873	2,750	1,530	(1,220)	-44%	1,341	189	14%
100-44300-53 BLDG/ZONING PERMITS	17,495	94,149	42,537	110,560	50,000	27,350	(22,650)	-45%	10,325	17,025	165%
100-44310-53 ELECTRICAL PERMITS	6,325	8,752	6,911	9,298	5,550	4,371	(1,179)	-21%	1,544	2,827	183%
100-44320-53 PLUMBING PERMITS	4,422	12,059	7,785	9,396	5,775	2,865	(2,910)	-50%	581	2,284	393%
100-44330-53 HVAC PERMITS	4,020	5,646	4,668	7,216	3,225	1,952	(1,273)	-39%	1,304	648	50%
100-44340-53 STREET OPENING PERMITS	50	250	100	200	200	50	(150)	-75%	0	50	-
100-44350-53 SIGN PERMITS	689	1,703	952	1,310	600	553	(48)	-8%	445	108	24%
100-44370-51 WATERFOWL PERMITS	20	-	-	320	-	-	0	-	0	0	-
100-44900-51 MISC PERMITS	713	423	695	2,845	500	1,660	1,160	232%	170	1,490	876%
TOTAL LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	57,809	(34,424)	-157%	23,470	34,339	2023%
FINES, FORFEITURES - PENALTIES											
100-45110-52 ORDINANCE VIOLATIONS	185,558	216,906	234,661	179,505	216,600	111,619	(104,981)	-48%	66,631	44,988	68%
100-45113-52 MISC COURT RESEARCH FEE	120	285	360	200	200	50	(150)	-75%	100	(50)	-50%
100-45114-52 VIOLATIONS PAID-OTHER AGENCIES	-	-	(200)	520	-	350	350	-	650	(300)	-46%
100-45130-52 PARKING VIOLATIONS	62,361	64,364	52,826	58,224	60,000	30,518	(29,482)	-49%	26,485	4,033	15%
100-45135-53 REFUSE/RECYCLING TOTER FINES	5,300	5,750	7,125	9,550	7,500	950	(6,550)	-87%	3,600	(2,650)	-74%
100-45145-53 RE-INSPECTION FINES	8,875	8,050	1,300	2,980	4,500	16,975	12,475	277%	1,650	15,325	929%
TOTAL FINES, FORTFEIT - PENALTIES	262,214	295,355	296,072	250,979	288,800	160,462	(128,338)	17%	99,116	61,346	842%
PUBLIC CHARGES FOR SERVICES											
100-46110-51 CLERK	-	-	-	-	-	-	0	-	0	0	-
100-46120-51 TREASURER	3,895	4,625	4,500	3,935	3,600	2,435	(1,165)	-32%	1,775	660	37%
100-46210-52 POLICE-DISPATCH-MOU-UNIV	43,005	42,120	41,520	42,100	-	-	0	-	25,576	(25,576)	-100%
100-46220-52 FALSE ALARM FINES	450	2,550	750	2,100	1,500	250	(1,250)	-83%	650	(400)	-62%
100-46230-52 AMBULANCE	11,265	(8,640)	12,174	-	-	-	0	-	0	0	-
100-46240-52 CRASH CALLS	24	-	164	-	-	-	0	-	0	0	-
100-46310-53 DPW MISC REVENUE	18,521	13,526	9,853	30,298	10,000	3,826	(6,174)	-62%	14,924	(11,098)	-74%
100-46311-53 SALE OF MATERIALS	12	10	202	2	-	2	2	-	0	2	-
100-46312-51 MISC DEPT EARNINGS	277	1,435	100	-	-	405	405	-	0	405	-
100-46320-53 SAND & SALT CHARGES	700	1,433	1,056	-	500	-	(500)	-100%	0	0	-
100-46350-51 CITY PLANNER-SERVICES	1,695	-	135	360	-	-	0	-	169	(169)	-100%
100-46450-52 SPECIAL EVENTS-POLICE/DPW	25	-	-	-	-	-	0	-	0	0	-
100-46730-55 RECR/FEES	-	-	-	-	-	150	150	-	0	150	-
100-46733-55 SR CITZ OFFSET	1,307	803	-	-	-	-	0	-	0	0	-
100-46736-55 ATTRACTION TICKETS	-	42	-	-	-	-	0	-	0	0	-
100-46743-51 FACILITY RENTALS	3,234	10,710	17,289	25,683	17,000	14,058	(2,942)	-17%	10,088	3,970	39%
100-46746-55 SPECIAL EVENT FEES	25	125	100	35	25	20	(5)	-20%	0	20	-
TOTAL PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	21,146	(11,479)	-315%	53,182	(32,036)	-259%
MISC. REVENUES											
100-48100-00 INTEREST INCOME	78,769	6,396	179,090	814,758	552,887	414,201	(138,686)	-25%	261,802	152,399	58%
100-48200-00 LONG TERM RENTALS	4,800	4,800	4,800	4,800	4,800	2,700	(2,100)	-44%	1,600	1,100	69%
100-48210-55 RENTAL INCOME-LIBRARY PROP	-	-	-	1,000	-	1,000	1,000	-	0	1,000	-
100-48220-55 DEPOSITS-FORFEITED	-	-	380	50	50	4,225	4,175	8350%	0	4,225	-
100-48300-00 OTHER PROP/EASEMENT SALES	-	-	7,500	-	-	-	0	-	0	0	-



General Fund
Revenue Budget Summary

GENERAL FUND REVENUES

	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-JUNE	2024 Act v Bud		2024 YTD vs. PY		
								Favorable (Unfavorable)		2023 YTD	Variance	%
								\$	%			
100-48300-55	PROP SALES-AUCTION PROCEEDS	-	-	-	-	-	-	0	-	0	0	-
100-48400-00	INS./FEMA / CLAIM RECOVERY	-	446	-	1,313	-	-	0	-	1,313	(1,313)	-100%
100-48410-00	WORKERS COMP-RETURN PREMIUM	-	-	-	13,514	10,000	3,934	(6,066)	-61%	13,514	(9,580)	-71%
100-48415-00	RESTITUTION-DAMAGES	4,417	1,121	7,690	5,539	3,000	4,405	1,405	47%	1,094	3,311	303%
100-48420-00	INSURANCE DIVIDEND	26,688	50,436	10,878	51,535	29,193	29,412	219	1%	51,535	(22,123)	-43%
100-48425-00	WORKERS COMP-REIMBURSEMENT	-	-	-	18,779	-	-	0	-	0	0	-
100-48430-00	INSURANCE-REIMBURSEMENT	-	-	-	1,000	-	-	0	-	0	0	-
100-48442-00	RADON KIT SALES	-	-	-	-	-	-	0	-	0	0	-
100-48500-55	DONATIONS-PARKS-DOG PARK	-	-	125	-	-	-	0	-	0	0	-
100-48520-55	DONATIONS-PARK & REC	-	-	1,500	-	-	-	0	-	0	0	-
100-48535-00	P CARD REBATE REVENUE	31,287	33,761	29,227	28,971	30,000	18,600	(11,400)	-38%	6,784	11,816	174%
100-48545-00	DONATION-GENERAL	750	-	-	-	-	-	0	-	0	0	-
100-48546-55	MISC GRANT INCOME	5,000	7,000	8,000	87,043	-	39,010	39,010	-	80,043	(41,033)	-51%
100-48600-00	MISC REVENUE-NON RECURRING	10	1,262	2,331	2,155	-	166	166	-	0	166	-
100-48700-00	WATER UTILITY TAXES	349,794	357,531	344,406	346,697	350,000	350,000	0	0%	353,500	(3,500)	-1%
	TOTAL MISC REVENUE	501,514	462,753	595,927	1,377,154	979,930	867,653	(112,277)	8230%	771,185	96,468	338%
OTHER FINANCING SOURCES												
100-49260-00	TRANSFER FROM 610 WATER	7,500	8,000	8,000	8,500	8,500	8,500	0	0%	0	8,500	-
100-49261-00	TRANSFER FROM 620 WASTEWATER	12,000	12,000	12,000	12,500	12,500	12,500	0	0%	0	12,500	-
100-49262-00	TRANSFER FROM 440 TID 4	-	-	-	-	-	-	0	-	0	0	-
100-49264-00	TRANSFER FROM 200 CABLE TV	-	-	-	-	-	-	0	-	0	0	-
100-49265-00	TRANSFER FROM 630 STORMWATER	7,500	8,500	8,500	8,500	8,500	8,500	0	0%	0	8,500	-
100-49266-00	GIS TRANSFER-UTILITIES	10,280	12,340	15,720	18,974	16,260	16,260	0	0%	0	16,260	-
100-49267-00	TRANSFER FROM 208 PARKING	2,250	35,927	35,000	35,350	35,350	-	(35,350)	-100%	35,350	(35,350)	-100%
100-49269-00	TRANSFER FROM 250 FORESTRY	-	-	-	-	-	-	0	-	0	0	-
100-49270-00	TRANSFER FROM 446 TID 6	-	-	-	-	-	-	0	-	0	0	-
100-49275-00	TRANSFER FROM 205 27TH PAYROLL	-	-	-	-	-	-	0	-	0	0	-
100-49280-00	TRANSFER FROM 260 SICK LEAVE	-	-	-	-	-	-	0	-	0	0	-
100-49285-00	TRANSFER FROM 900 CDA	-	-	-	91,383	-	-	0	-	0	0	-
100-49290-00	TRANSFER IN FROM OTHER FUNDS	5,000	319,073	5,533	5,000	-	-	0	-	0	0	-
100-49291-00	TRANSFER FROM 450 CIP	-	-	-	-	-	-	0	-	0	0	-
100-49295-00	TRANSFER FROM 248 PARK & REC	-	-	14,922	-	-	-	0	-	0	0	-
100-49300-00	FUND BALANCE APPLIED	-	-	-	-	57,000	-	(57,000)	-100%	0	0	-
	TOTAL OTHER FINANCING SOURCES	44,530	395,840	99,675	180,207	138,110	45,760	(92,350)	-200%	35,350	10,410	-100%
	TOTAL GEN FUND REVENUES	9,899,390	10,304,042	10,384,446	12,390,752	12,421,525	5,792,966	(6,628,559)	6796%	5,834,601	(41,634)	2465%



GENERAL FUND REVENUE SUMMARY

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-JUNE	2023 Act v Bud		2024 YTD vs. PY		
								2023 YTD	%	2023 YTD	\$ Chg	% Chg
41000	TAXES	4,104,110	4,339,875	4,624,990	6,120,288	6,194,882	4,208,211	(1,986,671)	(32.1%)	4,143,212	64,999	1.6%
42000	SPECIAL ASSESSMENTS	1,523	3,308	150	138	0	975	975	-	0	975	-
43000	INTERGOVT REVENUES	4,851,368	4,589,357	4,590,742	4,250,383	4,694,945	430,950	(4,263,995)	(90.8%)	709,086	(278,136)	(39.2%)
44000	LICENSES & PERMITS	49,695	148,817	89,048	167,690	92,233	57,809	(34,424)	(37.3%)	23,470	34,339	146.3%
45000	FINES, FORFEIT PENALTIES	262,214	295,355	296,072	250,979	288,800	160,462	(128,338)	(44.4%)	99,116	61,346	61.9%
46000	PUBLIC CHARGES FOR SVCS	84,435	68,739	87,843	62,413	32,625	21,146	(11,479)	(35.2%)	53,182	(32,036)	(60.2%)
48000	MISC REVENUE	501,514	462,853	595,927	1,410,557	979,930	867,653	(112,277)	(11.5%)	771,185	96,468	12.5%
49000	OTHER FINANCING SOURCES	44,530	395,840	99,675	180,207	138,110	45,760	(92,350)	(66.9%)	35,350	10,410	29.4%
TOTAL:		9,899,390	10,304,142	10,384,446	12,442,655	12,421,525	5,792,966	(6,628,559)	(53.4%)	5,834,601	(41,634)	(0.7%)

Favorable (Unfavorable)

GENERAL FUND EXPENDITURE SUMMARY

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-JUNE	2023 Act v Bud		2024 YTD vs. PY		
								2023 YTD	%	2023 YTD	\$ Chg	% Chg
1	ADMINISTRATION	1,559,643	1,628,541	1,736,296	1,758,920	1,844,553	808,821	(1,035,733)	(56.2%)	574,885	233,936	40.7%
2	PUBLIC SAFETY	3,383,206	3,421,090	3,566,454	3,932,213	4,099,303.87	1,941,505.97	(2,157,798)	(52.6%)	1,141,176	800,330	70.1%
3	PUBLIC WORKS	1,094,477	1,121,114	1,139,541	1,212,804	1,200,352	525,136	(675,216)	(56.3%)	377,252	147,884	39.2%
4	PARKS AND RECREATION	688,294	673,505	724,655	682,036	775,265	488,030	(287,235)	(37.0%)	263,201	224,829	85.4%
5	NEIGHBORHOOD SVC/PLANNING	254,116	349,565	309,932	355,387	258,543	146,598	(111,945)	(43.3%)	89,746	56,852	63.3%
6	TRANSFERS	2,684,859	2,892,162	2,587,789	4,328,639	4,186,508	1,305,461	(2,881,047)	(68.8%)	862,830	442,631	51.3%
7	CONTINGENCIES	26,927	17,258	0	41,800	57,000	89,920	32,920	57.8%	11,109	78,811	709.4%
TOTAL		9,691,522	10,103,236	10,064,668	12,311,799	12,421,525	5,305,472	(7,116,053)	(57.3%)	3,320,199	1,985,273	59.8%

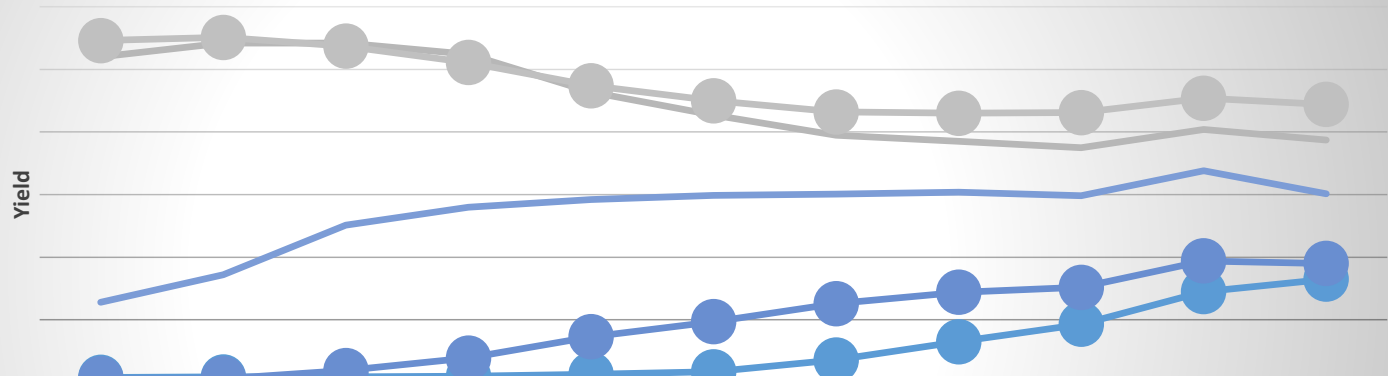
Net Surplus / (Deficit) 207,868 200,906 319,777 130,856 - 487,494 (13,744,612) 2,514,402 (2,026,907)

GENERAL FUND EXPENDITURE GROUPINGS

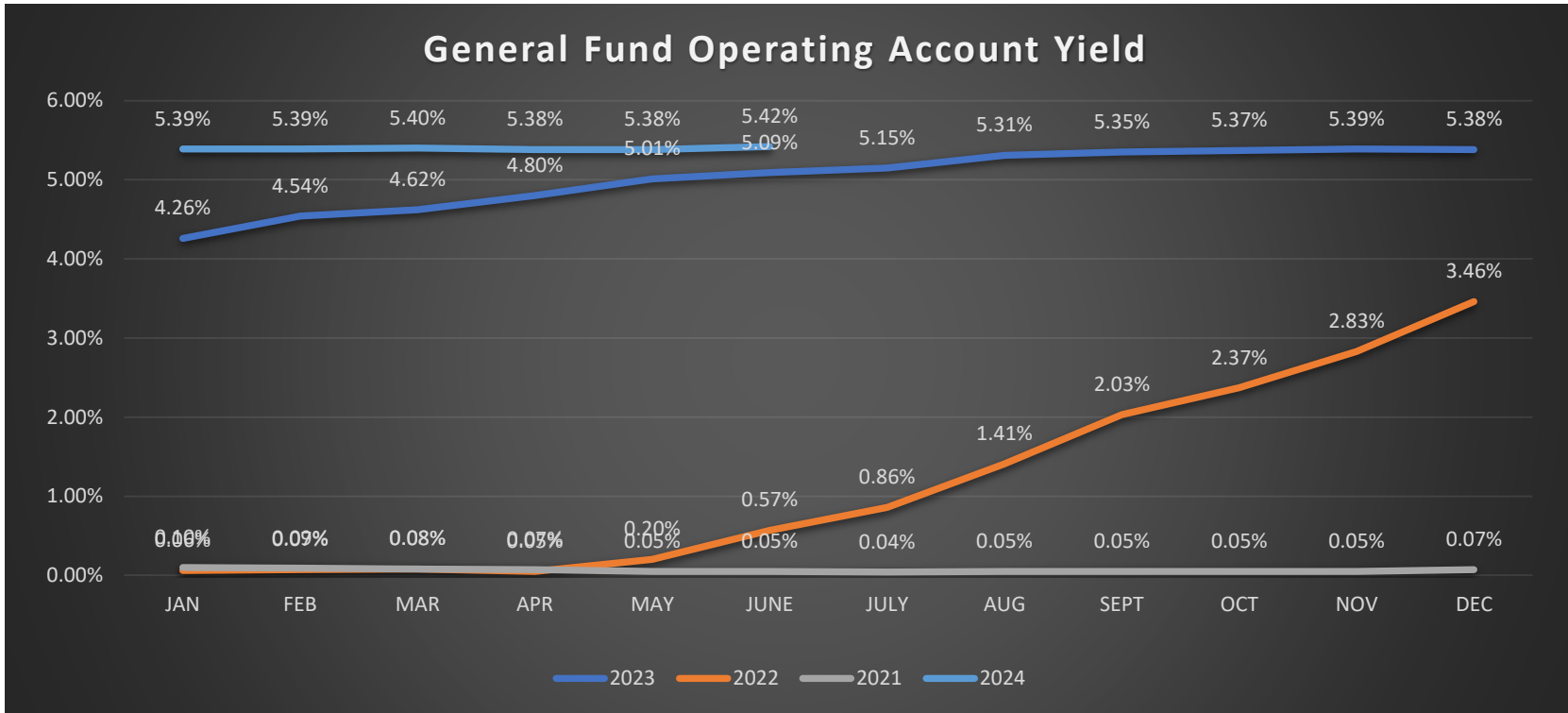
Favorable (Unfavorable)

SEC #	DESCRIPTION	2020	2021	2022	2023	2024	2024	2023 Act v Bud		2024 YTD vs. PY			
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	YTD-JUNE	2023 YTD	%	2023 YTD	\$ Chg	% Chg	
51100	Total Legislative Support	137,138	234,884	263,085	269,611	254,474	56,687	1	(197,787)	(77.7%)	38,364	18,323	47.8%
51110	Total Contingencies	26,927	17,258	-	41,800	57,000	89,920	7	32,920	57.8%	11,109	78,811	709.4%
51200	Total Court	72,609	75,869	81,915	85,807	81,180	47,609	1	(33,571)	(41.4%)	31,235	16,375	52.4%
51300	Total Legal	71,277	72,504	72,901	83,516	84,260	35,459	1	(48,801)	(57.9%)	16,236	19,223	118.4%
51400	Total General Administration	343,224	370,144	426,841	369,760	388,644	184,208	1	(204,436)	(52.6%)	159,109	25,099	15.8%
51450	Total Information Technology	82,498	83,395	65,345	114,144	156,148	57,521	1	(98,627)	(63.2%)	26,588	30,933	116.3%
51500	Total Financial Administration	197,879	206,731	215,000	229,735	249,616	116,107	1	(133,509)	(53.5%)	85,731	30,376	35.4%
51540	Total Insurance/Risk Mgt.	116,260	97,278	105,745	83,981	118,593	84,195	1	(34,398)	(29.0%)	83,981	214	0.3%
51600	Total Facilities Maintenance	481,094	429,937	449,597	467,311	453,703	201,584	1	(252,120)	(55.6%)	117,855	83,729	71.0%
52100	Total Police Administration	642,418	669,231	709,476	799,470	768,065	380,611	2	(387,454)	(50.4%)	231,233	149,378	64.6%
52110	Total Police Patrol	1,916,943	1,877,722	1,914,817	2,082,340	2,190,394	985,168	2	(1,205,225)	(55.0%)	591,649	393,520	66.5%
52120	Total Police Investigation	328,880	378,879	419,193	524,244	500,560	267,579	2	(232,981)	(46.5%)	146,148	121,432	83.1%
52130	Total Crossing Guard	-	-	-	-	0	0	2	0	-	-	0	-
52140	Total Comm Service Program	28,631	27,498	32,429	33,068	43,604	19,537	2	(24,066)	(55.2%)	10,538	8,999	85.4%
52200	Total Fire Department	-	-	-	-	0	0	2	0	-	-	0	-
52210	Total Crash Crew	-	-	-	-	0	0	2	0	-	-	0	-
52300	Total Rescue Service (Amb.)	-	-	-	-	0	0	2	0	-	-	0	-
52400	Total Neighbor Svcs & Planning	254,116	349,565	309,932	355,387	258,543	146,598	5	(111,945)	(43.3%)	89,746	56,852	63.3%
52500	Total Emergency Preparedness	7,102	6,754	10,971	9,490	10,211	5,722	2	(4,489)	(44.0%)	2,010	3,712	184.7%
52600	Total Communications/Dispatch	459,233	461,006	479,568	483,601	586,470	282,888	2	(303,582)	(51.8%)	159,598	123,290	77.3%
53100	Total Public Works Administration	45,500	40,109	45,026	48,109	50,000	22,460	3	(27,540)	(55.1%)	16,328	6,132	37.6%
53230	Total Shop/Fleet Operations	155,827	170,149	210,224	235,267	179,201	86,440	3	(92,761)	(51.8%)	49,580	36,859	74.3%
53270	Total Parks Maintenance	251,896	207,028	224,661	233,524	282,932	123,744	4	(159,187)	(56.3%)	32,150	91,594	284.9%
53300	Total Street Maintenance	530,072	535,830	527,315	538,881	571,387	217,446	3	(353,941)	(61.9%)	152,754	64,692	42.4%
53320	Total Snow & Ice	130,637	147,570	106,517	125,096	153,453	91,610	3	(61,843)	(40.3%)	80,186	11,424	14.2%
53420	Total Street Lights	232,441	227,456	250,459	265,450	246,312	107,180	3	(139,132)	(56.5%)	78,405	28,776	36.7%
55111	Total Young Library Building	57,665	57,800	55,867	55,057	57,934	25,450	1	(32,484)	(56.1%)	15,788	9,663	61.2%
55200	Total Parks Administration	45,223	46,542	48,615	102,161	91,360	48,809	4	(42,551)	(46.6%)	45,372	3,436	7.6%
55210	Total Recreation Administration	197,349	196,989	257,934	-	0	0	4	0	-	-	0	-
55300	Total Recreation Programs	1,636	718	3,393	1,055	0	0	4	0	-	27	(27)	(100.0%)
55310	Total Senior Citizen's Program	52,224	55,071	-	-	0	0	4	0	-	-	0	-
55320	Total Community Events	11,966	14,157	12,052	15,538	16,000	967	4	(15,033)	(94.0%)	7,651	(6,684)	(87.4%)
55330	Total Comm. Based-Coop Projects	128,000	153,000	178,000	329,759	384,973	314,510	4	(70,463)	(18.3%)	178,000	136,510	76.7%
59220	Total Transfers to Other Funds	1,401,357	1,745,442	1,297,705	1,751,181	1,469,509	518,910	6	(950,599)	(64.7%)	258,270	260,640	100.9%
59230	Total Transfer to Debt Service Fund	970,287	942,883	1,043,530	1,318,343	1,313,705	486,551	6	(827,154)	(63.0%)	104,560	381,991	365.3%
59240	Total Transfer to Fire Department	215,715	203,837	199,564	1,258,615	1,402,794	300,000	6	(1,102,794)	(78.6%)	500,000	(200,000)	(40.0%)
59240	Total Transfers to Special Funds	97,500	-	46,991	500	500	0	6	(500)	(100.0%)	-	0	-
Grand Totals		9,691,522	10,103,236	10,064,668	12,311,799	12,421,525	5,305,472		(7,116,053)	(57.3%)	3,320,199	1,985,273	59.8%

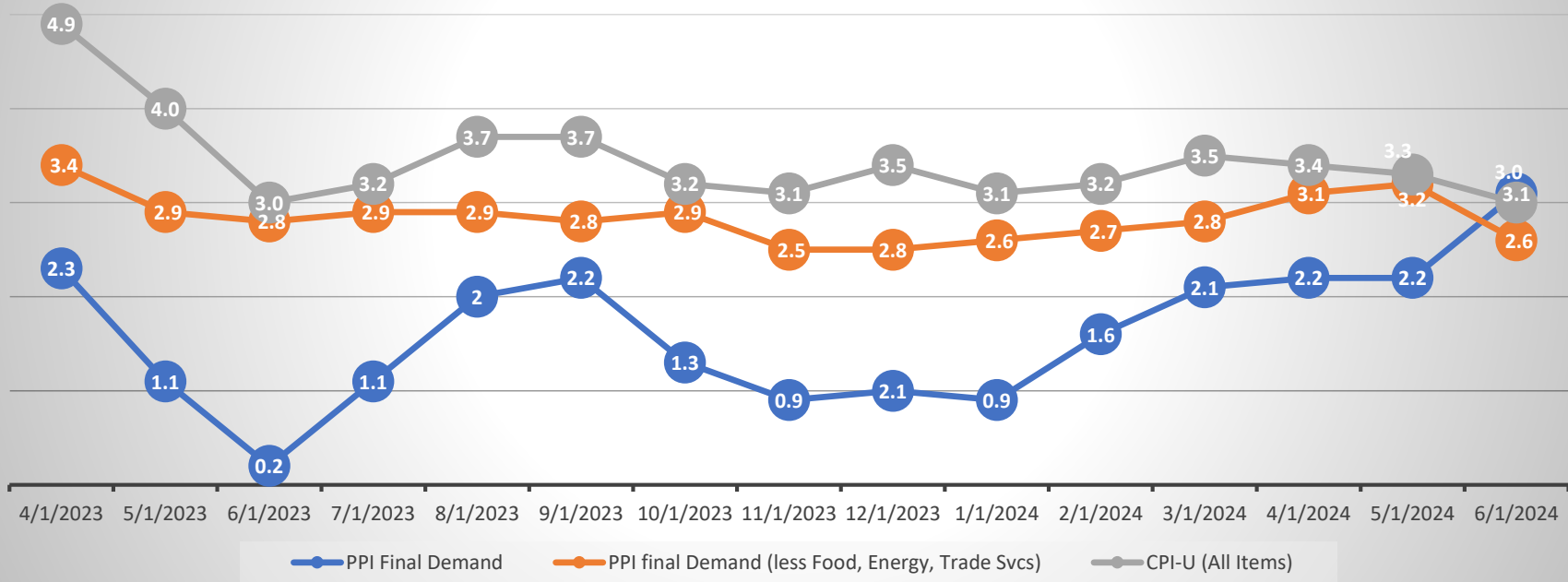
US Treasury: Constant Maturity



	1 mo	3 mo	6 mo	12 mo	2 yr	3 yr	5 yr	7 yr	10 yr	20 yr	30 yr
12/31/2020	0.08%	0.09%	0.09%	0.10%	0.13%	0.17%	0.36%	0.65%	0.93%	1.45%	1.65%
12/31/2021	0.06%	0.06%	0.19%	0.39%	0.73%	0.97%	1.26%	1.44%	1.52%	1.94%	1.90%
6/30/2022	1.28%	1.72%	2.51%	2.80%	2.92%	2.99%	3.01%	3.04%	2.98%	3.38%	3.01%
6/30/2023	5.20%	5.42%	5.42%	5.24%	4.64%	4.27%	3.95%	3.85%	3.75%	4.04%	3.87%
6/30/2024	5.46%	5.51%	5.37%	5.11%	4.74%	4.50%	4.32%	4.30%	4.31%	4.54%	4.44%




12-Month Inflation Measures



2.12.020 Authority to make purchases.

The city manager shall have authority to make purchases and contract for services and supplies for up to \$25,000.00 without the necessity of first securing approval from the common council. This authority is granted only on specifically budgeted items. This spending authority does not apply to the city's contingency account.

(Ord. No. 1765A, § 1, 5-4-2010; Ord. No. 1893A, § 1, 4-21-2015)

		<p align="center">Policy 501.04.10 Procurement</p>			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	6
Issue Date:	04/2013	Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The purpose of this policy is to provide guidance and procedures to be followed for procurement of goods and services for all City departments. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing the need for flexibility in department operations.

II. GUIDELINES

III. PROCEDURE

A. Procurements

1. Procurements consist of the following major categories:
 - a. Goods (tangible items); e.g., equipment, supplies, vehicles
 - b. Utility Inventory Items
 - c. General Services; e.g., janitorial services, maintenance agreements
 - d. Professional Services: e.g., legal, engineering, architectural, auditing services
 - e. Construction of public buildings and improvements
2. Department heads have the responsibility for procurement in their individual departments.
3. The City Manager is responsible for supervising the procurement process.
4. The Finance Department is responsible to monitor compliance with City procurement policies and procedures.
5. When an emergency situation will not permit the use of the competitive processes outlined in this policy, the applicable Department Head and City Manager may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained.
6. By law (WI Stat 62.15 (12)), the City Manager and City Clerk sign contracts on behalf of the City. However, the Council hereby delegates the authority to approve and sign contracts to

the applicable Department Head and/or, City Manager in accordance with the thresholds set forth below in the "Purchase of Goods" section. When Council Committee or Council approval is required the City Manager and Clerk shall sign such contracts.

7. The City Attorney's office should be consulted for a legal review of all contracts.

B. Change Orders

1. Change orders are required for changes in project scope for construction or similar contracts.
2. Quantity changes are defined as increased quantities of bid items in a unit price contract.
3. Change orders can be approved by the Department Head and the City Manager for an amount up to \$10,000. The Department Head shall notify the Council in writing of such change orders.
4. Change orders in excess of the amount defined above require approval by the Common Council.
5. When project scope changes are necessary to prevent project delays the Department Head is delegated the authority to approve such change orders. The Department Head shall notify the City Manager and Council in writing of such change orders.
6. Quantity changes in unit price contracts can be approved for payment by the Department Head.
7. Any change order must be in compliance with the public bidding statutes and the applicable contract.

C. Purchase of Goods

1. Guidelines for approval authority of purchases when a specific item and dollar amount is not identified in the adopted budget:
 - a. Under \$5,000 – Department Head or Designee must approve prior to purchase. At least two quotes should be solicited for purchases over \$1,000.
 - b. \$5,000 to \$10,000 – Department Head and City Manager approval is required. At least two quotes should be solicited.
 - c. \$10,001 - \$25,000 – Department Head, City Manager, and Common Council approval is required. At least two quotes should be solicited. Documentation of quotes must be submitted to City Manager and Common Council for approval.
 - d. Over \$25,000 – Common Council approval is required prior to purchase. At least three quotes should be solicited.
 - e. Any purchase of goods for a public construction project must be reviewed in the context of the entire cost of the project to determine if the size of the contract requires public bidding for the purchase of the goods. The purpose of this provision is to make certain that the cost of the goods does not increase the total estimated cost of the public works project to be above the threshold that would require competitive bidding. For example,

under current statutes, if the cost of goods was \$10,000 and it caused the overall estimated cost of the project to be \$27,000, it would cause the project to be subject to competitive bidding because the cost of the project would be greater than the \$25,000 bidding threshold.

2. Guidelines for approval authority of purchases when a specific item and dollar amount (e.g. capital equipment) is identified in the adopted budget:
 - a. Under \$5,000 – Department Head or Designee must approve prior to purchase. At least two quotes should be solicited for purchases over \$1,000.
 - b. \$5,000 to \$10,000 – Department Head and City Manager approval is required. At least two quotes should be solicited.
 - c. Over \$10,000 – Department Head and City Manager approval is required. At least three quotes should be solicited.
 - d. If the quote exceeds the dollar amount identified in the adopted budget the thresholds under “Purchase of Goods (III. C).” apply.
 - e. *The City Clerk will be given a copy of any signed contract(s).*
3. In general, the lowest quote should be considered for procurements. However, price is not the sole consideration.
4. Awards shall be made only to responsible vendors that (a) possess the potential ability to perform successfully under the terms and conditions of the proposed procurement, and (b) sell products that meet the specifications of the City.
5. It is the desire of the City to purchase from local vendors whenever possible.
 - a. This can be accomplished by ensuring that local vendors are included in the competitive shopping process.
 - b. The City has a responsibility to its residents however, to ensure that the maximum value is obtained for each public dollar spent.
 - c. It is assumed that local vendors who wish to do business with the City will offer the lowest possible quote for the item being purchased.
6. Each Department Head is authorized to delegate authority up to \$5,000 to an employee of that department to make and approve purchases, upon the condition that the Department Head file written notice with the Finance Department of the individual to whom this authority has been delegated.
7. Sole source purchases are allowed in the following circumstances:
 - a. The item or service is only available from a single source;
 - b. After competitive procurement solicitations, competition is determined to be inadequate;

- c. An alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs;
 - d. Standardization of a specific product or manufacturer will result in more efficient and economical operations;
 - e. The purchase is from another governmental body; or
 - f. The item is being purchased through a cooperative purchasing arrangement such as the V.A.L.U.E. group, State bid list, State of Wisconsin VendorNet or WPPI Joint Purchasing.
 - g. Approval of sole source purchases will be made in accordance with the dollar thresholds outlined above in "Purchase of Goods."
8. In circumstances of sole source purchases when the purchase is not via a cooperative arrangement, the department should use alternate means (such as verifying pricing with other customers) to establish that the price quoted is reasonable.
- D. Use of Purchase Orders:
1. In general, purchase orders are not required for purchases.
 2. If the vendor requests or requires a purchase order one will be issued.
 3. Purchase orders are to be issued prior to obtaining the item.
 4. Standard purchase orders are issued for one time acquisition of specific items.
 5. The receipt of these items might be spread out over a period of time but the purchase order is valid only for the items listed on it.
 6. Blanket purchase orders are issued on an annual or other periodic basis to vendors with whom business is conducted continuously. Examples of these types of purchases include repair parts, library books or other materials/supplies for which exact quantities are not known.
- E. Purchase of Utility Inventory
1. Inventory purchases are made for approved utility capital and maintenance infrastructure projects, developer capital projects and stock items. Special consideration for these types of purchases is warranted for operational efficiency purposes.
 2. Each Utility Operations Manager is responsible for the oversight and coordination of utility inventory purchases.
 3. Quotes shall be solicited as outlined above in the "Purchase of Goods" section.
 4. The City Manager is delegated the authority to approve all utility inventory purchases over \$5,000.
- F. Purchase of General Services
1. General services defined:

- a. Standardized services that are differentiated mainly by price. The results of the services are generally the same each time they are provided regardless of the vendor and experiences gained from one project are directly applicable to another project. See definition below of professional services for distinction from general services.
- b. Agreements for upkeep and maintenance of goods during ownership. Such agreements bind the manufacturer or service provider to maintain the goods for a certain period of time for a fee. Contracts may include the costs of servicing and/or materials. (e.g. software maintenance contracts, copy machine maintenance contracts, etc.)
- c. Where applicable, a competitive process for selection of vendors for contracts for general services should be used under the guidance outlined in the “Purchase of Goods” section above.
- d. Purchase orders are not required for general services.

G. Purchase of Professional Services

1. Professional services defined:

- a. Professional services are usually highly customized and differentiated on factors other than price, such as knowledge and expertise. The specific form of the services will vary according to the need of the customer. Experiences gained from one project provide insight into other projects, but are not directly applicable. Professional services are often performed by licensed individuals.
- b. A qualifications based selection process shall be used in obtaining professional services. Selection for professional services should take into consideration the overall value of such contracts including:
 - 1) Demonstrated competence, knowledge and qualifications in related services
 - 2) Continuity of the various phases of a project
 - 3) Operational efficiencies
 - 4) Scope of services
 - 5) Reasonableness of proposed fee
- c. The normal purchasing policy thresholds outlined in the “Purchase of Goods” section above shall be used for retaining consultants for specific projects.
- d. Professionals are sometimes retained for their expertise on an as needed basis to serve in an advisory role to the City vs. being retained for a specific project. In the circumstance where the specific scope of service or length of engagement cannot be determined and the purchasing policy thresholds therefore cannot be used to determine level of approval, the approval process is as follows:
 - 1) All legal, planning, and engineering services require Common Council approval prior to retaining the professional.


- 2) The City Attorney, upon approval of the City Manager, may retain outside legal counsel to serve in an advisory role to the City Attorney in an amount not to exceed \$5,000.
 - 3) For all other services identified in the approved budget, the Department Head and/or City Manager is delegated the authority to retain the professional (e.g. title searches, physicals, water testing).
- e. Some professional service industries do not customarily use contracts to formalize the relationship and scope of work between the consultant and their client. In such circumstances, the City encourages the use of scope of service proposals, memorandum of understandings or engagement letters where applicable.
 - f. Purchase orders are not required for professional services.

H. Construction of Public Buildings and Improvements

1. The provisions of Wisconsin Statutes s. 62.15 apply to procurements involving public construction and take precedence over any portion of this policy that may conflict with that statute. Approvals of construction contracts will be made in accordance with the dollar thresholds outlined above in the "Purchase of Goods" section.
2. For all public construction, the estimated cost of which exceeds \$5,000 but is not greater than \$25,000, the Director of Public Works shall give a Class 1 notice, under Chapter 985 Wis. Stats., of the intent to enter into a contract for the proposed const

IV. REPORTING

V. JOB AIDS

		<p align="center">Policy 501.04.10 Procurement</p>			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	13
Issue Date:	04/2013	Revision Date:	07/2024	Review Date:	
Special Instructions:					

I. PURPOSE

The purpose of this policy is to provide guidance and procedures to be followed for procurement of goods and services for all City departments. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing the need for flexibility in department operations.

II. AUTHORITY

The Common Council of the City of Whitewater provides that the Department Heads shall have the authority to purchase materials, supplies, equipment, and contractual services budgeted for their respective departments. This authority is subject to Council approval for any purchase of materials, service or supplies over \$25,000 and not of a routine or recurring nature. The Finance Department services the procurement program by processing purchase order requests, audits, and payments.

This procurement program extends from the departmental determination of requirements for materials or services, through their requisitioning, bidding, purchasing, receiving, audit and payment, to their final consumption or disposal. The technical services of the Finance Department are available throughout the entire program.

III. SCOPE AND RESPONSIBILITY

In servicing the entire scope of procurement, the Department Head or designee has the following responsibilities:

1. To purchase, in ethical practice, at economical cost consistent with quality, requirements and delivery.
2. To ensure procurement in compliance with the statutory requirements of the State of Wisconsin, the administrative directives of the Common Council, the City Manager, and the administrative policies of the City of Whitewater.

3. The City Manager is responsible for supervising the procurement process.
4. The Finance Department is responsible to monitor compliance with City procurement policies and procedures.

IV. ETHICS

All City employees acting as an agent for the City are expected to conduct themselves with integrity and in an ethical manner when making purchases. Staff are expected to act with stewardship when making purchases with public funds. Likewise, staff should act in accordance with the City Values of prioritizing people, acting with integrity and transparency, serving our community, and embracing change. As such:

1. The splitting of purchases to stay within a purchasing band is strictly prohibited and may lead to disciplinary action.
2. A reasonable effort should be made by all employees to bring all rebates to a member of the Finance Department so they may be submitted. **All rebates, gift cards, and other discounts that result from official City purchases are the property of the City of Whitewater.** Personal use of any of these items is strictly prohibited and may lead to disciplinary action, including termination.
3. Employees, elected officials, board and commission members are not to engage in any procurement related activities that would actually or potentially create a conflict of interest, or which might reasonably be expected to contribute to the appearance of such a conflict.
4. Employees, elected officials, board and commission members must maintain strict confidentiality in the procurement process and shall not impart privileged information to any contractors that would give them advantage over other potential contractors.

V. STANDARDS, POLICIES, AND PROCEDURES

A. GENERAL POLICIES

This section sets forth the basic procedure for the purchasing program from the pre-requisition period through inventory and disposal.

1. **APPROVALS.** Vendor invoices shall be approved for payment by the Department Head or designee. Official City purchases made by City employees from personal funds should be limited. Receipts are required for any purchase made from personal funds. It is the responsibility of the employee making the purchase to ensure the sales tax is not included. Reimbursements payable to City employees shall be signed for approval as follows:
 - **COUNCIL:** Approved by the City Manager, Comptroller, or designee.
 - **CITY MANAGER:** Approved by the Council.

- **DEPARTMENT HEAD:** Approved by the City Manager or designee.
- **OTHER EMPLOYEES:** Approved by their direct supervisor, Department Head, or designee.

Employees may NOT approve their own reimbursement.

2. **BUDGET ADJUSTMENTS WITHIN A DEPARTMENT.** The City Manager establishes the budgetary vision for the City with the support of the Common Council through the budget adoption process. Circumstances may require that budgeted expenditures be modified during the fiscal year across fund or function within a department. Department Heads, with the approval of the City Manager, may reallocate budgeted expenditures within a department, with the exception of personnel. The Budget Amendment Policy should be referenced when adjustments need to be made.
3. **ACCOUNTS PAYABLE.** Invoices that are received by accounts payable will be processed by the Finance Department. For all invoices, Department Heads or designees will verify that the invoiced items have been received and that the invoiced amount is correct.

Tax-exempt forms are available from the Finance Department. All employees are responsible for ensuring that tax is not paid on items purchased for official City business.

4. **PAYMENT PROCESSING:**

- **CHECKS AND ELECTRONIC PAYMENTS.** Payments are processed on Friday's. Special requests outside this time period should be made to the Finance Director.
 - **PURCHASE CARDS.** Purchase cards may be issued to employees that are authorized to make purchases. See Purchase Card Policies and Procedures for more information.
 - **PETTY CASH.** Employees may be reimbursed from petty cash funds for authorized purchases that cover minor purchases that do not exceed the established petty cash limit (\$150). However, it is preferred that employees use purchase cards rather than petty cash.
 - **TRAVEL EXPENSES.** All expense payments or reimbursements for travel and/or subsistence expenses must meet the requirements set forth in the City of Whitewater's Personnel Policy which establishes policy and procedure to obtain travel authorization and expenditure or reimbursement for travel and subsistence expenses incurred in conduct of City business practices.
5. **INFORMATION.** Department personnel are not to divulge any information concerning bids or purchases with persons outside the City, unless required by State public records laws.

6. SIGNING OF CONTRACTS AND CLOSING DOCUMENTS

By law (Wisc. Stat. §62.15 (12)), the City Manager and City Clerk sign contracts on behalf of the City. However, the Council hereby delegates the authority to approve and sign contracts to the applicable Department Head and/or City Manager in accordance with the thresholds set forth below in the “General Purchases” section. When Council approval is required the City Manager and Clerk shall sign such contracts.

- The City Attorney should be consulted for a legal review of all contracts.
- All contracts shall be signed by the City Manager and City Clerk or designee.
- All contracts over \$25,000 must be approved by the Common Council.

B. INSURANCE CERTIFICATES

Contracts may require Insurance Certificates that indemnify and hold harmless the City. For requirements and questions regarding Insurance Certificates, please contact the Finance Department.

C. GENERAL PURCHASES \$1,000 - \$5,000

Approval Requirements

- Department Head approval is required prior to purchase.

Competitive Quote Requirements

- A competitive bidding process is not required for purchases less than \$5,000.
- For new and nonrecurring purchases, it is required that two quotes be obtained. The purchaser is responsible for maintaining the quotes.

Standard Process

- Department Head approves purchase of goods or services based on cost, departmental needs, prior experience, and qualifications of the vendor.
- Once approval is obtained, the contract may be signed, or goods/services requested. Payment may be made with a purchase card or via invoice to Accounts Payable.
- The City Clerk must be given a copy of any signed contract(s).

D. GENERAL PURCHASES \$5,001 - \$10,000

Approval Requirements

- Department Head and City Manager approval is required.

Competitive Quote Requirements

- For new and nonrecurring purchases, at least two quotes must be obtained. The purchaser is responsible for maintaining the quotes.

Standard Process

- Department Head and City Manager approves purchase of goods or services based on cost, department needs, prior experience, and qualifications of the vendor.

- Once the purchase is approved, the contract may be signed or goods/services may be obtained. Payment may be made via purchase card or an invoice to Accounts Payable.
- The City Clerk must be given a copy of any signed contract(s).

E. GENERAL PURCHASES \$10,001 - \$25,000

Approval Requirements (Budgeted Expenses Only)

- Department Head and City Manager approval required.

Competitive Quote Requirements

- For new and nonrecurring purchases, at least two quotes must be obtained. Quotes must be submitted to the City Manager. The purchaser is responsible for maintaining the quotes.

Standard Process

- Department Head and City Manager approves purchase of goods or services based on cost, department needs, prior experience, and qualifications of the vendor.
- Once the purchase is approved, the contract may be signed or goods/services may be obtained. Payment may be made via purchase card or an invoice to Accounts Payable.
- The City Clerk must be given a copy of any signed contract(s).

F. GENERAL AND INVENTORY PURCHASES \$25,001 - \$50,000

Approval Requirements

- Department Head, City Manager, and Common Council approval is required prior to purchase or contract extension.

Competitive Quote Requirements

- For new and nonrecurring purchases, at least three quotes must be obtained. Quotes must be submitted to the Common Council. The purchaser is responsible for maintaining the quotes.

Standard Process

- Once the purchase is approved, the contract may be signed or goods/services may be obtained. Payment may be made via an invoice to Accounts Payable.
- The City Clerk must be given a copy of any signed contract(s).

G. GENERAL AND INVENTORY PURCHASES \$50,001+

Approval Requirements

- Department Head, City Manager, and Common Council approval is required prior to purchase or contract extension.

Competitive Quote Requirements

- A Class 1 Notice and a sealed bidding process is required.

Standard Process

- Common Council approves purchase of goods or services based on cost, department needs, prior experience, and qualifications of the vendor.
- A Class 1 Notice is issued, and sealed bidding process takes place.
- The department making the purchase brings it before Council.
- Once approval from Common Council is obtained a contract may be signed or goods/services may be purchased. Payment may be made via invoice to Accounts Payable.
- The City Clerk must be given a copy of any signed contract(s).

H. PUBLIC CONSTRUCTION \$5,000 - \$25,000

Approval Requirements

- Department Head and City Manager approval is required prior to purchase or contract extension.

Competitive Quote Requirements

- A Class 1 Notice is required, and a sealed bidding process is required.

Standard Process

- Department Head and City Manager approves purchase of goods or services based on cost, department needs, prior experience, and qualifications of the vendor.
- A Class 1 Notice is issued, and sealed bidding process takes place.
- Once the purchase is approved, the contract may be signed or goods/services may be obtained. Payment may be made via an invoice to Accounts Payable.
- The City Clerk must be given a copy of any signed contract(s).

I. PUBLIC CONSTRUCTION \$50,001+

Approval Requirements

- Department Head, City Manager, and Common Council approval is required prior to purchase or contract extension.

Competitive Quote Requirements

- A Class 2 Notice is required, and a sealed bidding process is required.

Standard Process

- Department Head, City Manager, and Common Council approves the purchase of goods or services based on cost, department needs, prior experience, and qualifications of the vendor.
- A Class 2 Notice is issued and sealed bidding takes place.
- The department making the purchase bring it before Council.
- Once the purchase is approved, the contract may be signed or goods/services may be obtained. Payment may be made via an invoice to Accounts Payable.
- The City Clerk must be given a copy of any signed contract(s).

J. PROFESSIONAL SERVICES

Professional services are usually highly customized and differentiated on factors other than price, such as knowledge and expertise. The specific form of the services will vary according to the need of the customer. Experiences gained from one project provide insight into other projects, but are not directly applicable. Professional services are often performed by licensed individuals.

1. A qualifications-based selection process shall be used in obtaining professional services. Selection for professional services should take into consideration the overall value of such contracts including; demonstrated competence, knowledge and qualifications in related services, continuity of the various phases of a project, operational efficiencies, scope of services, and reasonableness of proposed fee.
2. The normal purchasing policy thresholds outlined in the “General Purchases” section above shall be used for retaining consultants for specific projects.
3. Professionals are sometimes retained for their expertise on an as needed basis to serve in an advisory role to the City vs. being retained for a specific project. In the circumstance where the specific scope of service or length of engagement cannot be determined and the purchasing policy thresholds therefore cannot be used to determine level of approval, the approval process is as follows:
 - All legal, planning, and engineering services require Common Council approval prior to retaining the professional.
 - The City Attorney, upon approval of the City Manager, may retain outside legal counsel to serve in an advisory role to the City Attorney in an amount not to exceed \$5,000.
 - For all other services identified in the approved budget, the Department Head and/or City Manager is delegated the authority to retain the professional (e.g. title searches, physicals, water testing).
 - Some professional service industries do not customarily use contracts to formalize the relationship and scope of work between the consultant and their client. In such circumstances, the City encourages the use of scope of service proposals, memorandum of understandings or engagement letters where applicable.

K. EMERGENCY PURCHASES

When an emergency situation will not permit the use of the competitive processes outlined in this policy, the applicable Department Head and City Manager may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained.

L. CHANGE ORDERS AND CANCELLATIONS

1. Change orders are required for changes in project scope for construction or similar contracts.
2. Quantity changes are defined as increased quantities of bid items in a unit price contract.
3. Change orders can be approved by the Department Head and City Manager for an amount up to \$10,000. The Department Head shall notify the Council in writing of such changes.
4. Change orders in excess of the amount defined above require approval of the Common Council.
5. When project scope changes are necessary to prevent project delays the Department Head is delegated the authority to approve such change orders. The Department Head shall notify the City Manager and Council in writing of such change orders.
6. Quantity changes in unit price contracts can be approved for payment by the Department Head.
7. Any change order must be in compliance with the public bidding statutes and the applicable contract.

M. PUBLIC CONSTRUCTION PROJECTS

Wisc. Stat. §62.15 provides that all public works projects including material and contractual services, where the estimated cost exceeds \$25,000 shall be purchased from the lowest responsible bidder after sealed bids have been received. Written specifications must be prepared for all bids with a Class 2 Notice if the expected cost is over \$25,000. Sealed bids must be scheduled to be formally opened and read publicly by the City Clerk.

In addition to sealed bid procedures, the transactions require:

- a. The publication of a Class 1 Notice if the estimated cost of production is between \$5,000 and \$25,000 under Chapter 985 of Wisconsin Statutes. However, this does not apply to public construction in situations where materials are donated, or labor is volunteered.
- b. A longer scheduled lead time to prepare the bid.
- c. Careful planning, specifications writing, and special conditions of the bid.
- d. A letter of justification rejecting a low bid shall include a definitive statement by the lowest bidder. The Common Council will approve all sealed bid transactions above \$50,000 before a contract is signed.

Letters of justification rejecting a low bid shall include a definitive statement by the departmental position, advising specifically why the low bid is not acceptable. Such letters of rejection must contain objective reasons.

N. UTILITY INVENTORY

1. Inventory purchases are made for approved utility capital and maintenance infrastructure projects, developer capital projects, and stock items. Special consideration of these types of purchases is warranted for operational efficiency purposes.
2. Each utility Operations Manager is responsible for the oversight and coordination of utility inventory purchases.
3. Quotes shall be solicited as outlined above in the “General Purchases” section.
4. The City Manager is delegated the authority to approve all utility inventory purchases over \$5,000.

O. MISCELLANEOUS

1. **BID AWARDS.** Bid awards do not need to be made to the lowest cost bidder. However, when the low bid is rejected, written objective justification must be placed in the bid file. The requesting department must evaluate alternative bids to determine the lowest responsible bidder, providing objective justification to accept or reject a low bid.
2. **LIFE CYCLE COST ESTIMATES.** Wisc. Stat. §66.0131 (5) provides that the City shall award orders and contracts for materials, supplies, or equipment on the basis of life cycle cost estimates whenever appropriate. The life cycle cost formula may include, but is not limited to, the applicable cost of energy efficiency, acquisition and conversion, money, transportation, warehousing and distribution, training, operation and maintenance, and disposition or resale.

The statute above requires that when making purchasing decisions, staff must consider the life expectancy costs of the product and not just the initial or quoted price of the product.

VI. JOB AIDS

Summary of the General Procurement of Goods and Services							
City purchases are subject to authorization and quote/bid requirements as follows:							
	Quote	Competitive Quote	Sealed Bid Required	Notice Required	Department Head Approval	City Manager Approval	Common Council Approval
General Purchases <\$1,000	Department Head authorization only; solicitation of quotes is not needed						
General Purchases \$1,000-\$5,000	X	At least 2			X		
General Purchases \$5,001-\$10,000	X	At least 2			X	X	
General Purchases \$10,001-\$25,000	X	At least 3			X	X	
General Purchases \$25,001-\$50,000	X	At least 3			X	X	X
General Purchases >\$50,001	X		X	Class 1	X	X	X
Public Construction Project \$5,000-\$25,000	X			Class 1	X	X	
Public Construction Project \$25,001 - \$50,000	X		X	Class 2	X	X	X
Public Construction Project \$50,000+	X		X	Class 2	X	X	X
Utility Inventory \$5,000+	X	At least 2			X	X	
Professional Services is defined as customized services such as consulting, engineering or assessing, which involves a contract between the City and the vendor. Approvals follow the general purchases							

*This template can be used when the project or purchase involves complex requirements or a high degree of customization and you need detailed proposals outlining how each bidder plans to meet those requirements. This information should be posted on the City's website in addition to the requirements for a Class 1 or 2 Notice.

Request for Proposal (RFP) Template

[Project Title]

1. Introduction

[Provide a brief introduction to the project, the organization issuing the RFP, and the purpose of the RFP.]

2. Background

[Give background information about the organization and the project. Explain why the project is necessary and what problems it aims to solve.]

3. Project Goals and Scope of Services

Goals: [List the specific goals of the project.]

Scope of Services: [Detail the services and deliverables required. Be as specific as possible to provide clear guidance to potential vendors.]

4. Proposal Requirements

Proposal Format: [Specify the required format for the proposals, including sections such as executive summary, company background, project approach, timeline, pricing, and references.]

Content Requirements:

- **Executive Summary:** [Brief overview of the proposal.]
- **Company Information:** [Company history, qualifications, and experience.]
- **Project Approach:** [Detailed description of how the vendor intends to achieve the project goals.]
- **Project Timeline:** [Estimated timeline for project completion, including milestones.]
- **Pricing:** [Detailed cost breakdown, including any potential additional costs.]
- **References:** [Contact information for references and examples of similar projects.]

5. Evaluation Criteria

[Describe the criteria that will be used to evaluate proposals, such as experience, project approach, timeline, cost, and references.]

6. Submission Guidelines

Submission Deadline: [Specify the deadline for proposal submission.]

Submission Method: [Provide details on how and where to submit proposals, including email addresses or physical addresses.]

Contact Information: [Provide contact information for questions and clarifications.]

7. Timeline

[Include a timeline for the RFP process, such as the date of issue, submission deadline, evaluation period, and anticipated award date.]

8. Terms and Conditions

[Outline any terms and conditions, including confidentiality requirements, rights to accept or reject any proposal, and any other legal or procedural requirements.]

*This template should be used when the specifications for a project are known. This should be posted on the City's website in addition to the requirements for the Class 1 or 2 Notice.

Invitation for Bid (IFB) Template

Bid Title:

Start Date:

End Date:

Description:

Addendum Date:

Pre-Bidding Date:

Fee:


Contact:

Business Hours:

DRAFT

Room Tax History

Year	Q1	Q2	Q3	Q4	Total Received	Total Retained	Total to Chamber
2015	9,279.49	17,700.03	23,287.69	16,034.87	66,302.08	19,890.62	46,411.46
2016	9,226.45	17,598.65	21,836.11	16,238.34	64,899.55	19,469.87	45,429.69
2017	9,519.47	19,083.58	19,861.33	17,441.33	65,905.71	19,771.71	46,134.00
2018	11,833.76	30,707.03	32,462.20	24,337.50	99,340.49	29,802.15	69,538.35
2019	18,270.73	28,055.91	34,504.18	23,211.04	104,041.86	31,212.56	72,829.30
2020	11,129.71	7,091.96	24,561.48	13,759.25	56,542.40	16,962.72	39,579.68
2021	20,253.16	47,658.66	76,123.77	49,119.97	193,155.56	57,946.67	135,208.89
2022	41,163.84	62,062.06	76,421.21	53,241.41	232,888.52	69,866.56	163,021.96
2023	40,778.24	67,122.77	77,872.49	52,153.71	237,927.21	71,378.16	166,549.05
2024	35,928.75				35,928.75	10,778.63	25,150.13
Grand Total					1,156,932.13	347,079.64	809,852.49

		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.

Chuck Mills - 6/4/24

Item 6.

City	Umpires	Lifeguards
Watertown	\$21 per game	\$12.50 to start
Jefferson	\$20 homeplate \$18 infield	\$12 to start
Palmyra	\$25 per person \$50 only 1umpire	\$15
Lake Geneva	YMCA \$40 adult game \$25-\$35 youth	Water Safety Patrol \$14
Elkhorn	\$40 Homeplate \$30 Infield	\$13.50 to start
Eagle	\$20 per game	none
Janesville	\$38 certified \$33 non certified	\$13 to \$16
Fort	\$21 adult game 2 for each game \$22 youth game Only 1 per game	\$12.50 to start pay training

**CITY OF ELKHORN
RESOLUTION 23-29**

**A RESOLUTION ESTABLISHING WAGES FOR PART-TIME, LIMITED-TERM AND SEASONAL
EMPLOYEES IN 2024, AND PROVIDING UNIFORM ALLOWANCE FOR CERTAIN GENERAL FULL-
TIME EMPLOYEES IN 2024**

BE IT RESOLVED by the Common Council of the City of Elkhorn that the following wage and benefit provisions are hereby adopted:

A. WAGE and SALARY RATES

- 1. All part-time, limited term, and seasonal employees shall be paid in accordance with the wage schedule attached hereto as Exhibit A.

B. UNIFORM ALLOWANCE

- 1. An annual clothing allowance of \$700.00 shall be provided for each of the following full-time positions: Police Chief, Police Captain, Fire Chief, and Assistant Fire Chief to be divided equally per pay period.
- 2. The City shall furnish three (3) uniform sets for the Confidential Police Secretary upon initial employment; replacement uniforms will be purchased as needed.

BE IT FURTHER RESOLVED that the wage and benefits set forth herein shall be in effect as of January 1, 2024 and shall remain in effect thereafter unless revised by the Common Council.



Bruce Lechner, Mayor

ATTEST:



Lacey L. Reynolds, City Clerk

Approved: December 18, 2023
 Adopted: December 18, 2023

**RESOLUTION 23-29: EXHIBIT A
WAGES AND SALARIES FOR PART-TIME, SEASONAL, AND LIMITED-TERM EMPLOYEES**

January 1, 2024

DEPARTMENT: FIRE/EMS

Fire/EMS Command Officers

Assistant Chief- Fire	\$29.32	per hour plus \$5,000.00 annually
Assistant Chief- EMS	\$29.32	per hour plus \$5,000.00 annually
Fire Captain	\$25.81	per hour
Lieutenant - Fire	\$24.05	per hour
Lieutenant - EMS	\$24.05	per hour

Fire Division

Firefighter- Probationary	\$19.53	per hour
Certified Firefighter I	\$20.44	per hour
Certified Firefighter II	\$21.36	per hour
Fire Inspector	\$21.36	per hour
Shift Stipend	\$25.50	per 6hr shift

EMS Division

First Responder	\$19.53	per hour
EMT Basic	\$20.44	per hour
EMT IV Tech/Intermediate	\$21.36	per hour
Paramedic	\$22.74	per hour

DEPARTMENT: LAW ENFORCEMENT

Community Service Officer Part-time	\$16.26	per hour (Year 1) plus \$.25 annual increase (Yrs. 2-4)
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DEPARTMENT: PUBLIC WORKS/UTILITIES

Seasonal Maintenance Crew	\$15.16	per hour (Year 1) plus \$.25 annual increase (Yrs. 2-4)
Meter Reader	\$15.69	per hour

DEPARTMENT: RECREATION

		plus \$.25 annual increase (Yrs. 2-4)
Pool Manager	\$21.00	per hour
Assistant Pool Manager	\$16.25	per hour
Head Lifeguard	\$14.25	per hour
Lifeguard	\$13.50	per hour
Swimming Instructor (non-WI)	\$14.50	per hour
Swimming Instructor Aide	\$11.50	per hour
Splash Team Lead	\$12.50	per hour
Splash Assist	\$10.25	per hour
Program Coordinator	\$15.50	per hour
Program Lead	\$14.50	per hour
Program Co-Lead	\$12.50	per hour
Rec Program Assistant	\$10.75	per hour
Before/After School Lead	\$17.00	per hour
Before/After School Assistant	\$14.00	per hour
Referee (Adult League)	\$35.00	per game
Referee (Youth League)	\$30.00	per game
Umpire (Adult League)	\$45.00	per game
Umpire (Home Plate)	\$40.00	per game
Umpire (Infield)	\$30.00	per game

DEPARTMENT: ADMINISTRATION

Election Inspectors	\$159.12	per day
Chief Election Inspectors	\$238.68	per day
Badger Book Super User	\$238.68	per day
Special Voting Deputies	\$81.60	per day
Hourly help (if needed)	\$12.24	per hour

DEPARTMENT: LIBRARY

Library Assistant (Substitutes)	\$14.50	per hour
Library Teen Aides	\$10.50	per hour

NOTE: The wages for 2024 have been increased by 2% from 2023, which matches the COLA for most non-bargaining employees.

	4"	\$27,500	2006-2022	230-6 (C)
	6"	\$55,000	2006-2022	230-6 (C)
SEWER USER CHARGES	Meter Size: 5/8"	\$16.30	Per Month	230-5(B)(2)
	3/4"	\$24.00	Per Month	230-5(B)(2)
	1"	\$40.00	Per Month	230-5(B)(2)
	1 1/2"	\$81.00	Per Month	230-5(B)(2)
	2"	\$129.00	Per Month	230-5(B)(2)
	3"	\$242.00	Per Month	230-5(B)(2)
	4"	\$403.00	Per Month	230-5(B)(2)
	6"	\$806.00	Per Month	230-5(B)(2)
	6" contract	\$468.00	Per Month	230-5(B)(2)
	Rural Customer Surcharge	25%		230-5(B)(2)
RESIDENTIAL CLASS CUSTOMER CHARGES	0-300 cubic ft	\$21.00	Tier 1	230-5(B)(3)
	300-700 cubic ft	\$30.00	Tier 2	230-5(B)(3)
	700-up cubic ft	\$43.00	Tier 3	230-5(B)(3)
MISC. FEES	Septage Hauling Permit	\$50.00		230-14(A)

Ald. Teeter seconded by Ald. Beyer moved to approve Resolution No. 60. On a call of the roll, the motion was carried unanimously.

RESOLUTION AUTHORIZING THE 2024 NON UNION WAGE RESOLUTION

(To be introduced by Ald. Teeter.)

**CITY OF JEFFERSON
RESOLUTION NO. 61**

BE IT RESOLVED, that the following wage and salary adjustments for non-represented (non-union) employees are herein authorized:

BE IT RESOLVED, by the Common Council that all full-time employees that have or will advance out of the Step portion of the Compensation Plan shall receive a 3% percent base wage or salary increase on their 2023 base wage or salary on January 1, 2024, pending the successful outcome of an annual performance evaluation.

BE IT RESOLVED, that summer part-time help in the Parks Department be hired in accordance with the following schedule:

Year	Wage
Start	\$14.00 \$16.00
Returning	\$14.75 \$16.75

BE IT RESOLVED, that summer interns in the Public Works / Engineering Department be hired in accordance with the following schedule:

Year	Wage
Start	\$14.00
Returning	\$14.75

BE IT RESOLVED, that the following part-time Police Dept. staff be hired in accordance with the following schedule:

	Year	Wage
Part-time Officers (Sworn)	0-299 HOURS/ YEAR	\$23.46 \$24.46
	300-599 HOURS/YEAR	\$24.52 \$25.52
	600-899 HOURS/YEAR	\$26.64 \$27.64
	900-1100 HOURS/YEAR	\$28.76 \$29.76
Part-Time Dispatcher	Start	\$20.52
Civilian Reserve Officer	Start	\$15.00

BE IT RESOLVED, that the crossing guards be hired in accordance with the following schedule:

Year	Wage
Start	\$14.00
Subsequent Years	\$14.00

BE IT RESOLVED, that election personnel be hired in accordance with the following schedule:

Chief Election Worker	\$7.50
Election Worker	\$7.25

BE IT RESOLVED, the following cable positions shall be paid in accordance with the following schedule:

Scorekeeper – Baseball, Softball, Pony	\$7.50	\$7.75	\$8.00	\$8.25
Scorekeeper – Basketball & Volleyball	\$7.50	\$7.75	\$8.00	\$8.25
Open Gym Supervisor	\$8.00	\$8.25	\$8.50	\$8.75
Minor League & Riverfront Supervisor	\$9.00	\$9.25	\$9.50	\$10.00
Basketball Supervisor	\$10.00	\$10.25	\$10.50	\$10.75
Tensfeldt – Soccer Supervisor	\$10.50	\$10.75	\$11.25	\$11.50
Program Supervisor	\$12.00	\$12.25	\$12.50	\$12.75
Aquatics/Lesson Instructor	1st Year	2nd Year	3rd Year	4th Year
Concession Stand	\$7.25	\$7.50	\$7.75	\$8.00
	\$9.00	\$9.25	\$9.50	\$9.75
Water Exercise	\$9.50	\$9.75	\$10.00	\$10.25
Lifeguard	\$11.00	\$11.25	\$11.50	\$11.75
	\$12.00	\$12.50	\$13.00	\$13.50
Head Lifeguard	\$11.50	\$11.75	\$12.00	\$12.25
	\$13.00	\$13.50	\$14.00	\$14.50
Aquatics Center Manager	\$14.00	\$14.25	\$14.50	\$14.75
	\$15.00	\$15.50	\$16.00	\$16.50
Youth Activity	1st Year	2nd Year	3rd Year	4th Year
Youth Sports Assistants Recreational	\$8.00	\$8.25	\$8.75	\$9.00
Aide	\$9.00	\$9.25	\$9.50	\$9.75
**Youth Sports Official/Referee	\$9.69	\$9.96	\$10.23	\$10.50
One Day Programs & Day Off	\$9.50	\$9.75	\$10.00	\$10.25
Instructors				
**Junior Official	\$19.38	\$21.53	\$23.68	\$26.91
**Senior Official	\$21.53	\$23.68	\$25.84	\$29.07
Travel Flag Football Referee	\$26.91			

*After the 4th year of employment, the rate of increase will be equal to the percentage of increase as determined by the Common Council for non-union hourly and salaried employees.

**These activities may be more or less than one hour in duration. The rates reflect game/match amount paid rather than hourly rates.

***If an employee is making minimum wage during the year and the minimum wage changes, the rate will be changed to comply with State and/or Federal regulations. If substantial changes to the schedule above are required, Personnel Committee approval will be requested.

****If an employee switches job responsibilities and the switch causes him/her to move to a different wage category, the individual will be paid at a level equal to, or above their current rate at former category.

Station Manager	\$17.00	650 hours
Asst. Station Manager/Editor	\$12.00	325 hours
Camera Operator-Experienced	\$15.00	150 hours
Camera Operator-Entry Level	\$8.35	250 hours
Part-time Cable Assistants-Start Rate	\$8.00	--
Broadcasting Announcers	\$25.00	Per game

BE IT RESOLVED, that the Fire Chief annual compensation shall be \$13,000 \$15,000. (Paid quarterly)

BE IT RESOLVED, that the auxiliary emergency medical technicians and drivers be paid in accordance with the following schedule:

EMT Basic	\$16.00-\$16.48/hr	Run time rate, standby, and special events
AEMT	\$18.00 \$18.54/hr	Run time rate, standby, and special events
EMT Paramedic	\$23.00 \$23.69/hour	Run time rate, standby, and special events

BE IT FURTHER RESOLVED, that the part-time recreational wages are hereby adopted.

WAGE STRUCTURE FOR PART-TIME SEASONAL EMPLOYEES

Youth Activity	1st Year	2nd Year	3rd Year	4th Year
Youth Sports Assistants Recreational Aide	\$8.00 \$9.00	\$8.25 \$9.25	\$8.75 \$9.50	\$9.00 \$9.75
**Youth Sports Official/Referee	\$9.69	\$9.96	\$10.23	\$10.50
One-Day Programs & Day Off Instructors	\$9.50	\$9.75	\$10.00	\$10.25
**Junior Official	\$19.38	\$21.53	\$23.68	\$26.91
**Senior Official	\$21.53	\$23.68	\$25.84	\$29.07
Travel Flag Football Referee	\$26.91			
Scorekeepers & Supervisors	1st Year	2nd Year	3rd Year	4th Year

Ald. Teeter, seconded by Ald. Tully moved to approve Resolution No. 61. On a call of the roll, the motion was carried unanimously.

RESOLUTION AUTHORIZING THE DESIGNATION OF AN INTERIM PARK, RECREATION, AND FORESTRY DIRECTOR

(To be introduced by Ald. Lares.)

**CITY OF JEFFERSON
RESOLUTION NO. 62**

WHEREAS, long term Parks and Recreation Director Cyndi Keller will be retiring effective January 4, 2024; and

WHEREAS, the Personnel Committee has determined that the City of Jefferson should conduct a search for a new Director beginning at the earliest time practical and recognizes that said search will last beyond Director Keller's retirement; and

WHEREAS, the Personnel Committee is recommending that the City Council appoint an Interim Director upon Director Keller's retirement, and that the Interim Director continue to serve until such time as a new Park and Recreation Director can begin his or her duties; and

WHEREAS, the Personnel Committee is recommending that the current Recreation Supervisor, Chad Holpfer, be appointed Interim Parks and Recreation Director; and

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Jefferson, Wisconsin does herein authorize and approve the appointment of Chad Holper to the Position of Interim Parks and Recreation Director subject to the following:

- The appointment is to take effect on or about January 4, 2024 (Director Kellers anticipated retirement date) and continue until a new Parks and Recreation Director begins his or her employment; and

Mr. Holper shall be paid a salary equal to \$35.59 per hour during the period of his Interim Appointment.

Ald. Lares, seconded by Ald. Neils moved to approve Resolution No. 62. On a call of the roll, the motion was carried unanimously.

Ald. Schroeder seconded by Ald. Lares moved to adjourn the Jefferson Common Council Meeting at 7:50 p.m., carried unanimously on a voice vote.

Salary Resolution 2024 Amendment 3: Exhibit A
Wages for Part-Time, Seasonal, and Limited Term Employees

Department:		Minimum	Maximum	
Parks & Recreation				
	Activity Instructors	9.37	12.68	Per hour
	Activity Leaders / WSI Aide	10.83	14.12	Per hour
	Certified Instructors	18.15	24.55	Per hour
	Head Lifeguard/Front Desk Lead	16.00	18.41	Per hour
	Desk Staff & Lifeguards	13.00	18.41	Per hour
	Tournament Manager	16.45	20.24	Per hour
	Rental Attendant	25.00		Per Occurrence
	Sports Officials	25.00	35.00	Per Game
	WIAA Sports Officials	70.00	70.00	Per Game
Department: Law Enforcement				
	Community Service Officer	16.00	17.00	Per hour
Department: Administration				
	Election Inspectors	11.00		Per hour
	Chief Election Inspectors	13.00		Per hour
	Intern	10.82	15.48	Per hour
	Bailiff	25.00		Per hour
Department: Public Works				
	Seasonal Laborer	12.10	17.92	Per hour
Department: Fire/EMS				
	Firefighter	16.00		Per hour
	EMT Basic / Firefighter	17.00		Per hour
	AEMT / Firefighter	20.00		Per hour
	Paramedic / Firefighter	22.00		Per hour
	EMS /Fire All Call	30.00		Per hour



Finance Committee Agenda Item

Meeting Date:	July 23, 2024
Agenda Item:	MOU – UW Parking
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

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

The Memorandum of Understanding (MOU) regarding contributions for leasing parking spaces on North Prince and North Prairie Streets between the City and the University of Wisconsin-Whitewater (UWW) is set to expire on August 31, 2024. The original agreement, established in June 2012, stipulated a contribution of \$40,000, which increased to \$45,000 in 2017 and remains at that amount. Under the current MOU, the City is responsible for the maintenance of the parking spaces, while the university handles parking enforcement.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

June 7, 2012 – Resolution authorizing the City to lease spaces on North Prince and North Prairie Streets to UWW approved by Common Council

FINANCIAL IMPACT
(If none, state N/A)

Provides \$45,000 in revenue to be used for street repair and maintenance.

STAFF RECOMMENDATION

Staff recommends that the MOU be reviewed for any potential changes the committee may wish to consider.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. Current MOU with UWW

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WHITEWATER
AND THE UNIVERSITY OF WISCONSIN-WHITewater CONCERNING
CONTRIBUTIONS FOR THE LEASING OF PARKING SPACES ON PRINCE AND
PRAIRIE STREETS**

This Memorandum of Understanding "MOU" is made by and between the City of Whitewater, hereinafter at times referred to as the "City", and the University of Wisconsin-Whitewater, hereinafter at times referred to as the "University".

WHEREAS, the parties have previously agreed, through a Memorandum of Understanding, for Whitewater to lease parking spaces on Prince and Prairie Streets to the University, and

WHEREAS, the parties have agreed to extend that lease, and

WHEREAS, the City of Whitewater Common Council passed a resolution on June 7, 2012, authorizing the City to lease spaces on North Prince Street and North Prairie Street to the University of Wisconsin-Whitewater, and the City Council hereby declares that said resolution is a continuing and valid basis for the City to enter into this MOU.

Now therefore, **IT IS HEREBY AGREED AS FOLLOWS:**

ARTICLE I

TERM OF MEMORANDUM OF UNDERSTANDING

1.01 Term. The term of this MOU shall run for two years commencing on August 31, 2022, and ending on August 31, 2024, unless sooner terminated in accordance with this MOU or in furtherance of the parties' rights and remedies in the event of a default.

1.02 Extension of Term. The parties may, by agreement, extend or shorten the term of this MOU at any time.

ARTICLE II

COMMITMENTS

2.01 Commitments.

(a) City to Lease Space Over Public Places to University for University Parking Purposes.

The City shall lease seventy-two (72) on-street parallel parking spaces on Prince Street and fifty (50) on-street parallel parking spaces on Prairie Street (as noted on the attached Exhibit A) to the University for the express use of providing parking for faculty, staff and students and visitors to the University. Pursuant to a January 17, 2012 Memorandum of Understanding between the two parties, such parking will be consistent with current University parking fees and procedures.

(b) **University Payment to City for Leasing of On Street Parking Spaces.** The University shall pay the City an annual fee of Forty Five Thousand Dollars (\$45,000) for the leasing of the public spaces noted above. Such payment shall be made by the University on September 1st of each year during the term of this MOU with the first payment due and payable on September 1, 2022.

Such funds paid to the City by the University will be used for City street repair and maintenance purposes.

(c) **University to Enforce Parking Violations.** By virtue of the leasing of these on-street parking spaces on N. Prince and N. Prairie Streets, the University will have full authority to enforce the provisions of the University parking system and assess such penalties for violations of such provisions. The City will not be responsible for any parking enforcement for the University leased parking spaces.

(d) **City to Maintain Responsibility for Maintenance of Leased Parking Spaces.** The City will continue to be fully responsible for the on-going maintenance of the leased parking spaces and adjacent city streets including, but not limited to street surface repair, pavement marking and snow and iceremoval.

ARTICLE III

MISCELLANEOUS

3.01. **Governing Law.** Laws of the State of Wisconsin shall govern the interpretation and enforcement of this MOU.

ARTICLE IV

SUCCESSORS AND ASSIGNS

4.01. **Successors and Assigns.** Except as limited or conditioned by the express provisions hereof, no party shall assign its rights or obligations under this MOU to any other party without written agreement by all parties to this MOU.

ARTICLE V

AMENDMENT

5.01. **Amendment.** This MOU shall not be amended, changed, modified or altered without the written consent of all parties hereto and no modification, alteration or amendment to this MOU shall be binding until such modification, alteration, or amendment is reduced to writing and executed by all parties to this MOU. Any proposed amendment to this MOU shall be in writing, along with a memorandum in support of the amendment, to all parties to this MOU fifteen (15) days prior to final action on the amendment by any party.

ARTICLE VI

COUNTERPARTS

6.01. Counterparts. This MOU may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were on the same instrument.

ARTICLE VII

SEVERABILITY

7.01. Severability. If any provision of this MOU shall be held or deemed to be or shall in fact be inoperative or unenforceable as applied in any particular case because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy or for any reason such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstances or of rendering any other provision or provisions herein contained invalid, inoperative or unenforceable to any extent whatever, the invalidity of any one or more phrases, sentences, clauses or paragraphs in this MOU shall not affect the remaining portions of this document or any part thereof as long as it does not effect the substantial rights of the parties.

ARTICLE VIII

THIRD PARTY BENEFICIARIES

8.01. Third Party Beneficiaries. This MOU is entered into for the sole and exclusive benefit of the parties hereto. No third party shall have, obtain, or derive from this document any rights or other benefits or interests under any laws or otherwise.

ARTICLE IX

EXCULPATORY PROVISION

9.01. Exculpatory Provision. The parties to this MOU expressly acknowledge and agree that, anything herein to the contrary notwithstanding, no officer, director, employee, agent, or officials (elected or appointed) of any party hereto shall have any personal liability or obligation arising out of this MOU, and no party hereto shall make any claims to the contrary.

ARTICLE X

RULES OF CONSTRUCTION/CONDUCT

10.01. Rules of Construction/Conduct. The parties to this MOU acknowledge and agree that this MOU is a good faith attempt to memorialize the intent of the parties. That in the course of its preparation, each party has been adequately and fully represented, and that accordingly rules of interpretation that signify that an agreement shall be construed against the drafter shall not apply. In addition, the parties acknowledge and agree that they shall endeavor to resolve any and all issues that may arise under this MOU in the spirit of cooperation consistent with the intent of this MOU with the aim of benefiting the City of Whitewater and the University of Wisconsin-Whitewater.

Signed and sealed as of this day, month and year below written.

CITY OF WHITEWATER

By: John S. Weidl 9/27/22
John Weidl, Interim City Manager Date

By: Michele Smith 9/28/22
Michele Smith, City Clerk Date

UNIVERSITY OF WISCONSIN-WHITEWATER

By: John Chenoweth 1/19/23
Dr. John Chenoweth, Interim Chancellor Date

By: Brenda Jones 1/19/23
Brenda Jones, Vice Chancellor of Administrative Affairs Date



Office of the City Manager
312 W. Whitewater Street, P.O. Box 178
Whitewater, Wisconsin 53190

MEMORANDUM

www.whitewater-wi.gov
Telephone: (262) 473-0104
Fax: (262) 222-5901

To: John Weidl
From: Becky Magestro, Chief of Staff
Date: June 3, 2024
Re: Comparison of Public Comment Procedures for City Council Meetings

This memo provides a comparative analysis of the public comment procedures followed by the City Councils of River Falls, Platteville, Fort Atkinson, and Lake Geneva. Each city has distinct protocols, which are summarized below.

City of River Falls-

Each speaker is allowed 2 minutes at the beginning of the meeting
Mayor explains the public comment process just before it begins. An appointed parliamentarian on the council keeps time.

City of Platteville-

Speakers are required to fill out a form
Forms are submitted to the Council President, who calls speakers to the podium.
Agenda has designated numbers for public comments.

City of Fort Atkinson-

Allowed at the beginning of the meeting and each speaker is given 3 minutes
Comments aren't permitted any other time during the meeting

City of Lake Geneva-

Occurs at the beginning of the meeting and each speaker is given 5 minutes.
Public comments are considered a courtesy not a requirement for the agenda

City of Weston-

Public comments are at the beginning of the agenda.
Residents or the public are allowed 4 minutes for public comment

City of Wisconsin Rapids-

Per City Clerk Jennifer Gossick, "Unless we have a public hearing specifically included on our Council agenda for a particular agenda item, we don't include time for public comments on any agenda items. However, if a Council member wishes to yield his/her time during the Council discussion of a particular agenda item to allow for public comments, they are free to do so. Speakers must state their names and addresses (and do not have to live in the City). We then limit each speaker's time to 3 minutes. Speakers are not generally able to speak twice unless everyone who wishes to speak has had the opportunity to do so. "

City of Whitewater-

According to ordinance- 2.08.010 (b) 3-4 (c)(d)

Period of Public Comment.

3. The period of public comment is a time set aside for the purpose of allowing the council to receive information from the public concerning matters that are not on the meeting agenda. Pursuant to Wis. Stats. § 19.82(2), no decisions shall be made on matters addressed during this period. The council president should inform the public that the purpose of the public comment period is limited and, if any action is requested, the matter must be put on the council agenda of a future meeting for consideration. Comments by any one member of the public shall be limited to three minutes. Repetitious statements should be discouraged, except when they are declarations of support of a prior speaker's comments. Personal attacks are inappropriate. (C)

4. Immediately after introduction of the agenda item, at the option of any councilmember, a motion may be made and seconded prior to any additional statements regarding the agenda item. If this procedure is used, public input and discussion of the agenda item shall take place after the second. If there is not an immediate motion made and seconded, public comment and further discussion of the matter will proceed. During this period a councilmember may, at any time, make a motion concerning the matter. The council president shall attempt to make certain that any member of the public wishing to speak on the issue has an opportunity to be heard before a final vote is taken; (D)

There shall be a three-minute limit placed on each speaker from the general public. If necessary, requests shall be made to speakers not to make comments that are similar to prior public input about the same issue, unless the comments are a declaration of support of a prior speaker's statements.

2.08.010 Meetings.

- (a) The regular sessions of the city council shall be held on the first and third Tuesdays in each month, commencing at six-thirty in the evening. If any council meeting falls on an election day or on a holiday, the council meeting for that day shall be held on the Thursday following the first or third Tuesday in the month, at six-thirty p.m. Special meetings may be called, as provided by the Wisconsin Statutes. A city council meeting may be cancelled or set at a date other than is set forth in the section if said cancellation or date change is approved by a majority of the city council members voting or is approved by both the city manager and the city council president. There shall, however, be at least one meeting of the council each month.
- (b) The city council meetings shall be conducted in accordance with the following guidelines:
- (1) The agenda shall be established under the authority of the city manager. Councilmembers who wish to have agenda items addressed need to make their request no later than twelve noon, six business days prior to the meeting. The city manager shall honor all legal requests of councilmembers.
 - (2) Consent Agenda. A consent agenda item that recommends expedited approval of appropriate resolutions, ordinances and considerations, per the recommendation of the city manager may be included. At the request of a councilmember, any consent agenda item shall be removed, discussed and acted upon individually.
 - (3) Period of Public Comment. The period of public comment is a time set aside for the purpose of allowing the council to receive information from the public concerning matters that are not on the meeting agenda. Pursuant to Wis. Stats. § 19.82(2), no decisions shall be made on matters addressed during this period. The council president should inform the public that the purpose of the public comment period is limited and, if any action is requested, the matter must be put on the council agenda of a future meeting for consideration. Comments by any one member of the public shall be limited to three minutes. Repetitious statements should be discouraged, except when they are declarations of support of a prior speaker's comments. Personal attacks are inappropriate.
 - (4) Order of Business. The following shall be the order of business:
 - (A) Common council president reads the agenda title;
 - (B) The city manager, staff and/or city consultant may give a brief introduction to the issue (if necessary);
 - (C) Immediately after introduction of the agenda item, at the option of any councilmember, a motion may be made and seconded prior to any additional statements regarding the agenda item. If this procedure is used, public input and discussion of the agenda item shall take place after the second. If there is not an immediate motion made and seconded, public comment and further discussion of the matter will proceed. During this period a councilmember may, at any time, make a motion concerning the matter. The council president shall attempt to make certain that any member of the public wishing to speak on the issue has an opportunity to be heard before a final vote is taken;
 - (D) There shall be a three-minute limit placed on each speaker from the general public. If necessary, requests shall be made to speakers not to make comments that are similar to prior public input about the same issue, unless the comments are a declaration of support of a prior speaker's statements.
 - (5) Official Public Hearings. Guidelines should be printed and distributed prior to each hearing to any citizen who wishes to participate. Conduct of the public hearing:

-
- (A) The common council president shall call the hearing to order, summarize the need for the hearing, review the public hearing meeting guidelines and, if necessary, allow the city manager, staff or city consultant to make a presentation.
 - (B) The public hearing guidelines for the public input portion of the hearing shall include a five-minute time limit. There shall be a request of speakers not to make redundant comments unless the speaker is declaring his or her support of a prior speaker's comments. As much as possible, speakers shall be called upon to make comments first in support of and then in opposition to the public hearing proposal in alternating order. The president shall have the authority to give time extensions to a speaker, if in the judgment of the president the speaker needs more time to clarify his/her position.
 - (C) Questions from the common councilmembers are appropriate; however, comments from the councilmembers should be held in reserve until after the public input portion of the hearing is closed.
 - (D) Citizen participants in the public hearing should not debate the issues directly with councilmembers, staff, or other members of the audience.
 - (E) The council president will then declare the public input portion of the hearing closed and council discussion shall begin. Discussions of agenda items related to the public hearing will not include input from the public unless reasonably solicited by a councilmember.

(Ord. No. 1764A, § 1, 5-4-2010; Ord. No. 1959A, § 1, 9-18-2018; Ord. No. 2071, 10-17-2023)



Finance Committee Agenda Item

Meeting Date:	July 23, 2024
Agenda Item:	Starin Water Tower Referendum Question
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

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

The Starin Park Water Tower was decommissioned in late 2022. Financial planning for the water tower must begin with determining the project's scope, as this will dictate the funding strategy. If the community opts for restoration, financing will need to come from the general fund or potentially through fundraising efforts although, the water utility can contribute up to the amount it would cost for demolition. Conversely, if the community decides on demolition, the funds can be sourced from the water utility. There is a desire to consider an advisory referendum to determine what direction the community wants to take.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

N/A

FINANCIAL IMPACT
(If none, state N/A)

There are no immediate financial impacts. Future financial impacts will be determined once we have clarity on the community's chosen direction.

STAFF RECOMMENDATION

Staff recommends the committee start discussions on how they would like the referendum question to be presented and the process required to put it on the ballot.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. Starin Park Water Tower Structural Analysis Report



Starin Park Water Tower Structural Analysis Report

Project Address: 504 W. Starin Road
Whitewater, WI 53190

Prepared for: City of Whitewater
Department of Public Works
312 W. Whitewater Street
Whitewater, WI 53190

Prepared by: McEnroe Consulting Engineers, LLC
Eileen McEnroe Hankes, P.E.

Date: January 5, 2023



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Appendix B: Budgetary Estimate of Construction Cost

Executive Summary

This analysis of the Starin Park Water Tower included a visual assessment of the exterior from the ground and the interior from a ladder. The exterior of the structure was documented with a camera on a UAV to create a photogrammetry model. The interior was scanned using LIDAR technology and that information has been integrated into the photogrammetry model as well.

The structure is an approximately 100 foot tall water tower with a 70 foot tall masonry base and a 30 foot tall steel tank. The tank has been decommissioned and water removed as of late 2022. The purpose of this study was to determine the current condition of the structure and provide opinions on the future of this structure, including whether it should be demolished or repaired.

The structure is in good condition with some elements in fair condition. The structure is safe in its current condition. The only concern at this time is the potential for stone falling and the fence around the perimeter is effective at keeping the public away from the building.

The masonry and steel structure is in need of maintenance and repair work to keep it in good condition for the long term. The work that is needed is typical for a structure of this age and type of construction. We see no reason to consider demolition at this time.

The primary issues that were identified in this study include the following items. The report provides more specific information about each issue and potential approaches to address them.

- Stone cracking and deterioration, primarily at the belt courses at each tier
- Cracked stone at the entry arch
- Deteriorated mortar joints at the exterior and interior
- Corroding steel at the base of the tank
- Other minor miscellaneous items that are covered in the report

We performed a high level structural analysis of the masonry and the loads at the base of the steel tank, taking into consideration that the water is being removed. This analysis found that the structure is stable in its current condition and with the water removed from the tank. Note that the connections between the tank and the masonry are not visible from below, so they were not analyzed. The repairs that are recommended will keep the structure in stable condition.

The rough order of magnitude construction costs to implement the repairs recommended are anticipated to be in the range of \$950,000 to \$1,100,000.

If funding is not available to perform the work all at once, a phased approach could be taken. We recommend considering the following phasing, although there may be good reasons to approach the work in a different way:

- Phase 1: Repair the steel buried in masonry at the top of the tower, while addressing the masonry at the top of the tower as well. Continue work down the exterior of the tower as funding allows. If we use a budget limit of \$600,000 (which is the approximate estimated cost to demolish the tower), the top two levels of the tower would be repaired. Estimated cost: \$590,000
- Phase 2: Repair the remainder of the exterior. Estimated cost: \$420,000
- Phase 3: Repair interior of the tower. Estimated cost: \$320,000

These costs are in 2023 dollars. The body of this report discusses potential increases based on inflation.

Introduction

The report presents the findings of a structural assessment and study of the Starin Park Water Tower in Whitewater Wisconsin. The study explores the current structural condition of the tower to identify potential concerns with the structure and recommends courses of action to guide the future of the structure.

Assessment Techniques

This project consists of a visual structural assessment of the existing conditions performed from the ground with binoculars, and from the interior access ladder and platform. We did not access the exterior platform and ladder or the steel tank during this assessment. To complement the in-person visual review, an unmanned aerial vehicle (UAV) equipped with a camera was used to photograph and document the exterior of the structure. A photogrammetry model was produced and is available for the City of Whitewater's use. This allowed us to perform a visual review of the elements of the masonry that were not accessible from the ground and to get a bird's-eye view of the structure. The interior of the tower was scanned using LIDAR technology. At the time of this report, the scan was partially complete. The information from the LIDAR scan will be included in the photogrammetry model as well.

Building Background

The structure is approximately 100 feet tall with a masonry base and steel tank (Photo 1). It was constructed in 1889 and has been a functioning water tank since that time. It was decommissioned in late 2022 and the water was removed from the tank as of December 14, 2022. The structure is comprised of a 70 foot tall masonry structure with a 30 foot tall, 185,000 gallon, cylindrical steel tank at the top.

The masonry structure has an octagonal footprint. The exterior has five tiers with a stone belt course and a step inward at each level. The structure is approximately 35 feet wide at the ground and 26.5 feet wide at the top level. The interior of the tower is a round shape with a diameter of roughly 18.5 feet at the base. There are 2 steps in the wall thickness on the interior that align with the lowest two steps on the exterior. The diameter at the top of the tower is roughly 20.5 feet. The wall thickness is approximately 7.5 to 9 feet at the base and 3 to 4 feet at the top. Appendix A includes some basic plan and elevation drawings of the structure. Please note that these are all rough dimensions due to the uneven surface of the wall and the limited access for measuring. Some dimensions have been determined based on direct field measurements and others have been taken from the photogrammetry model.

The steel tank is cylindrical with a cone-shaped roof. It appears to be comprised of steel plates attached to an interior frame. This assessment did not include accessing the interior of the tank, so this construction was not verified. Please note that while the term "steel" is used throughout this report, given the age of the construction, it may be iron. Depending on the repairs that are designed, this may be an important distinction. The composition of the material should be verified prior to doing repairs.

The steel tank is placed on a series of I beams spanning over the water tower and bearing on the masonry walls (Photo 2). There are two large plate girders that support the small beams (Photo 3). There is also a floor system below the plate girders that is comprised of steel beams and wood planks (Photos 4 and 5).

The structure is accessed by a ladder and cage on the interior wall that extends to the floor below the plate girders (Photo 6). There is a door through the masonry at that level that leads to a platform cantilevered off the masonry (Photo 7). A second steel ladder and cage run up the masonry and steel tank from the platform to the roof (Photos 8 and 9).

The masonry around the entry has been modified to add two concrete masonry unit (CMU) walls and a stone veneer (Photo 10 and 11).



Photo 1: Starin Park Water Tower



Photo 2: Steel beams below tank



Photo 3: Steel plate girder supports



Photo 4: Floor below tank at top of masonry tower



Photo 5: Floor and tank supports as viewed from below



Photo 6: Ladder inside masonry tower



Photo 7: Doorway to exterior platform and ladder

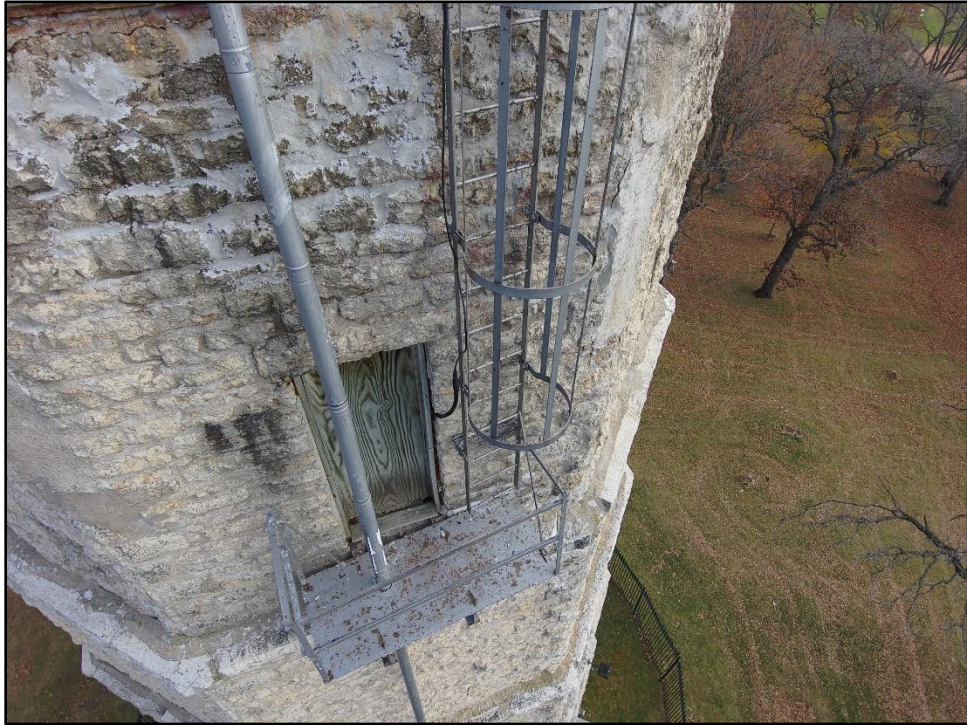


Photo 8: Exterior platform and ladder to tank



Photo 9: Exterior ladder to tank



Photo 10: Modified entry door/wall



Photo 11: Modified entry door/wall

Conditions Observed

The photos included in this report are representative of conditions found during this assessment. This report does not include a photo of every location of the conditions found.

Each condition includes a description of the issue, a conceptual approach for repair, and a priority level. The priority levels include high, medium, low and monitor. All of these conditions are important to address. However, with the understanding that typically restoration projects occur over the course of years, this information is included to assist in identifying which items to address first.

- High priority repairs will help to stop ongoing deterioration and stabilize the structure in its current condition.
- Medium priority repairs will restore the structure to a good condition. These repairs are important to keeping the structure long-term but are not the most critical at this time compared to the high priority items.
- Low priority repairs will also restore the structure to a good condition but are less likely to have an impact on other elements or systems.
- Monitor indicates that a condition is not currently a concern, but it has the possibility of worsening over time. These conditions do not require a repair at this time but should be monitored in the future in case they worsen.

Please note that this report is based on conditions of structural elements that were readily observable at the time of assessment and that no testing or invasive investigations were performed. All recommendations provided in this report are conceptual in nature and are not intended to be details or specifications for construction.

Condition #1: Deteriorated and Missing Stones at Belt Course

Description: Many of the stones at each belt course are in poor condition. There are stones that have fallen out or have been removed (Photo 12). Many stones that remain in place are cracked, spalled or delaminated (Photo 13 to 15).

These horizontal projections are natural places for water to enter the wall. This condition is likely due to decades of water and ice buildup along the ledges. There are mortar washes that have been installed to help shed water, but the deterioration has continued.

This condition is particularly bad at the top of the wall (Photos 16 and 17). There is more exposed masonry here that can take on water. Also, the embedded steel tank supports are corroding and likely causing additional damage to the masonry. See Condition #7 for more discussion of the steel corrosion.

Repair: Replace stones that are missing as well as any that are severely deteriorated and have lots of cracking. For any stones that have minor cracking but are otherwise in generally good condition, consider pinning across the crack, or adhering the stone pieces with epoxy.

Consider adding a coping or flashing at the horizontal surfaces, particularly at the top of the wall. Keeping water out of the wall in the future will be critical to maintaining this structure. This approach comes with downsides as well though as creating a system that would be effective and also not change the appearance of the structure would be challenging. This is an architectural issue to consider during the design of repairs.

Priority Level: High



Photo 12: Missing stone

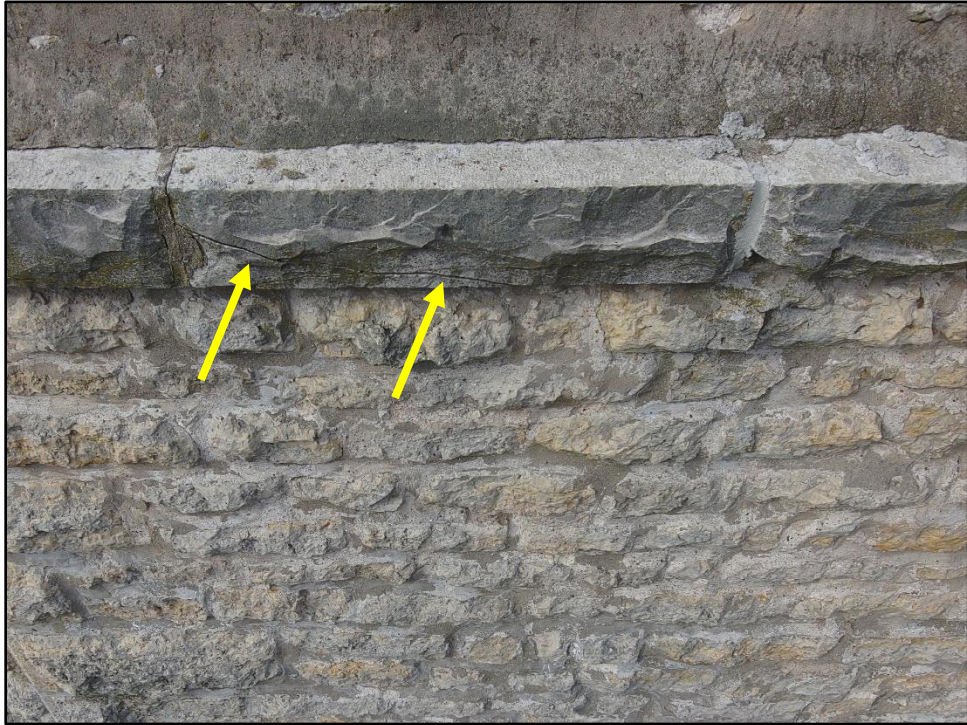


Photo 13: Horizontal cracks in stone

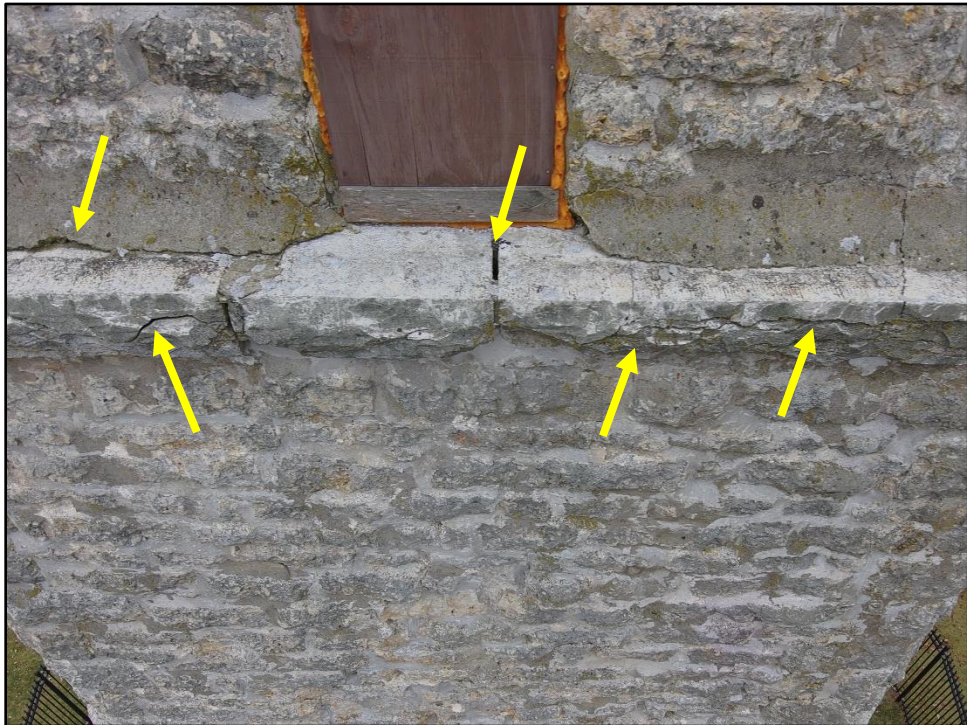


Photo 14: Cracked stones, missing mortar, deteriorating mortar wash



Photo 15: Missing stone, cracked stone, deteriorating mortar wash

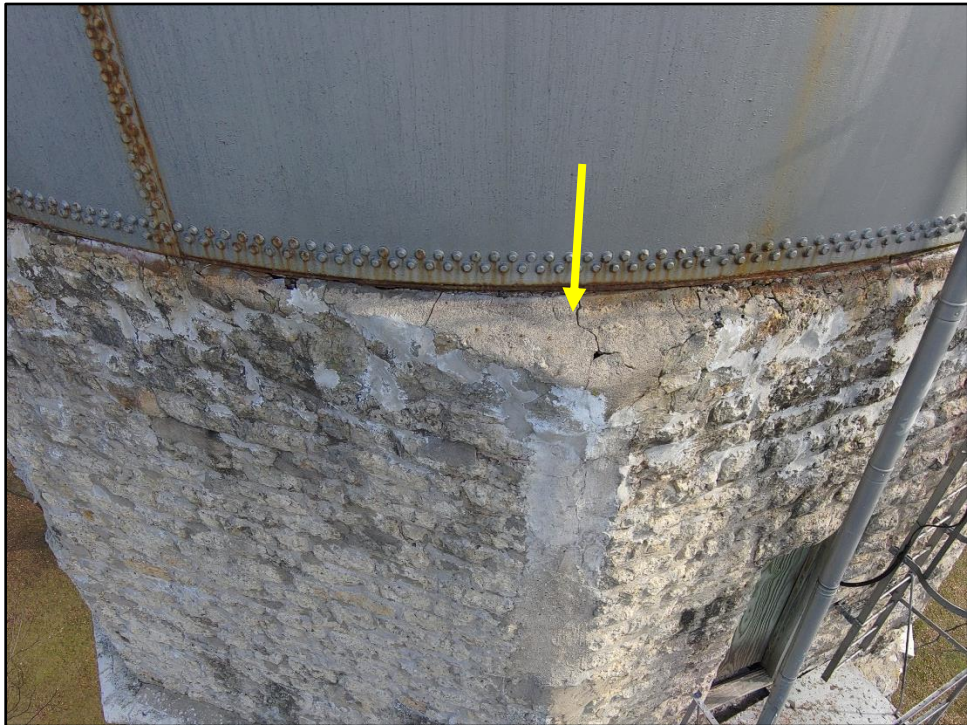


Photo 16: Deteriorating mortar wash at top of wall

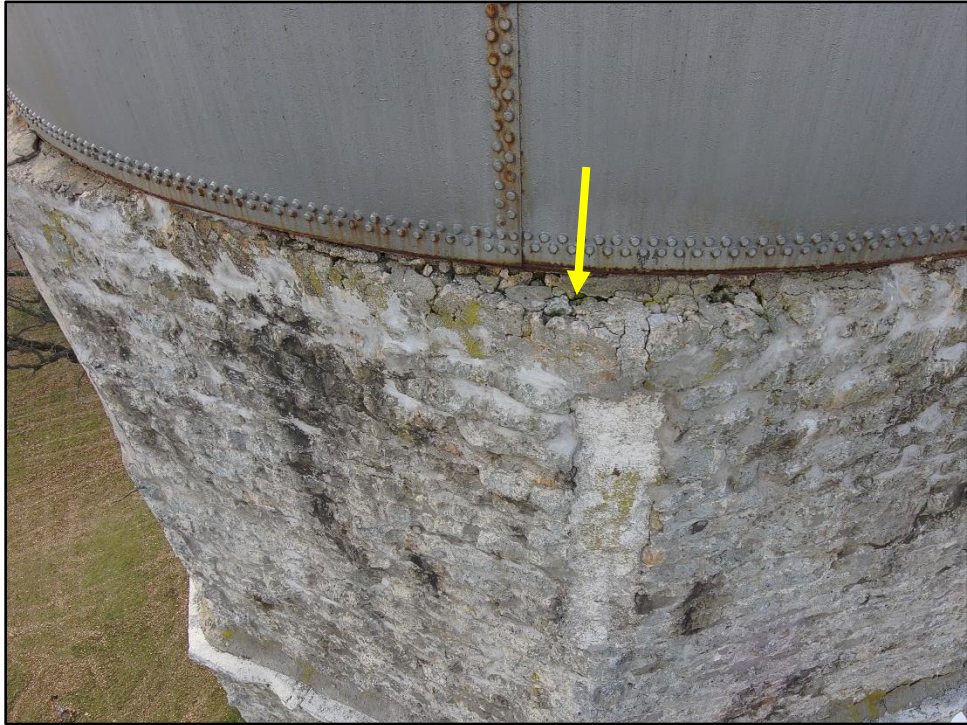


Photo 17: Deteriorating masonry at top of wall

Condition #2: *Deteriorated and Spalled Stone away from Belt Course*

Description: There are some isolated locations where stone has spalled and broken away from the structure (Photo 18). The sides of the wall openings have some spalling (Photo 19). Only one location was easily visible during this assessment, but we would expect to find conditions like this at other openings as well. One area at the top tier has a larger area that has spalled away (Photo 20). There is also some deterioration of stone near the base of the wall (Photo 21).

Repair: Areas with isolated spalled stones do not need to be repaired at this time. If a full restoration of the building is undertaken, it may be decided whether or not these locations should be addressed.

The sides of the wall openings could be address on a case by case basis when access is available to those areas. The one area visible during this investigation did not appear to be in dire condition and can wait until a repair plan is executed

Deterioration at the base of the wall can be address during a full repair as well. It is not so significant as to require repairs at this time. This is an easily monitored condition due to the location on the building.

The large spall area shown in Photo 20 should be investigated up close in more detail. There is a possibility that the stones around this area are unstable and would require remediation. If the stone is loose at all, it could be pinned into place. Alternately, the missing/spalled stones could be replaced/repared which would stabilize this area of the wall.

Priority Level: High – Pinning area around large spall

Medium to Low – All other conditions



Photo 18: Isolated locations of stone spalls



Photo 19: Spalled stone on "door" walls

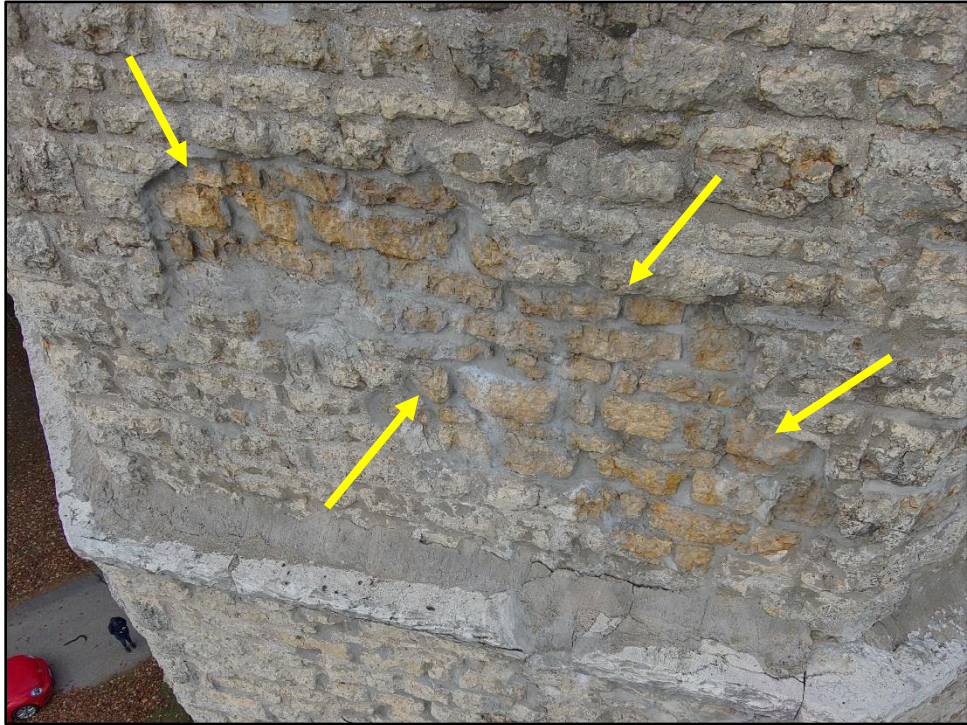


Photo 20: Area of spalled stone – top tier, southeast elevation



Photo 21: Stone deterioration at base of wall

Condition #3: Cracked Stone

Description: Stones in some locations have significant cracking. This is particularly prevalent in the arched stones at the entryway (Photos 22 and 23). Also see Condition #1 for cracking in stones at the belt courses.

Repair: For a long-term repair, these stones should be replaced. The cracking is too extensive for an in-place repair to be effective.

Priority Level: High



Photo 22: Cracked stone in entryway arch



Photo 23: Cracked stone in entryway arch

Condition #4: Deteriorated Mortar Joints

Description: The mortar joints are in various stages of deterioration.

The exterior wall joints have had a lot of spot repointing in the past (Photos 24 to 27), which is to be expected for most structures. It does appear that some of the previous mortar may be harder than appropriate, which may be the cause of some of the isolated stone spalling and cracking.

The interior wall joints are very loose and mortar is falling out of the joints and collecting on the floor (Photo 28).

Keeping mortar joints in good condition is key to the longevity of this structure. Given the age of the structure, we would anticipate that the original lime mortar used would be deteriorating and reverting to a sandy material. This is not necessarily an issue near the center of the wall as long as it is kept in place by the mortar on the wall faces.

Repair: Repoint loose mortar joints. The joints on the exterior should have a higher priority than those on the interior. Repointing can be performed in sections throughout the building over time, or when access is available. For the purpose of planning, it would be appropriate to assume that 5% to 10% of the building will need to be repointed. While most of the building is in good condition at this time, the joints will continue to deteriorate while planning progresses and if repairs are staged over time.

The mortar should be matched to the original mortar. Prior to performing any repair work on this building, the mortar should be analyzed to determine the composition of the appropriate repair mortar.

Priority Level: Medium



Photo 24: Different types of mortar



Photo 25: Different mortar at entry arch



Photo 26: Repointed joints at mid-height of tower



Photo 27: Repointing mortar at top of tower



Photo 28: Deteriorated joints on interior – dust on floor is deteriorated mortar

Condition #5: Crack in Wall

- Description:** A crack was noted on the interior of the structure above an opening on the north wall (Photo 29).
- Repair:** Repoint cracked mortar joints and epoxy or pin across cracks in the stone.
- Priority Level:** Monitor until interior repointing is performed, or unless additional movement occurs.

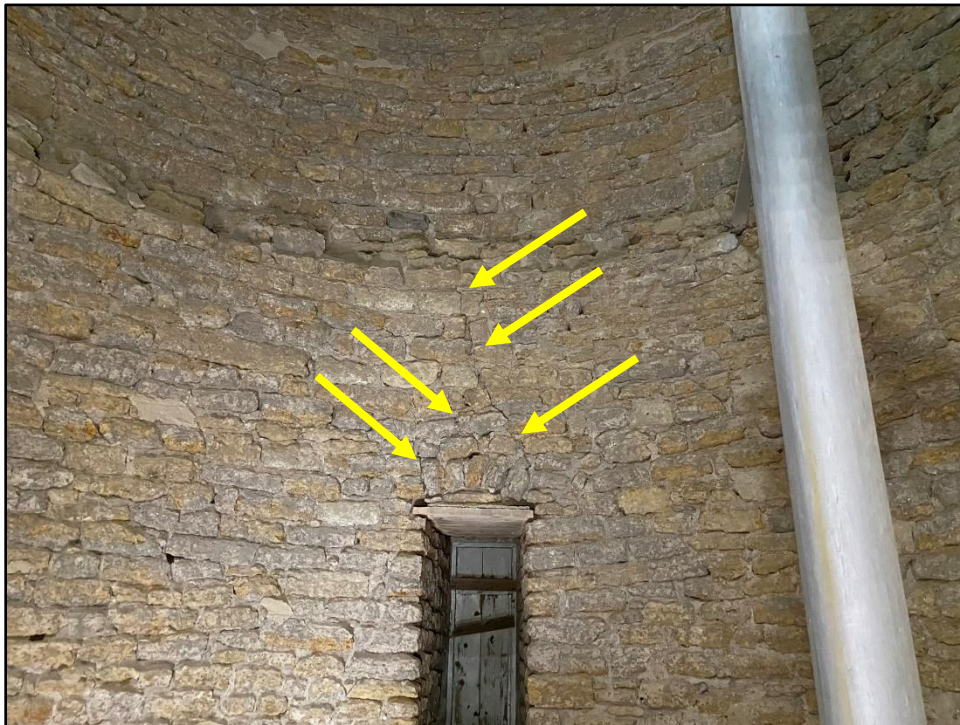


Photo 29: Crack on interior of tower

Condition #6: Concrete/Mortar Wash Missing and Cracked

Description: There has been a concrete or mortar wash placed at the base of the wall. It has fallen off in many locations and is cracked in other locations (Photo 30). The use of concrete or a hard mortar is not appropriate for this building.

Repair: When belt courses discussed in Condition #1 are being addressed, repair this as well. There may need to be stones replaced where they are cracked or spalled. Mortar joints should be replaced. If there is still a need for water deflection at this location, consider installing a mortar wash with a material matching the original building mortar, but anticipate that it will need to be maintained on a regular basis.

Priority Level: High – coordinate repairs with belt course repairs.



Photo 30: Cracked and missing concrete/mortar wash

Condition #7: Corroded Steel

Description: The steel beams and plate girders holding the tank have light corrosion, particularly near the masonry walls (Photos 31 to 33). The beams that form the floor below the tank also have corrosion at the exterior walls (Photos 34 and 35).

The tank has some signs of corrosion on the exterior at the joints (Photo 36).

The ladder on the interior of the structure has corrosion at the base and at some of the wall connections (Photos 37 and 38)

Repair: Perform some exploratory openings at locations where beams are bearing on walls. Exposing the steel members will determine whether repairs are needed. If repairs are needed it will likely involve welding new steel plates/angles/etc to the existing steel to replace the lost steel capacity.

At a minimum, exposed steel members should be primed and painted to extend the life of the structure.

Once water is removed from the tank, the interior should be inspected by a tank inspector to determine whether the tank itself, or its connections to the base, require repairs.

The interior ladder's base and connections to the wall should be reinforced with new steel elements. The exterior platform and ladder should be inspected in greater detail when access is available, or when repairs begin.

For all steel repairs, the weldability of the material should be determined by testing prior to implementing any repairs. Some steel of this age is not weldable. There is also a chance that some of the material is iron rather than steel.

Priority Level: High – beams and girders that are bearing on masonry. These are a higher priority because their condition will impact the longevity of any masonry repairs.

High – Ladders or other access points

Medium – All other locations



Photo 31: General light corrosion on support structure



Photo 32: Close up of tank supports at wall

There is a steel plate on top of the masonry that is corroding as well as the base of the tank



Photo 33: General surface corrosion of tank support beams with an increase near walls



Photo 34: Signs of floor beam corrosion at walls



Photo 35: Corroding floor beam at exit to exterior platform

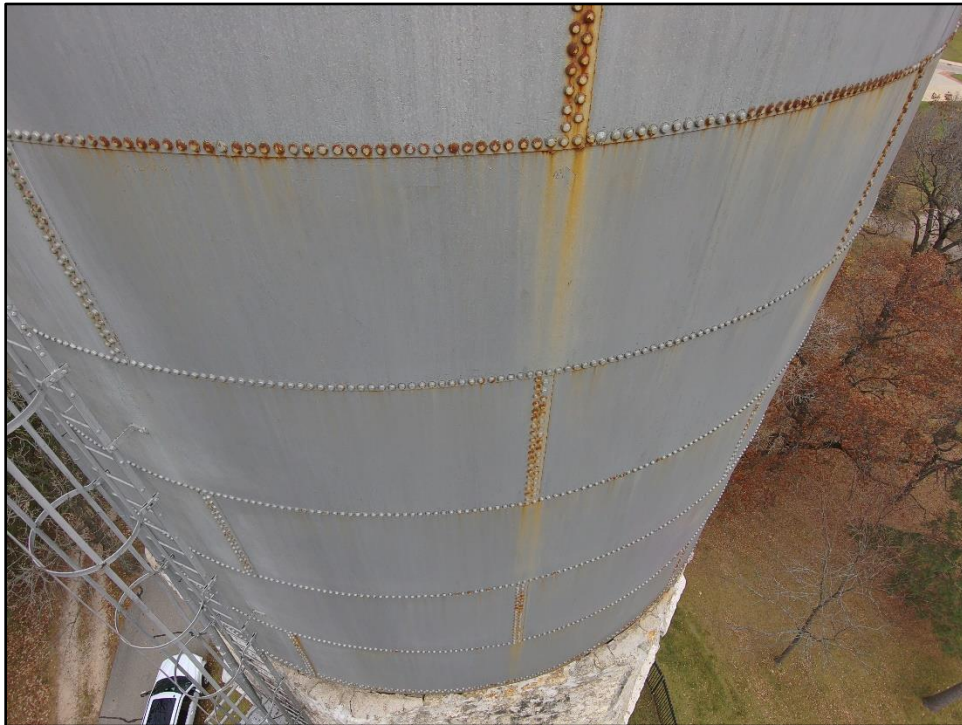


Photo 36: Rust staining on exterior of tank



Photo 37: Corroded ladder connections at wall



Photo 38: Base of interior ladder – corrosion on all pieces

Condition #8: Rotting Wood

Description: The wood panels over the access openings are rotting (Photo 39). This is not a significant concern in the overall scope of this structure. However, we recommend addressing it when there is access and when the surrounding masonry is being addressed.

Repair: Replace deteriorating wood in kind.

Priority Level: Low/Monitor



Photo 39: Minor wood deterioration at access panels

Structural Analysis

We performed a high level structural analysis of the tower with a focus on two main items. The first focus was on whether the masonry walls are close to their capacity. This analysis gives an indication about how much room there is for deterioration before there are global structural issues. The second focus was on the effects of removing the water from the tank. This analysis gives an indication of whether reinforcing would be necessary for the structure due to removing the water.

The results of both analyses were positive.

The masonry walls have plenty of capacity to undergo some deterioration before having global structural concerns. The current amount of deterioration to the masonry walls is not having a significant structural effect. Relatively speaking, if there is 2" of mortar loss in an 8 foot thick wall, that is equivalent to just over an 1/8" of mortar loss in a 12" brick wall. At the top of the tower, that same 2" mortar loss in a 3 foot thick wall is equivalent to 2/3" of mortar loss in a 12" brick wall. It becomes more important as the wall gets thinner, but neither of these mortar losses would cause a global structural concern in a standard building wall. The current amount of mortar loss is more of a concern with loosening stones than for the structure as a whole.

Recommendation: Maintain the mortar joints, particularly on the exterior faces, to keep the compression capacity of the structure. Keeping the old, loose mortar from falling out of the joints is the best way to keep the structure in good structural condition.

The second part of this analysis showed that it is acceptable to remove the water from the tank. There is no tension in the masonry portion of the structure even with the water removed from the tank. This is important because the deteriorating stone mortar joints have no capacity to withstand tension. As long as the structure stays in compression and the joints are maintained, the removal of the water will not have a deleterious effect.

The analysis does show a small amount of tension occurring at the base of the steel tank where it connects to the masonry under high wind conditions. Because any connections at the tank are only visible from the interior of the tank, we could not ascertain the strength of those connections. However, the beams and girders that support the tank are built into the masonry walls. The weight of the masonry surrounding these elements, particularly the girders, will provide some additional hold-down support for the tank.

Recommendation: After the water is removed from the tank, have the interior of the tank inspected for severe corrosion and to ensure that there are connections between the tank and the support structure.

Recommendation

We recommend repairing this building using historically appropriate methods. The structure is stable and generally in good condition, with some elements in fair condition. The conditions discussed previously are all typical situations that are anticipated in a structure of this age and construction. In our opinion, there is no reason to demolish this structure at this time. There is certainly no reason to consider demolishing and then rebuilding the structure in kind.

The structure is safe at this time. The biggest hazard would be the potential for falling stones. The fence around the exterior protects the public from this potential hazard. While it's not possible to see into the future to determine when the structure would deteriorate to a point of larger scale hazard, it is not close to that state at this time. It will be important to address the high priority issues in the next few years, and the longer the work is postponed, the more extensive, and therefore expensive, it will be.

Opinion of Probable Construction Cost

The anticipated budget for performing the repair work described in this report is in the range of \$950,000 to \$1,100,000. This budget assumes that all of the work is performed at one time, during one project. Additional discussion of phasing and associated costs is provided in the next section.

This estimate has been provided by Structurewerks. They are a concrete and masonry restoration company located in southeast Wisconsin with significant experience in doing this sort of work.

McEnroe Consulting Engineers has been asked to provide an opinion on the potential cost for demolishing the tower to be used for funding discussions. The anticipated cost for demolition is in the range of \$600,000. This cost was developed using the RS Means Building Construction Cost Data book.

A more detailed description of each cost estimate is found in Appendix B.

Phasing Discussion

Often funding is not available to address all the issues in a building at the same time. In order to plan a phased approach to repairing this structure, we are recommending the following segments of work as a potential path forward. It may be that a different strategy is taken in the end, and that is fine. There are many ways to approach this, and there may be good reasons to choose something other than what is proposed here.

In a structure such as this, the access available to perform repairs will often drive the approach taken. If the structure was accessible from an aerial lift, it would be more feasible to break the repairs down into smaller phases. However, given the slope of the ground, particularly on the north and east sides, prohibit using a lift to access much of the tower. Also, repair work that involves removing stones would be nearly impossible from a lift due to weight limitations. Scaffolding would be the more effective means to access the exterior of the structure. Scaffolding will have a relatively high first cost. Once it is in place, it will typically make the most sense to repair all items in that area.

If spot repairs were needed in the interior of the tower, a small atrium style lift would work well for that. However, since the entire interior is in need of repointing, it would likely be more effective to build scaffolding on the interior.

The following phasing has been developed with the goal of determining the extent of work that can likely be completed for \$600,000 to match the estimated cost to demolish the building. Work that will not be able to be performed within that initial \$600,000 is then phased to spread out the cost over multiple years.

Note that the total cost of this phased approach is estimated to be \$1,330,000 which is roughly 30% higher than the cost to perform the project all at one time.

Phase 1

First, address the corroded steel at the platform below the tank. To do this, a contractor would access the interior of the tower with an atrium style lift to address any issues with the steel floor beams. Starting with this work will allow this platform to be used during construction for repairs at the top of the tower.

Second, repair and rebuild masonry at the top of the wall. Do this work in segments as to not destabilize the tank. Remove deteriorated masonry, expose corroded steel, clean and paint steel (augmenting if needed with new steel or welding plates), rebuild masonry with original stones and supplemental stones as needed using mortar and stones matched to the original.

Third, perform other masonry repairs on the exterior of the tower, starting at the top and continuing down as far as the budget allows. Based on the cost estimated performed as part of this study, it is anticipated that the top two levels of the exterior would be addressed as part of this phase. The scope of work could be adjusted to include more or less of the exterior based on budget available and the conditions found during construction.

Estimated cost of Phase 1: \$590,000.

Phase 2

Continue down the exterior of the building to perform the masonry repairs at the lower three levels of the tower. This would include addressing cracked stones and repointing mortar joints.

Estimated cost of Phase 2: \$420,000.

Phase 3

Repoint mortar joints on the interior. Address rotting wood doors and other miscellaneous items that can be accessed from the interior.

This can be performed in stages if desired however the costs will increase to create access to the interior for each phase. Another consideration may be that this interior work could be performed in the winter months when masons and scaffolding companies are less busy than the summer months. This could potentially allow for a reduction in cost.

Prior to performing the interior work, investigate the interior humidity levels under the new conditions with the decommissioned tank. If there is a major condensation issue on the interior, this may add to the joints failing prematurely. If this is the case, consider ways to add passive ventilation.

Estimated cost of Phase 3: \$320,000.

Ongoing Maintenance

There will also be ongoing maintenance costs for the building. For a building such as this, maintenance will typically consist of periodic repointing of mortar joints and addressing cracking stone. The cost of performing this work is highly dependent on the access needed. For work on the west and south sides of the building, it can be performed from an aerial lift and most of the costs will be for the labor and materials needed to perform the work. On the north and east sides of the tower, scaffolding will be needed to perform any work. This will greatly increase the cost of doing that work.

A building that has been repointed with good craftsmanship and materials should be able to last 30 to 40 years without repointing. Due to the high cost of accessing the structure, it is going to be very important to do a comprehensive repair of stone and mortar during the Phase 1 and Phase 2 repairs so that the length of time until repointing is needed is extended as long as possible.

Estimated cost for repointing 5% of mortar joints on west/south half of the exterior: \$30,000

Estimated cost for repointing 5% of mortar joints on east/north half of the exterior: \$80,000

Future Costs

All of the costs provided above are based on 2023 pricing. Obviously as work is phased into the future, inflation will increase the costs. Here is an example of how this might affect these costs, using a 5% per year increase for inflation:

Phase 1 performed in 2024:	\$620,000
Phase 2 performed in 2026:	\$486,000
<u>Phase 3 performed in 2028:</u>	<u>\$408,000</u>
Total overall cost:	\$1,514,000

Ongoing Maintenance performed in 2040:

West/south sides:	\$70,000
North/east sides:	\$183,000

Recommendations for next steps

We recommend the following items as next steps in the process of repairing and restoring this structure:

1. Engage a tank inspector to review the conditions inside the tank after it has been emptied.
2. Perform some material testing including mortar analysis and steel sampling. This will provide information critical to performing the repairs needed.
3. Explore whether there would be historic tax credits or other programs available to assist in funding repairs for this structure.
4. Perform some investigation openings in the top of the masonry structure. This will allow a view of the steel condition within the masonry as well as getting a better look at the overall mortar condition near the top of the wall. These two conditions have the most assumptions associated with the costs and overall impact on a repair project. Confirming these conditions early in the process would provide more confidence in the cost impacts of Phase 1 work. Given the high cost of access to the top of the tower that would be needed to perform ongoing maintenance, performing a comprehensive repair to the top levels during Phase 1 will lower the long term costs of maintaining this structure.
5. Use the findings of these steps to develop a long-term plan for preservation or restoration of the structure, then move into design for the first phase of work.

Limitations

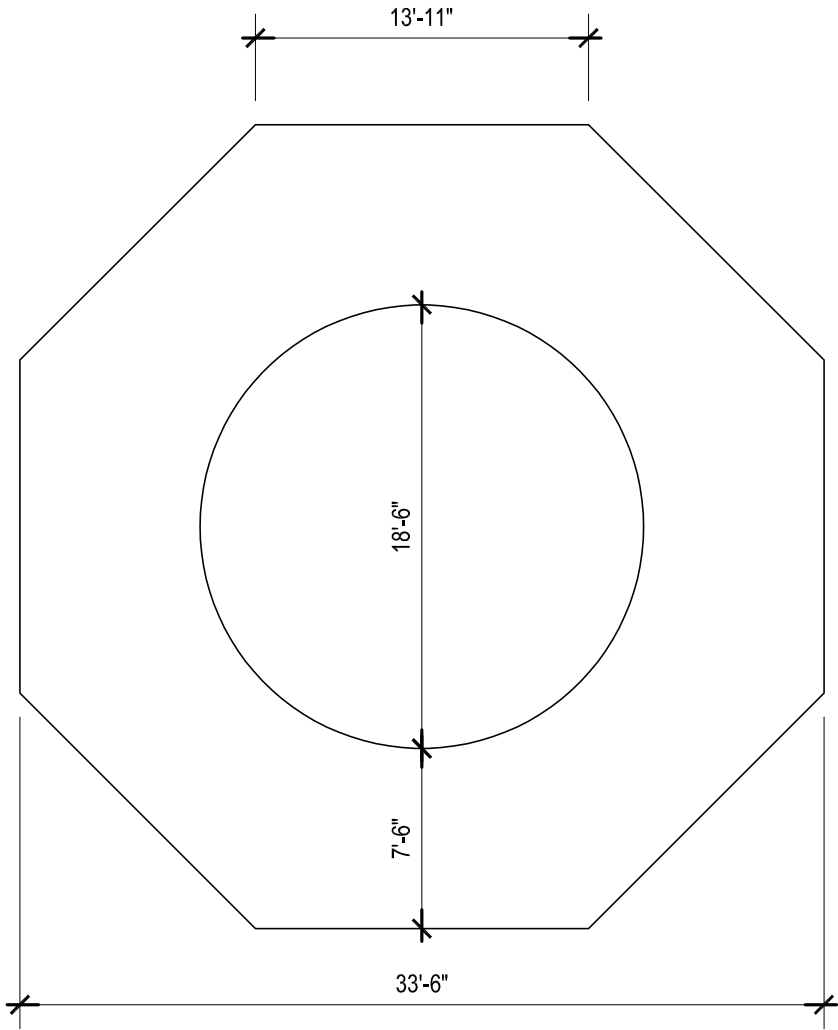
This report is based on conditions of structural elements that were readily observable at the time of investigation. No testing or inspections were performed. McEnroe Consulting Engineers does not accept responsibility for structural deficiencies not evident during an investigation of this type. All recommendations provided in this report are conceptual in nature and are not intended to be full details or specifications for construction.

All conditions discussed in this report are subject to change and are anticipated to change over time. As additional exploration is performed, the recommendations in this report may change based on newly available information.



Appendix A

Level 1 (base)



NOTE THAT ALL DIMENSIONS ARE ROUGH ESTIMATES. EXACT MEASUREMENTS SHOULD BE COLLECTED FOR ANY CONSTRUCTION WORK.

ISSUE DATE: 12/02/22

SHEET NAME:

LEVEL 1 PLAN

SHEET NO:

S1

93

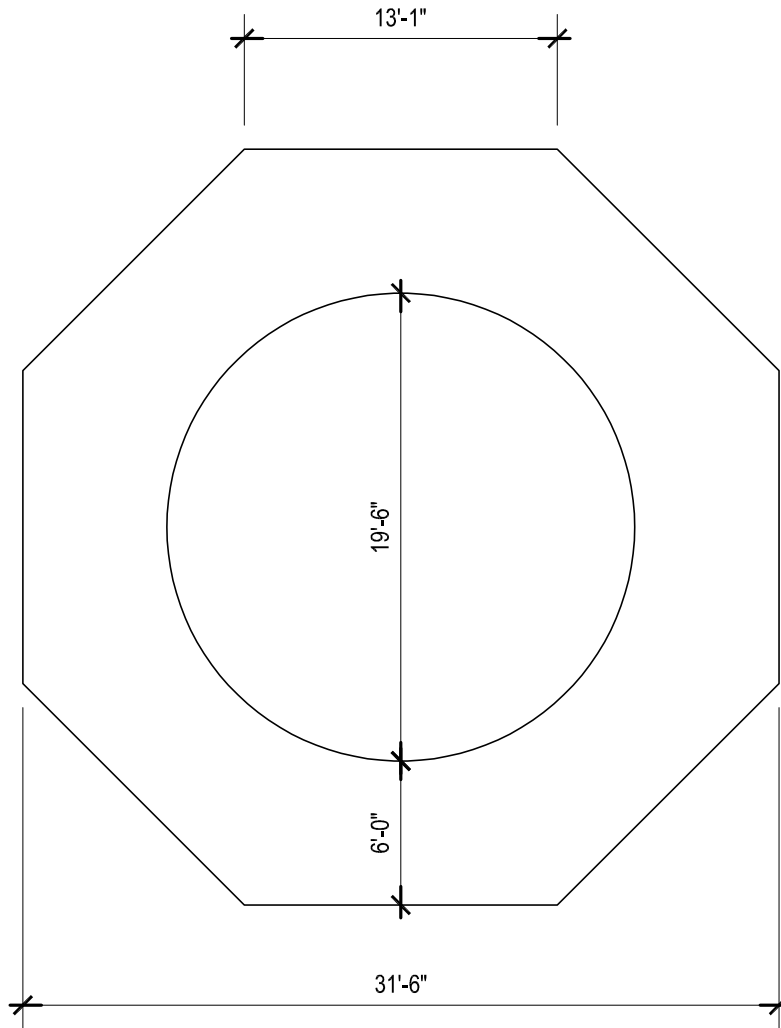
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STARIN PARK WATER TOWER

WHITEWATER, WISCONSIN

Level 2



NOTE THAT ALL DIMENSIONS ARE ROUGH ESTIMATES. EXACT MEASUREMENTS SHOULD BE COLLECTED FOR ANY CONSTRUCTION WORK.

ISSUE DATE: 12/02/22

SHEET NAME:

LEVEL 2 PLAN

SHEET NO:

S2 94

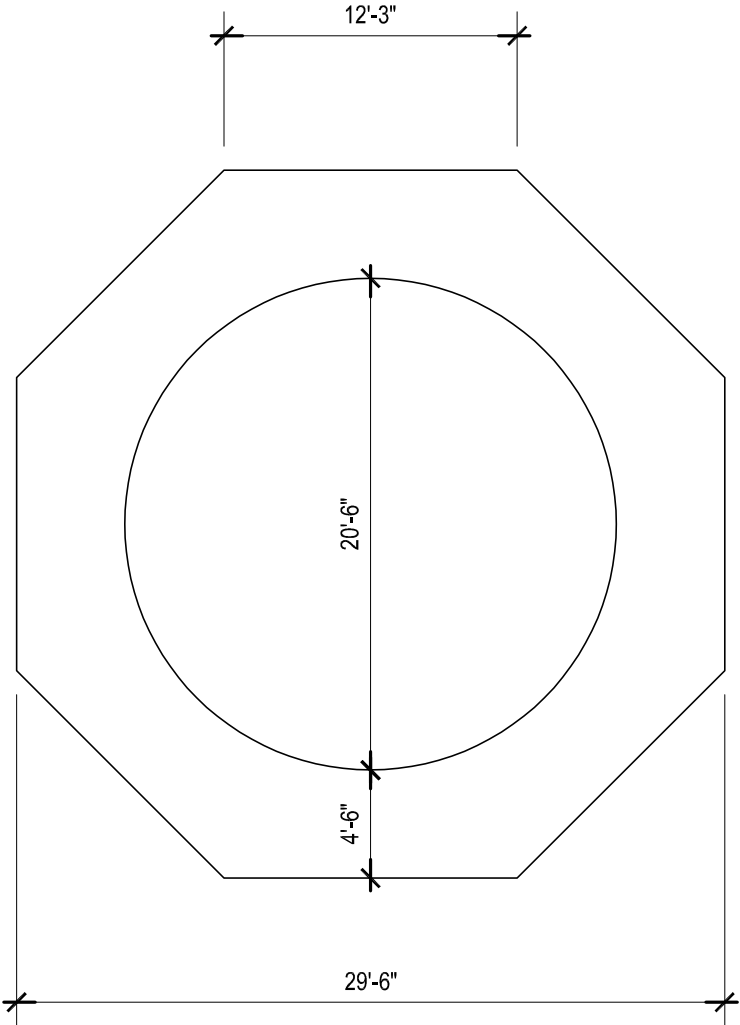
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STARIN PARK WATER TOWER

WHITEWATER, WISCONSIN

Level 3



NOTE THAT ALL DIMENSIONS ARE ROUGH ESTIMATES. EXACT MEASUREMENTS SHOULD BE COLLECTED FOR ANY CONSTRUCTION WORK.

ISSUE DATE: 12/02/22

SHEET NAME:

LEVEL 3 PLAN

SHEET NO:

S3

95

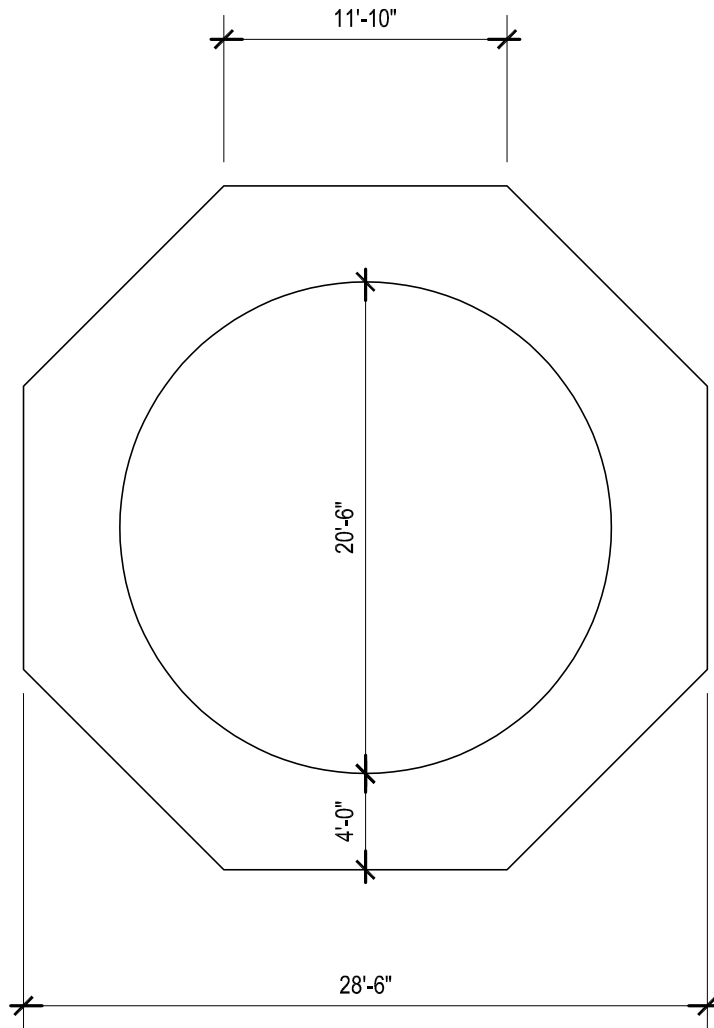
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STARIN PARK WATER TOWER

WHITEWATER, WISCONSIN

Level 4



NOTE THAT ALL DIMENSIONS ARE ROUGH ESTIMATES. EXACT MEASUREMENTS SHOULD BE COLLECTED FOR ANY CONSTRUCTION WORK.

ISSUE DATE: 12/02/22

SHEET NAME:

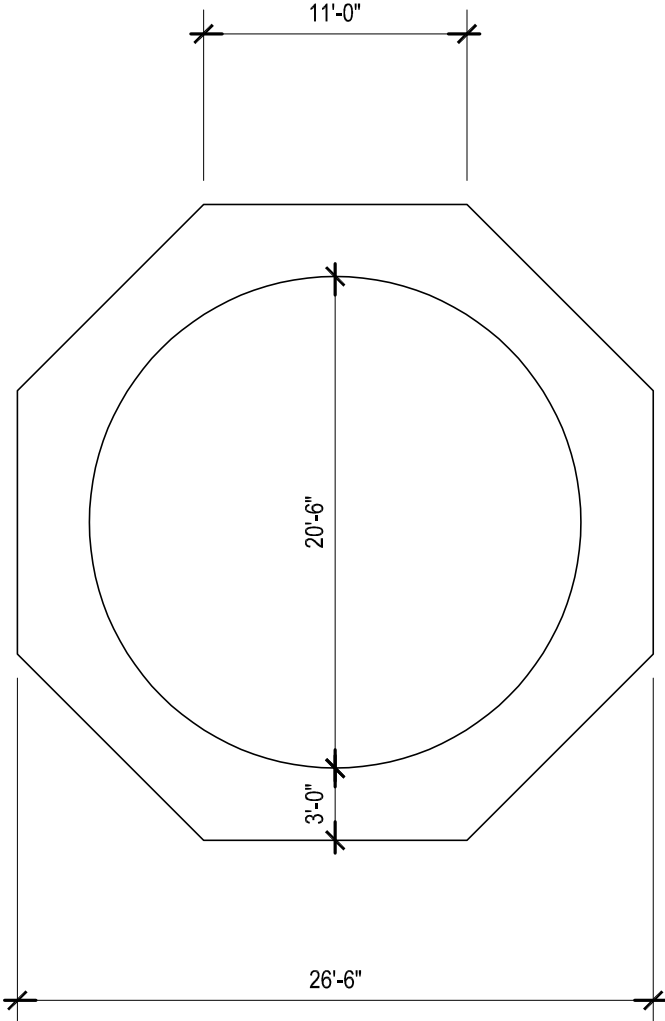
LEVEL 4 PLAN

SHEET NO:

S4 96

MCE PROJ NO: 22-37

Level 5



NOTE THAT ALL DIMENSIONS ARE ROUGH ESTIMATES. EXACT MEASUREMENTS SHOULD BE COLLECTED FOR ANY CONSTRUCTION WORK.

ISSUE DATE: 12/02/22

SHEET NAME:

LEVEL 5 PLAN

SHEET NO:

S5

97

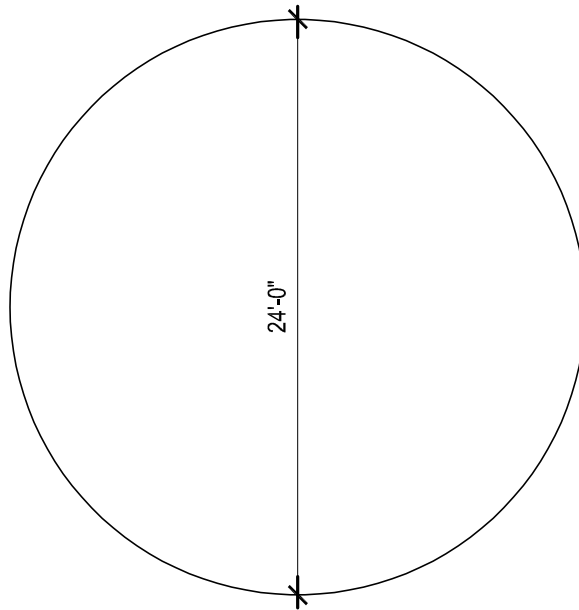
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STARIN PARK WATER TOWER

WHITEWATER, WISCONSIN

Steel Tank



NOTE THAT ALL DIMENSIONS ARE ROUGH ESTIMATES. EXACT MEASUREMENTS SHOULD BE COLLECTED FOR ANY CONSTRUCTION WORK.

ISSUE DATE: 12/02/22

SHEET NAME:

STEEL TANK

SHEET NO:

S6

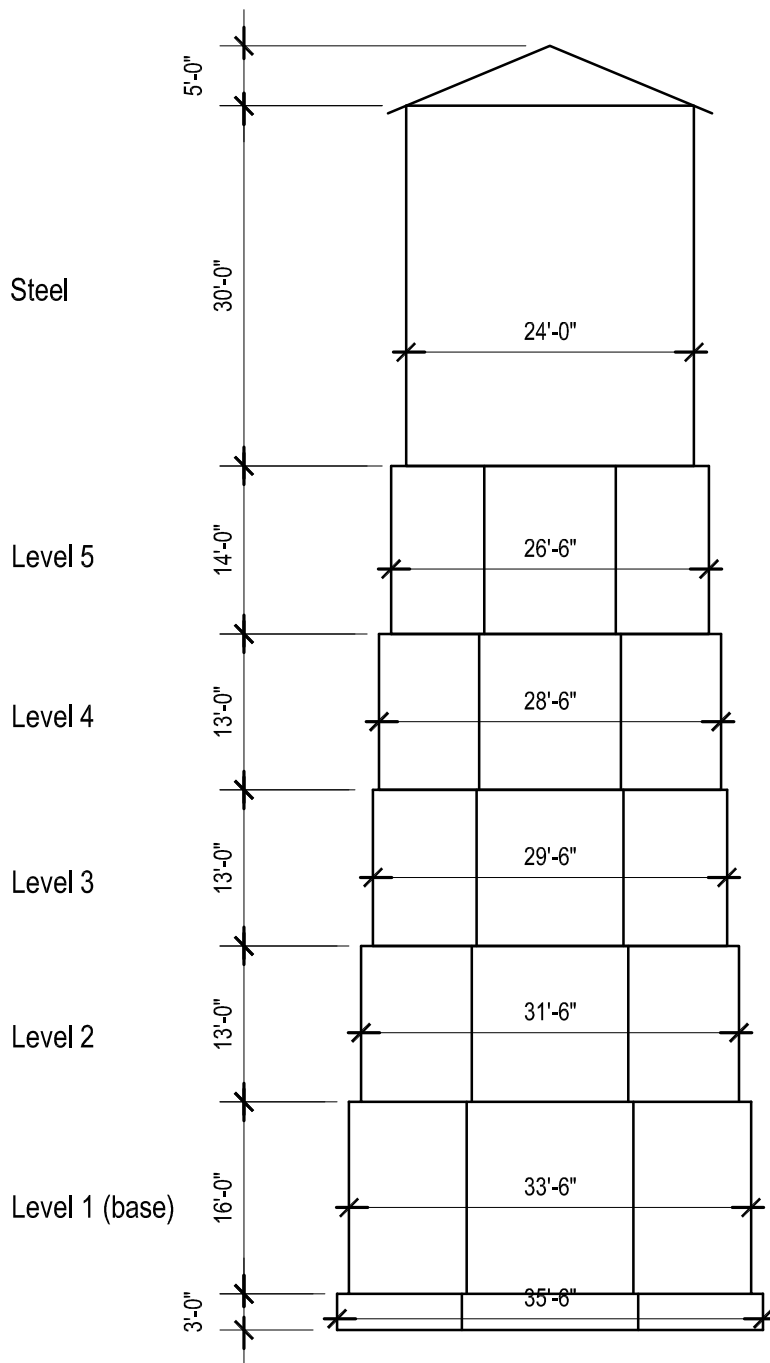
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MCE PROJ NO: 22-37



STARIN PARK WATER TOWER

WHITEWATER, WISCONSIN



NOTE THAT ALL DIMENSIONS ARE ROUGH ESTIMATES. EXACT MEASUREMENTS SHOULD BE COLLECTED FOR ANY CONSTRUCTION WORK.

ISSUE DATE: 12/02/22

SHEET NAME:

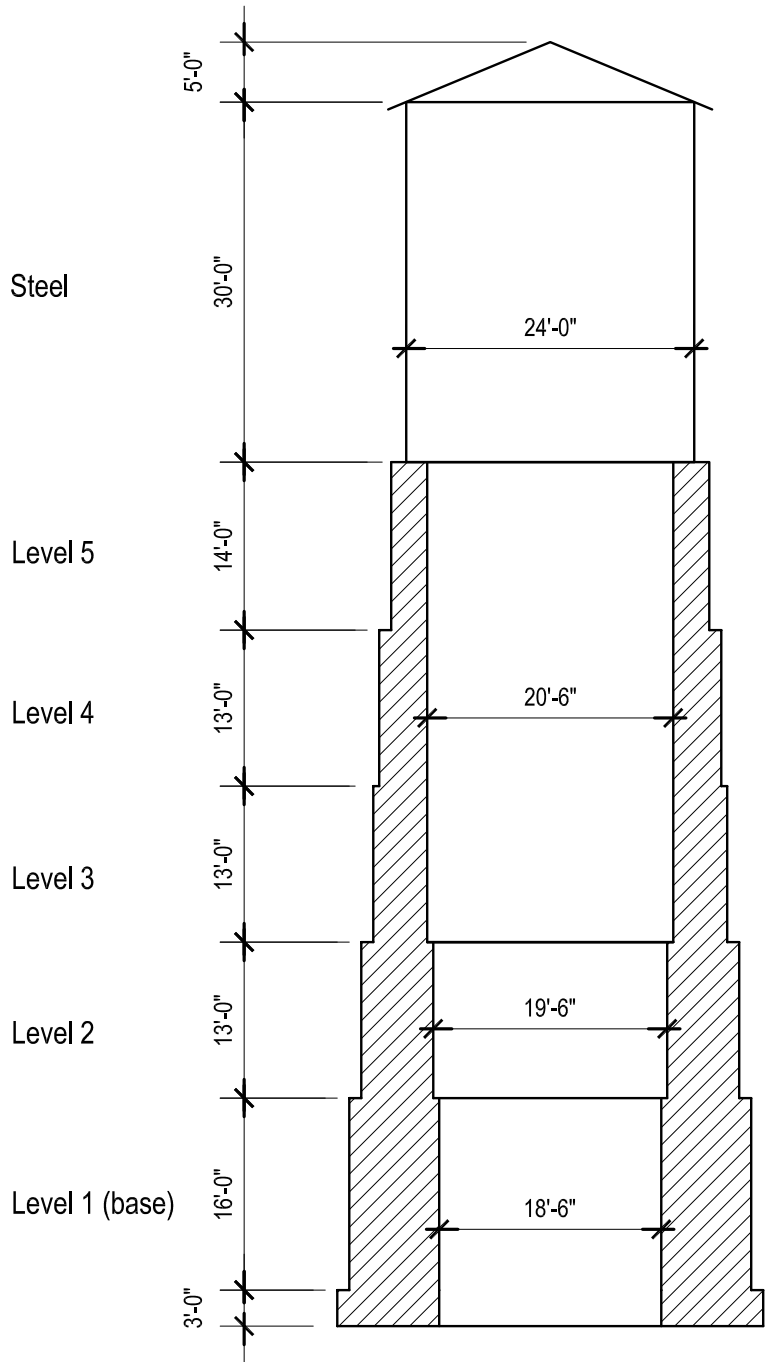
ELEVATION

SHEET NO:

S7

99

MCE PROJ NO: 22-37



NOTE THAT ALL DIMENSIONS ARE ROUGH ESTIMATES. EXACT MEASUREMENTS SHOULD BE COLLECTED FOR ANY CONSTRUCTION WORK.

ISSUE DATE: 12/29/22

SHEET NAME:

SECTION

SHEET NO:

S8

100

MCE PROJ NO: 22-37



STARIN PARK WATER TOWER

WHITEWATER, WISCONSIN



Appendix B

December 12, 2022

Ms. Eileen McEnroe Hankes, PE
McEnroe Consulting Engineers
7251 W. North Ave. Suite 1
Wauwatosa, WI 53213

eileen@mcenroe-eng.com

RE: Starin Tower Rehabilitation

Dear Eileen:

Thank you for the opportunity to provide budgetary figures for the masonry restoration of the tower in Whitewater, WI. Structurewerks will provide the following scope of work per the engineers reports and estimated quantities of repairs:

SCOPE OF WORK:

- Exterior/Interior masonry restoration including the following:
 - Stone belt course replacement (82 each)
 - Masonry cleaning exterior
 - Replace mortar wash (504 LF)
 - Rebuild top of wall (320 SF)
 - Stone unit replacements not in belt course (29)
 - Arch stones (23)
 - Repointing of exterior joints (863 LF)
 - Repointing joints on interior (4,300 SF)
 - Crack repointing (15 LF)
 - Epoxy stone (14 locations)
 - Mortar wash at base of wall (120 LF)
 - Various steel repairs
 - Ladder repairs (10 locations)
 - Door replacements (5 locations)

The above work budget would be between \$950,000 - \$1,100,000.

Notes:

1. Scaffold access is included in our budget proposal. Rental of 4 months included.
2. Stone replacements are based on sourcing an approved similar type locally.
3. Budgets were assembled using estimated 2023 spring pricing. Costs and availability of products are subject to change. We reserve the right to reevaluate costs at the time of contracting.
4. Certain assumptions were made about size, depth of stone replacements. If it varies significantly, owner shall be contacted to review any cost implications.
5. Basic breakdown of costs would be as follows: Scaffold access 35%, interior restoration/steel repair/doors 20%, exterior restoration 45%.

If you have any questions, please contact me at (262) 408-3960.

Thank you for your continued interest in Structurewerks.

Sincerely,

Eric Johnson

Eric Johnson
VP Sales and Operations

January 4, 2023

Ms. Eileen McEnroe Hankes, PE
McEnroe Consulting Engineers
7251 W. North Ave. Suite 1
Wauwatosa, WI 53213

eileen@mcenroe-eng.com

RE: Starin Tower Rehabilitation – REV 1.4.22

Dear Eileen:

Thank you for the opportunity to provide budgetary figures for the masonry restoration of the tower in Whitewater, WI. Structurewerks will provide the following scope of work per the engineers reports and estimated quantities of repairs:

Phase 1 – Levels 4-5 only

SCOPE OF WORK:

- Exterior/Interior masonry restoration including the following:
 - Stone belt course replacement (19 each)
 - Masonry cleaning exterior
 - Replace mortar wash (161 LF)
 - Rebuild top of wall (320 SF)
 - Stone unit replacements not in belt course (29)
 - Repointing of exterior joints (800 LF total in phase 1 and 2)
 - Various steel repairs
 - Door replacements (3 locations)

The above work budget would be approximately \$590,000.

Phase 2 – Levels 1-3

SCOPE OF WORK:

- Exterior/Interior masonry restoration including the following:
 - Stone belt course replacement (63 each)
 - Arch stones (23)
 - Repointing of exterior joints
 - Crack repointing (15 LF)
 - Epoxy stone (14 locations)
 - Mortar wash at base of wall (120 LF)
 - Ladder repairs (10 locations)
 - Door replacements (2 locations)

The above work budget would be approximately \$420,000.

Phase 3 – Interior Work

SCOPE OF WORK:

- Interior masonry restoration including the following:
 - Repointing joints on interior (4,300 SF)

The above work budget would be approximately \$320,000.

Notes:

1. Scaffold access is included in our budget proposal. Rental of 4 months included.
2. Stone replacements are based on sourcing an approved similar type locally.
3. Budgets were assembled using estimated 2023 spring pricing. Costs and availability of products are subject to change. We reserve the right to reevaluate costs at the time of contracting.
4. Certain assumptions were made about size, depth of stone replacements. If it varies significantly, owner shall be contacted to review any cost implications.
5. Basic breakdown of costs would be as follows: Scaffold access 35%, interior restoration/steel repair/doors 20%, exterior restoration 45% for all phases of the project. The first phase scaffold budget is \$195,000, the second phase is \$50,000 and the third phase is \$80,000.

6. Exterior cleaning of the masonry would prefer to be completed in the first phase to be able to match mortar and stone samples properly. This represents about \$25,000 of the first phase allocation.
7. If separated into 3 phases over a 5-year period, many of the cost estimates are guesses beyond the first year. Uncompleted work could continue to cause larger quantities to be completed, labor and material costs are unknown that far in advance.
8. For future preservation efforts after the initial restoration, I would have a contractor perform a cursory review from the ground every 2 - 5 years and provide any recommendations. It would be recommended that maybe budgeting \$50,000 within the first 5 years would be prudent in case something is noticed and needs to be addressed.

If you have any questions, please contact me at (262) 408-3960.

Thank you for your continued interest in Structurewerks.

Sincerely,

Eric Johnson

Eric Johnson
VP Sales and Operations

Starin Park Water Tower - Demolition

Engineer's Opinion of Probable Construction Cost

Project: Starin Park Water Tower Assessment
Date: 12/29/2022

Item	Description	Unit Cost	Quantity	Unit	Cost
1	Dumpster for Misc (40 CY - 10 ton capacity)	\$850.00	6	Week	\$5,100
2	Building Demo	\$2.13	67,000	CF	\$142,710
3	Foundation Demo	\$15.20	444	SF	\$6,749
4	Foundation Backfill	\$16.55	263	CY	\$4,354
5	Salvage Masonry - clean and stack on pallet	\$3.76	12,500	Each	\$47,000
6	Loading and Hauling up to 5 miles	\$15.50	2,500	CY	\$38,750
7	Dump Fees - 10% of masonry materials	\$81.00	300	Tons	\$24,300
8	40 Ton Crane Use	\$3,500.00	20	Days	\$70,000
9	Fence Removal	\$4.81	2,400	LF	\$11,544
10	Site Restoration (topsoil & seed)	\$24.25	667	SY	\$16,167
Subtotal:					\$366,674
General Conditions (gen req, bond, etc)					25% \$92,000
GC Overhead & Profit					10% \$46,000
A/E Design and Oversight					5% \$23,000
Contingency					15% \$80,000

Total: \$610,000

* All totals and subtotals are rounded up based on the level of detail in the design



Finance Agenda Item

Meeting Date:	July 23, 2024
Agenda Item:	Chapter 2.70 – Human Resources and Compensation
Staff Contact (name, email, phone):	Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

BACKGROUND

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

1. For several years, the role of Ordinance 2.70, the Employee Manual, and City Policies have been challenging topics. In early 2023, multiple Council meetings were held to discuss discrepancies in the manual and policies and to clarify the ordinance's role in determining a governing document.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

1. At the January 27, 2023, Common Council Meeting, there was an extensive discussion about the implications of repealing the ordinance, as well as the differences between enforcement, policies, and the employee manual.
2. At the February 23, 2023, Council Meeting, the Council instructed staff to seek insight from CVMIC on whether mentioning the employee handbook in the ordinance creates a liability for the City.
3. At the May 28, 2024, Finance Meeting, Whitewater Ordinance Chapter 2.70 – Human Resources and Compensation was cited as one of the reasons the City decided to implement an Employee Manual. There was also a discussion about whether it was necessary to codify this matter in the ordinances.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff is seeking direction from the Committee.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Ordinance 2.70
2. Common Council Minutes from January 17, 2023, February 7, 2023 and February 23, 2023

January 17, 2023 Common Council

Whereas, communities are forced to rely on property taxes and flat or declining state aid to pay for critical local services that residents and businesses need; and

Whereas, state sales and income tax revenues have tripled in the last 30 years, but the share of those taxes going to support police, fire, EMS, and other local services has gone DOWN; and

Whereas, over the last 20 years, state aid for police, fire and other critical services has steadily declined in real dollars, while inflation has caused average prices to increase by 51 percent. (The funding level for County and Municipal Aid in 2003 was \$938,529,507. Today, it is \$753,032,613); and

Whereas, County and Municipal Aid payments to the City of Whitewater has dropped from \$4,316,975 in 2003 to \$3,297,178 in 2022; and

Whereas, the steady decline in the state’s contribution to the cost of critical local services has forces communities to rely more heavily on property taxes to maintain police, fire, and EMS service levels; and

Whereas, the over reliance on property taxes to pay for critical local services must end; and

Whereas, to compete globally, Wisconsin needs to develop and maintain quality communities that can attract and retain talent and enterprise and spur job creation; and

Whereas, for local communities to flourish and the state’s economy to grow, state and local leaders must work collaboratively; and

Whereas, Local governments need reliable, growing, sustainable, and diverse sources on revenue to continue to deliver police, fire protection, ambulance services and safe streets now and into the future.

Now, Therefore, Be It Resolved, that the City of Whitewater urges the Legislature and the Governor to work collaboratively with the League of Wisconsin Municipalities, Wisconsin Counties Association, Wisconsin Towns Association, other local government leaders, and business leaders to create a better way of funding local governments that includes revenue options other than property taxes to continue delivering police, fire, EMS, and other critical services.

Resolution introduced by Councilmember Allen, who moved its adoption. Seconded by Councilmember Brown. AYES: McCormick, Schreiber, Brown, Gerber, Majkrzak, Allen, Smith. NOES: None. ABSENT: None. ADOPTED: January 17, 2023.

John S. Weidl, City Manager

Michele R. Smith, City Clerk

FIRST READING OF ORDINANCE REPEALING SECTION 2.70.010, CITY EMPLOYEE MANUAL. City Manager Weidl stated that the first step in the process of changing from an employee manual to a policy structure is to repeal the ordinance requiring an employee manual. **Majkrzak moved to repeal the ordinance section 2.70.010.** Allen stated that he thinks there should be a new ordinance before repealing the current one. He said that this is a big topic and wondered if it should wait for the new Council to be seated. Smith asked for clarification as to whether repealing the ordinance would repeal the physical employee manual, not remove all of the policies previously approved. Smith thought it would just allow for the flexibility of a digital version.

Weidl indicated Smith was correct. If the Council wants an employee manual, Weidl said that it could be done, but steps had been previously taken by prior administration to move toward a policy structure. Weidl noted there are a series of policies that are being enforced, and the employee manual is not up to date. Councilmember Allen agreed that an electronic version would be acceptable.

Councilmember Gerber asked whether the policies will still be enforced if the ordinance is repealed. Weidl concurred they would. He stated that later on the agenda there is an item regarding the proposed governance policy, which is also being worked on. This is the policy which guides how policies are created.

Councilmember Gerber said that if there are two different policies, why had nothing come to Council previously, to update the policies. Weidl stated that the City has an out of date manual, but up to date policies that reflect the intention of the manual. Weidl said this is what the Council asked for. Gerber said that the policies, except for possibly three, have not been updated; they were merely transferred to an electronic version. Gerber questioned why the Council would repeal something that was not changed.

Councilmember Allen asked whether this is something Human Resources has been working on. Weidl responded that the project has been ongoing for about one and a half years. He noted that the policies are being used, and the governance policy guides that. Gerber asked why both can't be updated, and then the Council choose one option. Councilmember Schreiber asked what the difference between the manual and the policies is. Weidl indicated that they are essentially the same information.

Councilmember Schreiber asked whether the policies have been updated. Weidl said that some have. He indicated that the staff will create based on whatever direction the Council would like to go. He indicated that staff should go back and make sure everything is up to date. Weidl opined that it was not the best use of staff time to update both the manual and policies, and subsequently choose one. Weidl requested that a direction be chosen first. Allen said that it makes sense to take what we have and make it electronic. Weidl responded that they are already electronic and accessible to the employees.

Councilmember McCormick suggested the formation of a policy committee to review and streamline them. **Brown seconded the motion to repeal the ordinance.** Attorney Wallace McDonell said that this repeals the document called the "employee manual", so that it will not be a governing document imposed by the Common Council via ordinance. After ordinance repeal, there will be a second action by the Council to repeal the manual as it relates to the administrative aspect. Weidl stated that everything in the employee manual is in the policy structure with some additional policies that do not apply to every employee. Allen asked if changes will come to Council. Weidl said that they would. AYES: McCormick, Smith, Majkrzak, Brown, Schreiber, Gerber, Allen. NOES: None. ABSENT: None.

DUTIES OF A COMMUNITY DEVELOPMENT AUTHORITY; CDA FUNCTIONS; AND LEADERSHIP OF CDAs. Kristin Fish-Peterson of Redevelopment Resources presented a short description of Community Development Authorities (CDAs). She explained that a CDA is a separate body for the purpose of carrying out blight elimination, slum clearance, urban renewal projects and housing projects. A CDA combines the functions of a housing authority and a redevelopment authority. It is comprised of seven residents, usually five residents and two Common Council members, who have experience and ability in urban renewal, development and housing. A CDA can prepare, carry out, acquire, lease and operate housing projects approved by the council, and provide for the construction, reconstruction, improvement, alteration or repair of a housing project.

A CDA acts as agent for a government in connection with the acquisition, construction, operation or management of a housing project. A CDA may acquire property through eminent domain. A CDA can own and sell property, invest funds, sue and be sued, prepare plans for redevelopment and urban renewal

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Whitewater that the following changes to budgeted revenues and expenditures are authorized:

Targeted Transfers of 2022 Surplus	Targeted Transfer 2023	Budgeted Transfer 2023A	Est. 2023 Fund Balance 2023A	Proposed 2022 Transfer 2023A	Comment
260 - Sick Leave Severance Fund	55,000	55,000	(18,888)	18,888	Correct projected 2023 deficit fund balance
216 - PD Vehicle Fund	60,000	38,270	13,923	21,730	Achieve target 2023 funding
217 - Building Repair Fund	25,000	15,000	34,419	10,000	Achieve target 2023 funding
280 - Street Maintenance Fund	185,000	8,035	137,819	176,965	Achieve target 2023 funding
214 - Elections Fund	25,000	25,000	(5,926)	5,926	Correct deficit fund balance
220 - Library Fund	485,000	470,000	427,117	15,000	Achieve target 2023 funding
450 - Projects Fund	50,000	-	53,887	46,491	Effigy Mounds, Strategic Planning, Cyber Security
295 - PD Trust	-	-	101,673	5,000	Immigration Legal support
	<u>1,512,000</u>	<u>1,418,180</u>		<u>300,000</u>	

IT IS FURTHER RESOLVED that no changes are made to the tax levy as originally made, and these changes represent shifts in income or expenditures actually experienced or anticipated.

Resolution introduced by Councilmember Allen who moved its adoption. Seconded by Councilmember Schreiber. AYES: McCormick, Schreiber, Brown, Gerber, Majkrzak, Allen, Dawsey Smith. NOES: None. ABSENT: None. ADOPTED; February 7, 2023.

John S. Weidl, City Manager

Michele R. Smith, City Clerk

RESOLUTION ENDING THE USE OF THE CITY OF WHITEWATER EMPLOYEE MANUAL IN CITY OF WHITEWATER GOVERNMENT.

City Attorney McDonell stated that adoption of the Resolution would end the use of the manual as a city document, in conjunction with adoption of the ordinance repealing the employee manual. Councilmember Gerber stated that in the manual it states that Council is the authority to approve any policy changes. Gerber continued by stating that if the manual were rescinded, the Council would no longer have to approve any policy changes in the to-be-adopted policies, which are in an electronic format. Attorney Wallace McDonell stated that it is up to the Council as to what level of involvement they want to have in policy adoption. He stated he believes that City Manager Weidl is attempting to get control over the policies and each one will need to be looked at to see how the Council will be involved in creating it or approving it. McDonell said that City Manager Weidl will need to speak to what the expectation is in managing policies from the time of the employee manual being repealed.

Councilmember Gerber stated that the communications policy was added to the existing proposed policies (electronic version), but was never included or approved for inclusion in the Employee Handbook (paper version). Gerber indicated it was her understanding that the new policies would be active effective tomorrow if this were approved, even though the Council didn't actually approve it.

City Attorney McDonell responded that the implementation would depend on whether Weidl implemented the policy in his administrative capacity. McDonell did confirm that the Council can weigh in and decide how deep they want to get involved with the policies. McDonell said that he can't speak to what policies are in effect and which aren't.

Gerber moved to postpone this item indefinitely, until the Council decides they want to bring it back. Allen seconded the motion. Allen stated that he has asked on numerous occasions if everything in the

Employee Handbook (paper copy) is in the Policies (electronic copy). Allen indicated he has not received a clear answer. Councilmember Allen said that Council has given some specific direction on policy, and repealing the Employee manual could allow the City Manager to change policy that the Council may not agree should be changed. Councilmember Allen would like this matter to slow down so that there is an understanding of both sides of the rules. Allen indicated he would be receptive to having some of this work done by a subcommittee.

City Manager Weidl stated that he would like this and the accompanying ordinance to be adopted, and to subsequently move on to the discussion and adoption of the governance policy. Weidl did indicate, however, that he will administer whatever the Council directs him to do.

Councilmember Brown opined that the Council is micromanaging. She indicated that policies are being followed. Brown said Weidl could go through the policies and see what works for him, and if something isn't working it can be brought to Council to talk about. Brown doesn't think this is Council's job. Councilmember Majkrzak agreed with Brown. He stated that the City Manager was hired to do a job and they should let him do it.

Councilmember Smith said that the presence of a printed or electronic copy is immaterial. The ordinance created a physical copy and to remove, there is a three-step process: ordinance, resolution, and policy governance document. Smith does not think a print or online manual removes the statutory authority of Council as the policy setting body. Smith indicated that it can be directed that every policy needs to be brought to Council for advance review. Smith continued that the Council has hired an executive to execute the policy that they set. If, for example, they set a policy that says no telecommuting, the execution falls to the City Manager. Smith indicated that Council still has legislative control of policy setting.

Councilmember Allen said that the attorney says they would not have control. Councilmember Smith said the Council can require that policies be brought back to council for review. Councilmember Allen confirmed that no one is interested in micromanaging. Councilmember Smith said that if the concern is if policies exist, and are a directive of the Council, they have the right to review the policies. Allen said that they need to classify which sort of policies the Council wants to set and which ones they want to give to the City Manager, so that it is clear. Smith said that they first need to repeal what's in the ordinance, which would be the resolution and the second reading. Allen suggested that they wait and do it at that time. A vote was taken on the motion, **to postpone this item indefinitely, until the Council decides they want to bring it back.** AYES: Gerber, Allen, McCormick, Schreiber. NOES: Brown, Majkrzak, Smith. ABSENT: None. Resolution fails.

ORDINANCE REPEALING SECTION 2.70.010, CITY EMPLOYEE MANUAL. Attorney McDonell said that some action should take place on this item, to have in the record, even though the resolution to repeal the employee manual was tabled indefinitely. **Allen moved to table this item until such time as the Council brings back the resolution repealing the employee handbook.** McCormick seconded the motion. AYES: Gerber, Allen, McCormick, Schreiber. NOES: Brown, Majkrzak, Smith. ABSENT: None. Ordinance fails.

PRESENTATION REGARDING UTV AND ATV ORDINANCE. Public Works Director Brad Marquardt stated that the Public Works Committee was asked to look at the Jefferson County UTV/ATV ordinance, and report back to Council. The Jefferson County Highway Commission recommended that no changes be made to the County ordinance. The Public Works Committee talked about opening UTV/ATV usage up to all streets in the City, but had some questions and concerns, and asked Marquardt to reach out to the Department of Natural Resources ("DNR") to have a representative come to a Council meeting to answer questions and concerns.

burden for enforcement falls on the police department and she does not want to go against their advice or against their concerns. She said that Whitewater has had a three-fold increase in citations for operating after revocation or suspension. Gerber said these vehicles are manufactured to be used off highway. It was noted that Wisconsin is sixth in the country for ATV fatalities in year 2021, with 66% occurring on roads and resulting from speed and/or alcohol. Majkrzak said that the City's ordinance requires helmets and seatbelts for anyone under the age of 16. He stated that he has not gotten any feedback of incidents or complaints about this ordinance. It was moved by Majkrzak and seconded by McCormick, to open the Walworth County City streets to UTV/ATVs, and bring an ordinance back to Council for action. AYES: McCormick, Smith, Majkrzak. Brown, Schreiber, Allen. NOES: Gerber. ABSENT: None.

GOVERNANCE POLICY. Councilmember Gerber referred to page 2 of the policy (section 3, letter c), where it is indicated that the policy section requires Council approval. Gerber believes this is broad in nature and provides guiding concepts to define expectations of the Council. She said that it seems Council is more interested in approving the guidelines and procedures section, which is given to the policy holder, and not even the City Manager, who has the guidelines.

For example, in reviewing the telecommuting policy, the Council decided on 30 days, but if the governance policy were adopted, going forward, Council would have no say in the matter. The policy section seems vague and she feels like, as a Council, that the things being brought forward are from the guidelines section.

City Manager Weidl responded that this is moot. He indicated that the Council tabled all of this indefinitely. Attorney McDonell confirmed that it is acceptable to discuss the subject.

City Manager Weidl said that he will begin enforcing the Employee Manual and go from there. Councilmember Allen asked the City Attorney whether the Council can make a policy on telecommuting. City Attorney McDonell confirmed that they can. McDonell stated that the governance policy is a model for how policy making may be done in the City, and that it's up to the Council to decide and give direction on the proposed Governance Policy.

Councilmember Smith said that the Employee Manual has a date of May, 2010 but the Governance Policy has an issue date of 2011. She wondered if it has been in effect for over a decade. City Manager Weidl said he didn't know.

Councilmember Smith made a motion that Council be provided a list of the policies that were issued in 2010, as well as those that were completed later, and provide those policies to Council for review. City Manager Weidl said that CVMIC will look at all of the policies and give their opinion on which are out of date, which need changes and if there are any gaps. City Manager Weidl indicated that policy review is a service the City receives from CVMIC as a benefit of the City's insurance coverage.

City Attorney McDonell asked whether the police department and fire department policies are included. Smith said they are not. In response to a request for Smith to re-state her motion, Smith moved to request city staff to provide the policies approved in 2010, which were done after that date, determine whether they were acted on by Council, and have the policies provided to the Council for review, as well as to CVMIC for their review. Schreiber seconded the motion. AYES: McCormick, Smith, Majkrzak. Schreiber, Gerber, Allen, Brown. NOES: None. ABSENT: None. City Manager Weidl said that if during this process he finds anything odd, he will call the Council President and bring it to Council for guidance.

DISPOSITION OF THE MRAP VEHICLE. Police Chief Meyer stated that the City of Cudahy City Council has approved the acquisition of Whitewater's MRAP vehicle. The vehicle will be transferred at no cost to the City. Meyer is requesting approval to invoice the City of Cudahy \$969.94 for items installed by

Councilmember Smith made a motion that this matter be taken to the Finance Committee to look further into the financial impact to the Water Utility and the taxpayers. Allen seconded the motion. AYES: McCormick, Smith, Allen, Majkrzak. Brown. NOES: None. ABSENT: Gerber, Schreiber. In response to Councilmember Allen’s question about the antenna on the tower, DPW Director Marquardt said that he thought it was for the SCADA system, but that he would need to check for sure.

DONATION OF FUNDS TO THE 2023 DISCOVER WHITEWATER SERIES RACE. Allen moved approval of donation of \$6,000 to the 2023 Discover Whitewater Series Race. It was noted that the contribution was not budgeted for, and if approved, would be funded through the unassigned fund balance. Brown seconded motion AYES: Majkrzak, Allen, McCormick, Brown, Smith. NOES: None. ABSENT: Gerber, Schreiber.

TELECOMMUTING POLICY (REMOTE WORK POLICY). Councilmember Smith stated that she had asked the City Attorney to add his insights into the motion that was approved at the last meeting, as it relates to a telecommuting policy. She inquired on the ability to draft a policy or whether the matter was more of a stopgap measure. City Manager Weidl said that he has drafted a policy based on the language of the motion, and provided to the City Attorney, who made some internal changes to the language. Weidl reported that he reached out to CVMIC, the City’s insurance carrier, and asked them to provide a sample of what they provide to their clients when they are asked. Weidl indicated he has also reached out to other communities, and has supplied that information in the council packet as well. Councilmember Allen moved that this item be postponed until there is a full Council present. McCormick seconded the motion. Brown said she thinks the City Manager should be able to offer flexibility to the employees, so she is in favor of bringing it back when there is a full Council. AYES: McCormick, Smith, Allen, Majkrzak. Brown. NOES: None. ABSENT: Gerber, Schreiber.

DISCUSSION REGARDING EMPLOYEE HANDBOOK APPROVED IN 2011, AND REQUEST FOR DIRECTION REGARDING THE HANDBOOK. City Manager Weidl stated that he reached out to CVMIC, the City’s insurance carrier, and they expressed concern that there would be more liability in **not** having an employee handbook than in **having** an employee handbook. CVMIC informed Weidl that most of their clients have an employee handbook.

Weidl indicated that If the Council wants to keep an employee handbook, he would like to ensure that the handbook is compliant. He would like to create a group, either subcommittee or possibly Finance Committee, go through the manual in its entirety and update what is needed.

Councilmember Smith moved to direct staff to create a timeline to untangle the discrepancies between the employee handbook and other existing policies, as well as to bring back to the Council the insight from CVMIC as to whether or not specifically the ordinance mentioning an employee handbook creates a liability position for the City. Smith continued her motion by stating pending the hiring of a Human Resources Manager, Smith would ask that there also be a review by the Finance Committee, as well as a timeline and a framework for full review of policies as they exist. Majkrzak seconded the motion.

City Manager Weidl asked for the specific items that Smith desired. Smith stated a review by CVMIC specifically of the ordinance, a timeline to untangle the discrepancies between the handbook and other policies, and create framework through the Finance Committee for ongoing review of policies. AYES: McCormick, Smith, Allen, Majkrzak. Brown. NOES: None. ABSENT: Gerber, Schreiber.

EASEMENT TO WE ENERGIES FOR INSTALLATION OF UNDERGROUND ELECTRICAL FACILITIES AT THE WASTEWATER TREATMENT FACILITY. Allen moved to approve issuance of a twelve-foot underground easement through the Wastewater Treatment Plant facility. The easement would follow the north/south portion of the driveway serving the facility. The easement request

Chapter 2.70 - HUMAN RESOURCES AND COMPENSATION^[21]

Sections:

Footnotes:

--- (21) ---

Editor's note— Ord. No. 1783A, § 1, adopted May 4, 2010, amended ch. 2.70, §§ 2.70.010—2.70.180, in its entirety as set out herein. Formerly, said chapter pertained to personnel and compensation. See also Code Comparative Table and Disposition List.

2.70.010 - The City of Whitewater Employee Manual.

The City of Whitewater Employee Manual and any amendments or revisions thereof as periodically approved by the city council is hereby adopted herein and made a part of this chapter.

(Ord. No. 1783A, § 1, 5-4-2010)

Editor's note— A complete copy of the above-referenced employee manual is on file with the offices of the city.



Finance Agenda Item

Meeting Date:	July 23, 2024
Agenda Item:	Ordinance and Policy Hierarchy
Staff Contact (name, email, phone):	Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

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

1. The Council plays a crucial role in approving key policies that guide the governance and operations of the City. Their oversight ensures that policies align with the city's strategic objectives and legal requirements. However, requiring the Council to review and approve every single policy can be inefficient and time-consuming. This process can delay the implementation of important initiatives and burden Council members with administrative tasks, detracting from their ability to focus on broader legislative and strategic issues. To enhance efficiency, delegating the approval of more routine policies to appropriate departments or committees while reserving the Council's review for major or contentious issues can be a more effective approach.
2. Additionally, the City Manager serves as the chief executive officer, responsible for the day-to-day administration of city affairs.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

1. At the May 28, 2024, Finance Committee Meeting, the Committee instructed staff to create a hierarchy of Ordinances and Policies. This may be used to help determine which matters can be handled at the staff or committee level and which need to be presented to the full Council for consideration.

FINANCIAL IMPACT
(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff is seeking direction from the Committee. Having the Council review every policy can undermine the efficiency intended by the City Manager form of government. The City Manager and staff are equipped to develop, implement, and manage routine policies, allowing the Council to concentrate on more significant legislative matters. By delegating the approval of less critical policies to the City Manager, the city may be streamline operations, reduce delays, and ensure that the Council's time is spent on strategic oversight and policy-making, in line with the intended balance of responsibilities in this form of government.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. State Statute regarding City Manager Form of Government
2. Ordinance and Policy Hierarchy Draft

64.07 Powers of council; its organization; quorum; meetings.

- (1) The council shall possess and exercise all legislative and general ordinance powers imposed and conferred by general special charter upon the mayor and common council and the various boards and commissions not inconsistent with ss. 64.01 to 64.15, and in force in such city at the time of its reorganization and such additional powers as are hereinafter imposed and conferred, but such council shall not have the power to enact special executive or administrative orders, it being the intent of ss. 64.01 to 64.15 to separate the legislative and executive powers of city government.
- (2) At its first meeting the city council shall select by majority vote one of its members to act as president. The president shall be the presiding officer of the council and shall have a vote but shall have no veto power.
- (3) A majority of the members of the council shall constitute a quorum, and a majority vote of all the members of the council shall be necessary to adopt any ordinance or resolution.
- (4) The ayes and noes shall be called and recorded on the vote upon every ordinance and resolution.
- (5) The council shall provide by ordinance for the time of holding regular meetings and special meetings shall be called by the president or by any 2 council members or by the city manager.
- (6) All meetings of the council or of any committee thereof, whether regular or special, shall be open to the public.

History: 1985 a. 135 s. 83 (2).

64.08 Council members, their duties and compensation. The council members shall devote such time to the duties of their office as the interests and general welfare of the city demand and shall receive such compensation as determined in the petition, ordinance or resolution provided for in s. 64.03. The council shall have power by ordinance to fix the salary of their successors in office.

History: 1985 a. 135 s. 83 (2).

64.09 City manager; qualifications, selection, removal.

- (1) The council first elected after the reorganization of a city under the provisions of ss. 64.01 to 64.15 shall as soon after the reorganization as possible engage for an indefinite term a city manager who shall have charge of the executive side of the city government and who shall be responsible for the efficiency of its administration.
- (2) The city manager shall be elected purely on merit. In electing the city manager the council shall give due regard to training, experience, executive and administrative ability, and efficiency and general qualifications and fitness for performing the duties of the office, and no person shall be eligible to the office of city manager who is not by training, experience, ability, and efficiency well qualified and generally fit to perform the duties of such office. No weight or consideration shall be given by the council to nationality, political, or religious affiliations, or to any other considerations except merit and direct qualifications for the office.
- (3) Residence in the city or state shall not be a qualification for the office of city manager.
- (4) The council may advertise for applicants in such newspapers, magazines, advertising agencies, employment bureaus or other advertising mediums and for such length of time as it shall deem necessary to secure applications from the available persons best qualified to fill such office.
- (5) Except as provided in s. 19.36 (7), the applications, records, recommendations and qualifications of all applicants for the office of city manager shall be immediately placed and thereafter kept on file and shall be matters of public record and open to the examination and inspection of the public at all reasonable times.
- (6) The salary of the city manager shall be fixed by the council.
- (7) The council shall have the power to remove the city manager at any time that the city manager's conduct of the city administration becomes unsatisfactory and to engage a successor after the manner prescribed in this section, but such city manager shall serve until a successor is elected and qualifies.
- (8) Before the council shall remove the city manager for any cause other than willful neglect of duty, malfeasance, or misfeasance in office, it shall give such city manager at least 60 days' notice of its contemplated action and in all cases shall present in writing a statement of the specific grounds or reasons for such removal and shall give such city manager an opportunity to be heard in regard thereto. Such statement of reasons shall be immediately placed and thereafter kept on file and shall be matter of public record open to the examination and inspection of the public at all reasonable times, and such hearing shall be a public hearing.
- (9) The action of the council in removing the city manager shall be final.
- (10) In case of vacancy in the office of city manager by reason of removal, resignation or other cause the council may elect an acting city manager for a period of not exceeding 6 months to fill the vacancy while considering the selection of a city manager. Provided, if the council is unable within such 6 months' period to secure a qualified city manager specified in this section it may by a majority vote of its members present at any regular meeting extend the employment of such acting city manager or elect another acting city manager for an additional 6 months. The acting city manager shall have all the powers and perform all the functions of city manager. The acting city manager may be removed by the council without cause or regard to sub. (8) and such removal shall be final.

History: 1991 a. 269, 316.

64.10 City departments, boards and commissions.

(1) The council shall upon the report and recommendation of the city manager have the power to create general departments of city administration. The report and recommendations of the city manager showing the necessity or desirability of creating such departments shall be placed on file and shall be matters of public record, open to the examination and inspection of Item 11. c at all reasonable times.

(2) All administrative boards and commissions existing in the city prior to its reorganization shall continue to exist after its reorganization under this subchapter until abolished, altered or reorganized by ordinance of the council. The council may, upon receipt of the report and recommendation of the city manager, alter, reorganize or abolish by ordinance any administrative board or commission except the board of police and fire commissioners.

History: 1985 a. 225.

64.105 Optional powers. Any city or village which has determined by ordinance or petition and referendum to operate under the city manager form of government may by charter ordinance allocate powers to the council, president of the council and city manager in a manner other than provided by this chapter.

64.11 Powers of city manager, appointments.

(1) The city manager shall be the chief executive officer of the city and head of the city administration and shall possess and exercise all the executive and general administrative powers imposed and conferred by general law or special charter upon the mayor and common council and upon the various boards, commissions and officers and in force in such city at the time of its reorganization under ss. 64.01 to 64.15, and such additional powers as are herein imposed and conferred.

(2) The city manager shall have the power to create minor administrative offices and positions and to discontinue such offices and positions according to the city manager's judgment of the needs of the city.

(3) The city manager shall have the power to appoint all heads of departments, all subordinate city officials and all city employees and to remove such appointees at any time their services or the conduct of their offices becomes unsatisfactory to the city manager. This subsection shall not be construed as depriving the board of fire and police commissioners or the chiefs of fire or police departments of any city of all the powers conferred by s. 62.13.

(4) No head of a department, city official, or city employee shall be appointed for a fixed term, but during good behavior and satisfactory service.

(5) All appointments shall be purely on merit and with a view to securing the best available appointee for the place. Due consideration shall be given to training, experience, ability, and general qualifications and fitness for performing the duties of the office and no weight or consideration shall be given to residence, nationality, or to political or religious affiliations.

(6) Residence in the city or state shall not be a qualification for any such appointment.

(7) Except as provided in s. 19.36 (7), the applications, records, recommendations and qualifications of all applicants shall be immediately placed and thereafter kept on file and shall be matters of public record subject to the examination and inspection of the public at all reasonable times.

(8) In the event that such a city has established under the provisions of s. 66.0509 a civil service system, then the powers and duties of the city manager as provided in this section shall be limited and governed by such rules and regulations as may be promulgated under such civil service system.

History: 1991 a. 269, 316; 1999 a. 150 s. 672.

Hierarchy of Council Review

Ordinances that require Council review:

1. High-Impact Ordinances
 - Zoning and Land Use: Changes to zoning laws, land use regulations, and development projects that significantly affect the community.
 - Public Safety: Ordinances related to police, fire, emergency services, and public health regulations (e.g., pandemic response measures).
 - Budget and Finance: Approval of budgets, tax rates, major financial expenditures, and bond issues.
2. Regulatory and Compliance Ordinances
 - Environmental Regulations: Ordinances related to environmental protection, waste management, and sustainability initiatives.
 - Building Codes: Updates to building codes, construction standards, and housing regulations not already regulated by the State.
 - Licensing and Permits: Regulations governing business licenses, permits, and other regulatory compliance measures.
3. Social and Community Impact Ordinances
 - Civil Rights and Equality: Ordinances that address discrimination, equal opportunity, and accessibility.
 - Public Health and Welfare: Regulations concerning public health, housing standards, and welfare programs.
 - Transportation and Infrastructure: Significant changes to public transportation, road construction, and infrastructure projects.

Policies that should be reviewed by Council:

1. Policy Changes and Initiatives
 - Long-Term Strategic Plans: Comprehensive plans and strategic initiatives that guide the long-term development of the community.
2. Regulatory and Compliance Policies
 - Personnel Policies: Major updates to employee handbooks, codes of conduct, disciplinary procedures, and other comprehensive personnel policies that affect a significant number of employees or have broad implications for the organization.
 - Example – Paid Paternal Leave Policy
3. Social and Community Impact Policies
 - Workplace Equity and Inclusion: Policies related to workplace diversity, equity, inclusion, anti-discrimination, harassment, and equal employment opportunities.

Policies and Ordinances That **May Not** Require Review by the Common Council:

1. Routine Administrative Ordinances
 - Operational Adjustments: Minor changes to the day-to-day operations of city departments (e.g., office hours, administrative procedures).
 - Non-Substantive Updates: Technical corrections, re-codifications, and non-substantive amendments to existing ordinances.
2. Minor Financial Adjustments

- Fee Adjustments: Minor adjustments to existing fees that do not significantly impact the overall budget (e.g., increase in fee for records requests that is within the statutory range).
- 3. Specific Localized Issues
 - Temporary Permits: Issuance of temporary permits or variances for specific events or activities.
- 4. Pre-approved Projects and Contracts
 - Pre-approved Contracts: Execution of contracts and agreements that have been previously authorized by the council.
 - Ongoing Projects: Routine decisions related to ongoing projects that have received prior council approval.
- 5. Routine Administrative Ordinances
 - Operational Adjustments: Minor updates to existing personnel policies that do not significantly alter the overall framework, such as administrative changes to procedures, minor clarifications, or updates required for regulatory compliance (e.g., Pregnant Workers Fairness Act).
 - Technical Corrections: Non-substantive amendments to personnel policies to correct errors, update language, or reflect changes in organizational structure without changing the policy's intent or impact.

Considerations for Determining Council Review Necessity

1. **Impact Assessment:** Evaluate the potential impact of the ordinance on the community. High-impact ordinances should be prioritized for council review. Assess the potential impact on employees. Major policy changes that affect a large number of employees or significantly alter working conditions should be reviewed by the council.
2. **Public Interest and Transparency:** Consider the level of public interest and the need for transparency. Ordinances with significant public interest should undergo council review. Policies that are likely to generate significant concern or interest among employees should be reviewed by Council.
3. **Legal and Regulatory Requirements:** Ensure compliance with legal and regulatory requirements that may mandate council oversight.
4. **Efficiency and Delegation:** Balance the need for oversight with administrative efficiency. Routine and minor issues can often be delegated to appropriate city officials or committees. Balance the need for thorough review with administrative efficiency. Routine updates and minor changes can be managed by HR Department or administrative officials.



Finance Agenda Item

Meeting Date:	July 23, 2024
Agenda Item:	Paid Parental Leave
Staff Contact (name, email, phone):	Sara Marquardt, smarquardt@whitewater-wi.gov, 262-473-1387

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

1. Offering paid parental leave provides significant benefits for recruitment and retention in today's competitive labor market. It signals to prospective employees that the organization values work-life balance and is committed to supporting its staff during important life events. This benefit can attract top talent, particularly among younger workers and those seeking family-friendly employers. Moreover, current employees are more likely to stay with an organization that demonstrates such a strong commitment to their well-being.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

1. At the May 28, 2024 Finance Committee Meeting, the Committee requested that staff bring forth an outline of a paid parental leave policy for consideration.

FINANCIAL IMPACT
(If none, state N/A)

The financial impact of paid parental leave is in the loss of production as opposed to a direct financial cost. In 2023, the City had at minimum 11 requests for Family Medical Leave. To date in 2024, HR has received 12 requests for Family Medical Leave.

STAFF RECOMMENDATION

Staff is seeking direction from the Committee. Attached are two potential policies. Policy 1 is based off of the July 1, 2024 Paid Leave Policy of the UW System. This policy provides 6 weeks of paid leave for qualifying events but does not include stepchild adoption, foster care or grandparent leave. Policy 2 is based off the City of River Falls Wellness Leave Policy. This policy provides up to 4 weeks of parental, caregiver, medical and emergency leave for a wider variety of qualifying events. Both policies provide leave for employees who do not yet meet the FMLA hours requirements which as been an issue for employees.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. Policy 1 – UW Leave
2. Policy 2 – River Falls Leave

2 Paid Parental Leave – River Falls Model

I. Purpose

The City of Whitewater recognizes that employees may need extended leave time to care for themselves or family members. This policy provides guidelines for regular non-bargaining full-time and part-time employees.

II. Definitions

Qualifying Events:

- **Parental Leave:** Following the birth or adoption of a child.
- **Caregiver Leave:** Caring for a family member with a serious health condition.
- **Medical Leave:** Employee's own serious health condition.
- **Emergency/Extenuating Circumstances Leave:** Approved by the City Manager for situations such as fire, storm damage, family crises, or non-traditional family care, including siblings and grandparents.

Family Member:

- Spouse or Partner
- Child, Stepchild, or Child-in-Law
- Parent, Stepparent, or Parent-in-Law
- Grandparents
- Others designated under FMLA/WFMLA

III. Guidelines

Hours Provided:

- 160 hours (pro-rated for part-time and those under 1 year of service) per Parental Leave Qualifying Event (limited to once per rolling 12-month period) for births and adoptions on/after (DATE APPROVED).

Accessing BE WELL - Family, Medical, and Wellness Leave:

- Eligible employees must experience a Qualifying Event.
- Leave taken using this account will run concurrently with FMLA/WFMLA when applicable.
- Non-FMLA/WFMLA leaves are limited to a combined total of 4 weeks (160 hours/pro-rated for part-time) per calendar year and must use paid leave benefits (BE WELL or PTO hours).
- PTO and Short-term Disability, if applicable, can be combined with BE WELL leave hours.

IV. Procedure

Obtaining Leave:

1. **Notice:** The employee must provide 30 days' notice to the department manager and HR (or as much notice as practicable if the leave is not foreseeable).
2. **Documentation:**
 - Submit the BE WELL leave request form and any supporting documentation, including health care certification when applicable.
 - Insufficient documentation may result in denial of leave.
3. **Usage:**
 - Parental leave may be used intermittently within 16 weeks of birth/adoption. Leave after the 16th week must be continuous and within 1 year of the event.
 - Caregiver and Medical Leave are based on the serious health condition of the family member or the employee, respectively.
 - Emergency/Extenuating Circumstances Leave is subject to approval by the City Manager.

Coordination with Other Leave Types

- FMLA/WFMLA policy should be referred to for additional information on qualifying events.

2 Paid Parental Leave – River Falls Model

- Non-FMLA/WFMLA leaves may utilize paid leave benefits and can combine PTO, Short-term Disability, and BE WELL leave hours. FMLA/WFMLA qualifying events can also utilize unpaid leave time.

1 Paid Leave – UW Policy Model

I. Purpose

The Paid Parental Leave policy provides eligible employees with up to six weeks of paid time off every 12 months for qualifying events. This policy aims to support employees in bonding with a new child, adjusting to new family situations, and balancing personal obligations resulting from a birth or adoption.

II. Definitions

- **Adoption:** The legal process where children become permanent members of another family while maintaining genetic and psychological connections to their birth family.
- **Birth or Adoptive Event:** The birth or adoption of a child under 18 on or after July 1, 2024. For adoptions involving a child incapable of self-care due to mental or physical disability, the age limit of 18 may be waived.
- **Child(ren):** A person under 18. The child's parent must be an employee of the City of Whitewater.
- **Foster Care:** Home-like care provided by licensed foster parents for children temporarily unable to live with their parents.
- **Full-Time Equivalent (FTE):** The number of hours budgeted for a position. 1.0 FTE equals 80 hours in a bi-weekly pay period; 0.5 FTE equals 40 hours.
- **Guardianship:** A legal relationship where one party is empowered to act for another's benefit, transferring decision-making authority and legal responsibility without terminating the parents' rights.
- **Kinship Care:** Care provided by grandparents, other adult family members, or close family friends with no parents in the home.
- **Paid Parental Leave:** Up to six weeks of paid time off in a 12-month period for eligible employees to care for and bond with a newborn or newly adopted child. The leave is pro-rated based on FTE.
- **Parent:** A person identified on a child's birth certificate, adoption certificate, or other legal document certifying adoption.
- **Qualifying Event:** Birth or adoptive event. For birth, it is the date the child is born. For adoption, it is the date the child is placed with the employee.
- **12-Month Period:** The period starting from the date of a qualifying event within which up to six weeks of Paid Parental Leave can be taken.

III. Guidelines

Eligibility:

- Employees must have a qualifying event on or after the policy's effective date and hold an eligible appointment with the City of Whitewater at the time of the event.
- Eligible employee is defined as an employee of the City of Whitewater who is entitled to accrue leave balances who has a qualifying event. Limited term employees are excluded from this policy.

Leave Provisions:

- Eligible full-time employees receive up to six weeks (240 hours) of Paid Parental Leave. Part-time employees receive a pro-rated amount based on their FTE.
- Leave must be taken within 12 months following the qualifying event. Unused leave cannot be banked or paid out.
- Paid Parental Leave can be taken continuously, intermittently, or on a reduced schedule with departmental approval (except for WFMLA-designated leave).
- Employees on paid parental leave will continue to receive non-salary fringe (dental insurance, health insurance, vision insurance, life insurance, accident insurance, sick leave accrual, vacation accrual) benefits provided under the Employee Handbook on the same basis as if working.

1 Paid Leave – UW Policy Model

Employees on Paid Parental Leave will also continue to receive compensation for fixed holidays on the same basis as if working.

- Employees may only be approved for Paid Parental Leave once during a payroll year.
- Eligible Employees must use all of their Paid Parental Leave within six months of the qualifying event. If an employee has any unused Paid Parental Leave six months after the qualifying event, that amount of leave shall be forfeited.
- All employees except those in 24/7 operated departments may use Parental Paid Leave intermittently, up to the six-month limitation. Employees in a 24/7 operated department may use Paid Parental Leave intermittently with the prior written approval of their supervisor.
- All employees except those in 24/7 operated departments may use PPL in order to work part-time, if that is an arrangement that works for their family. Employees in a 24/7 operated department may use PPL to work part-time with the prior written approval of their supervisor.

Coordination with Other Leave:

- Paid Parental Leave runs concurrently with FMLA/WFMLA if the employee qualifies for these leaves.
- Employees must follow normal procedures for requesting time off for non-parental leave reasons when on intermittent or reduced schedule Paid Parental Leave.

Limitations:

- Multiple births or adoptions on the same date count as one qualifying event.
- Stepchild adoption, surrogacy, foster care, kinship care, guardianship, and sperm donation do not qualify for Paid Parental Leave under this policy.

IV. Procedure

Notice Requirement:

- Employees must submit a completed Parental Leave Request form at least 30 days in advance of the leave start date. If 30 days' notice is not possible, the request form and notification must be submitted within 14 days of becoming aware of the need for leave.
- Additional documentation may be required based on the qualifying event.

Confidentiality:

- All medical information related to Paid Parental Leave is confidential and maintained in the employee's medical file within the Human Resources Department.

Reinstatement:

- Employees typically return to the same position held before leave. In limited cases, an equivalent position may be offered.
- Fitness for duty may be required if the employee experiences a serious health condition during Paid Parental Leave.

Non-Compliance:

- Providing false information may result in denial of leave, repayment of taken leave, or disciplinary action.

1 Paid Leave – UW Policy Model

City of Whitewater Request for Paid Parental Leave

Employee’s Name: _____

Employee’s Department: _____

Expected date of qualifying event: _____

Date the Leave of Absence will commence: _____

Probable date of return to work: _____

Employee’s Anticipated Use of Benefit Time During Leave of Absence:

Please use this space to describe how you intend to use PPL during your FMLA/other Leave of Absence. Please make sure to note any time in which you intend to work part time. (For example: Feb 1 to Feb 28 – 4 weeks (160 hours) PPL and March 1 to March 28 – work part-time (80 hours), use 80 hours PPL)

Acknowledgements:

1. Please read the Paid Parental Leave in the Employee Handbook.
2. I understand that if I am eligible for FMLA, then I must submit an application for FMLA.
3. I understand that I must provide appropriate and timely documentation of the upcoming event. Forms of documentation include: a health care certification from a medical doctor, a certified copy of an adoption order listing the eligible employee as a parent, a certified copy of a foreign adoption order registered in the State of Wisconsin.
4. Eligible Employees must use all of their PPL within six months of the qualifying event. Any portion of the PPL remaining six months after the qualifying event is forfeited. The start date of an employee’s PPL is at the employee’s discretion, as long as the employee’s PPL balance has not yet been forfeited.
5. Employees may use PPL intermittently. Employees in a 24/7 operated department may use PPL intermittently with the prior written approval of their supervisor.
6. Employees may use PPL in order to work part-time, if that is an arrangement that works for their family. Employees in a 24/7 operated department may use PPL to work part-time with the prior written approval of their supervisor.

Employee’s Signature: _____

Date: _____

Supervisor’s Approval (if necessary): _____